



St. Paul's United Church of Christ

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Policies and Personnel Handbook

(Approved 11/2012; Revised 10/2015)

INTRODUCTION

The purpose of this manual is to give guidance and direction for the personnel of St. Paul's United Church of Christ, Kutztown, Pennsylvania. This manual is not intended to provide absolutes for every situation. However, where there is clear guidance and direction it should be followed. Where there are gray areas or no direction, your responsibility as an employee is to consult with the Pastor and Personnel Committee for clarification.

STAFFING

By virtue of his/her position, the responsibility for the office environment and the supervision of ministerial staff and support staff will rest with the Pastor. The Pastor should be aware of their activities and has the authority to make any necessary adjustments. This decision could be made in consultation and with the agreement of the Personnel Committee. The delegation of responsibility in any large organization is a necessity and the Pastor will at times need to delegate to other team members. With delegation comes an increased need for communication. Therefore, regularly scheduled staff meetings (at least quarterly) will be held in order to maintain open lines of communication. As additional staff members of various job categories are added, personnel policies become necessary as the basis for dealing consistently with all employees. This document is intended to be a living document and will from time to time require additions, and deletions. Our desire is to deal with the unique personnel and policy needs of St. Paul's United Church of Christ in a straightforward manner.

DEFINITIONS:

- 1. MINISTERIAL STAFF** is any professional team member hired for the purpose of ministering to the body and the community. This would include full-time and part-time, ordained, intern, and/or lay ministry staff with ecclesiastical standing.
- 2. SUPPORT STAFF** is any team member hired for the purpose of supporting the professional ministry staff and the church body. This includes full-time and part-time team members as well as salaried and hourly team members, including any custodial positions.
- 3. TEMPORARY STAFF** is any team member hired at the recommendation of the Pastor and agreed to by the Personnel Committee and approved by the Consistory for the purpose of fulfilling a temporary need.
- 4. INTERN STAFF** is any team member hired at the recommendation of the Pastor and the Personnel Committee for the purpose of training and educating.

*****Please note that the support staff, the temporary staff and the intern-staff are all at-will employees. *****

CLASSIFICATION OF EMPLOYEES BY HOURS

Full time: [30] and above hours per week

Part time: less than [30] hours per week

SECTION 1 EMPLOYEE BENEFITS

1. BRIEF ABSENCES

a. **Absences from the office:** The church office should be notified of your intended absence within 30 minutes of your normal start time and no later than 9:00 a.m. This includes full time and part-time employees.

b. **Death of a Relative:** Church policy allows three (3) days with pay for a death in the employee or spouses immediate family. Immediate family includes spouse and children, parents, siblings, and grandparents. Arrangements should be made with the pastor. Extended periods of time are made on a case-by-case basis and require joint approval of the Pastor and the Personnel Committee.

c. **Personal Business:** It is occasionally necessary for an employee to be absent briefly from work for personal reasons. Such absences should be arranged in advance with the Pastor.

2. MEETINGS, CONFERENCES & CONTINUING EDUCATION

The ministerial staff may from time to time be required or have opportunity to attend certain meetings, conferences and continuing education events. With regards to the Pastor, the policy of St. Paul's United Church of Christ is to allow such time and financial support as agreed to in the

church's call agreement for this purpose. This applies only to full-time ministerial staff. Specific times and days will be at the discretion of the Pastor, keeping in mind the needs of the church. The Pastor will coordinate with the other staff and through the Personnel Committee. All other staff may request time/financial support for certain meetings, conferences and training events provided they are related to their respective staff positions. Such requests must be submitted to the pastor, approved by the Personnel Committee and authorized by the Consistory.

Please remember:

1. Your work at St. Paul's United Church of Christ has priority.
2. Days for meetings, conferences & Continuing Education are non-accruable.
3. The church will assist with expenses as included in the budget and in accordance with call agreement.

********Attendance by full-time Ministry Staff at meetings, conferences and continuing education events related to their job function will not be considered time off under this paragraph.***

3. LEAVES OF ABSENCE

For the Pastor: According to the church's call agreement for this purpose.

For All Other Employees: According to individually agreed upon terms as presented at time of hiring.

The length of time and terms pertaining to any Leave of Absence may be granted by the Personnel Committee, with the approval of Consistory, for the following reasons: Military Service, Temporary Disability, and/or other short-term needs as mutually agreed upon.

5. VACATIONS

For the Pastor: According to the church's call agreement for this purpose.

For All Other Employees: According to individually agreed upon terms as presented at time of hiring.

6. HOLIDAYS

The following unpaid holidays shall be recognized:

New Year's Day

Good Friday

Memorial Day

4th of July

Labor Day

Thanksgiving Day

Christmas Day

Memorial Day

If a holiday falls on an employee's regular day of work, arrangements for completion of any necessary outstanding work should be made with the Pastor. This may require reporting for work on a day that is not considered a normal work day.

7. RETIREMENT BENEFITS

The Professional Ministerial staff retirement benefits are administered through established procedures established with the Pension Boards of the United Church of Christ. No retirement benefits are available to the remaining staff/personnel.

8. TERMINATION OF EMPLOYMENT

All personnel employed by the church serve at the pleasure of the Church; they are At-Will Employees. It is the policy of the Church, however, to offer maximum job security to its employees consistent with satisfactory job performance and budgetary constraints.

Termination

Any employee may be terminated for any one of the following reasons:

- a. unbecoming conduct which reflects on or is embarrassing to the church;
- b. failure to perform the duties in a satisfactory manner;
- c. incompatibility with other church staff or church members;
- d. insubordination or refusal to follow job related instruction;
- e. divisive behavior;
- f. stealing;
- g. sharing private information outside the office;

h. In the event that the termination involves the Pastor, such action shall be in accordance with the procedures outlined in the Manual On the Ministry of the United Church of Christ and other ecclesiastical protocol.

*****Proper documentation shall be kept in each employee's file.*****

In the event an employee's work or conduct is unsatisfactory or in violation of any of these Personnel Policies and Procedures or any other church policies, the proper chain of command should be followed. The chain of command means this: that person notifies the Pastor and the matter will then be brought to the Personnel Committee through the Pastor, responsible ministerial staff members, and/or the church committee chair involved. The Pastor and personnel committee will immediately meet with the person or persons involved to review and discuss the problem. If, in the judgment of the Pastor and Personnel Committee, it appears that the problem can be satisfactorily resolved the employee *may* be placed on probation for a period of two weeks, but not to exceed thirty (30) days. At the end of the specified time, the case will again be reviewed and final action will be taken by the Pastor and Personnel Committee. If it is the decision of the Pastor and Personnel Committee to dismiss the employee, such recommendation will be brought before the Consistory for approval, The termination shall become effective immediately. Two (2) weeks severance pay *may* be granted at the discretion of the Pastor and the Personnel Committee. Payment for any unused vacation will also be given.

Resignation

Any staff member who plans to leave the employment of the church will be expected to give at least two (2) weeks notice. Staff will inform the Pastor and Personnel Committee prior to formally submitting a resignation to the Church. Upon voluntarily leaving the employment of the Church, each person shall be paid for any unused vacation. No additional severance pay will be received unless the matter is voted on and approved by the Consistory. In the event the church agrees to approve severance pay, that pay will not exceed three (3) months salary.

9. INSURANCE (Ministerial Staff Only)

In accordance with ecclesiastical guidelines.

SECTION 2 POLICIES AND PROCEDURES

The practices set forth in this section are those deemed necessary to maintain a smoothly functioning staff organization. Familiarity with these practices will help the employee do the right thing at the right time and in the right way and thus make it easier for all employees to work together as an efficient team.

1. ADMINISTRATION AND OVERSIGHT OF EMPLOYEES

Oversight for all church employees is the responsibility of the Pastor under the auspices of the Personnel Committee, as authorized by Consistory. Therefore, any questions, concerns,

disagreements, and/or grievances against any employee of the church shall be brought to the attention of the Pastor who will, if necessary, take the issue(s) to the Personnel Committee for final disposition. Under no circumstance shall any person or non-authorized committee take it upon himself/herself/themselves to direct the work load, work style, or discipline of another church employee.

2. OFFICE HOURS

The offices of the Church normally are open summer hours Tuesday and Thursday from 8:00 AM to 12:00 Noon; and winter hours are Monday, Tuesday and Thursday from 8:00 am to 12:00 Noon. The work periods for certain personnel will necessarily vary from these hours. Full-time employees are allowed one hour for lunch. All employees, full-time and part-time, are expected to be on time for work. It is to every employee's advantage to keep a good record because frequent tardiness gives an impression of carelessness and unreliability and could be grounds for termination. All non-ministerial, non-salaried staff members are required to keep a record of the actual time they work each day and the total hours worked each week. Any deviation of approved hours must be approved in advance by the Pastor and communicated to the treasurer.

PAY PERIODS: All part time employees are paid once per month. The pastor is paid according to payroll services on the 15th and 30th of the month.

3. LEAVING THE CHURCH PREMISES

The nature of ministry will require our pastor to come and go at times. So in light of this, the Pastor should leave word with the church secretary as to where he/she can be reached and when he/she expects to return.

Office staff, unless your work requires you to do so, should not leave the premises without leaving word of when you are going and when you expect to return. If you need to leave the office for any reason other than work related, please inform the Pastor or the Chair of the Personnel Committee, informing them of where you are going and when you expect to return. If you are delayed longer than expected, call the Pastor or Chair of the Personnel Committee to let them know.

4. NIGHT USE OF THE BUILDING

Employees are discouraged from working alone in the building at night. If you are working late and it is after 5:00 p.m., please lock the outside doors. This should happen whether you know that there are other people in the building or not.

5. SOLICITATION

Solicitation of funds among employees is not encouraged, but is permitted with discretion by approval of the Pastor.

6. MONEY AND VALUABLES IN DESK

Money and other valuables should not be left in your desk in the office. Use good judgment about leaving anything of value in the church building.

7. HANDLING MONEY

All monies received should be given to the Financial Secretary or placed in the office safe as

soon as possible.

8. TELEPHONE CALLS

- Keep your personal calls to a minimum.
- No personal long distance calls. If you have to make a personal long distance call from the office, please charge this to your home phone or calling card.
- When you make calls on business relating to the church remember that you communicate as much with the tone of your voice as you do with the words you say. Use good phone manners and skills.

9. DESK AND MACHINES

- Keep your desk and work area clean and neat.
- Don't abuse the office machines and equipment. Report any problems right away.
- Any borrowing or loaning of any office equipment needs to be cleared beforehand with the Pastor.
- No adjustment of/alterations to/replacement of office computers, software, and other mechanical devices shall be made by any person(s) without prior consultation with the Pastor and/or Personnel Committee.
- Internet usage is restricted to church business only.

10. SUPPLIES

- You should have the things that you need to do your job. Please do not be careless or wasteful. Purchase of office supplies should be approved in advance by the pastor.
- Ordering supplies and equipment must follow the established purchasing protocol.

11. OFFICE COURTESY

The church office is on an "open house" basis at all times and visits by members and visitors may be expected at any time. Be aware of this and treat all visitors and/or members with respect and courtesy.

12. PERFORMANCE EVALUATION

Performance evaluations will be conducted annually for full-time and part-time ministerial and support staff, and will be scheduled annually within ninety (90) days of the annual budget preparations (September). The purpose of the performance evaluation is to improve communication and evaluate the performance of the employee with specific attention to:

1. Attitude
2. Accomplishments
3. Strengths
4. Areas needing improvement
5. New goals

The evaluation of the Pastor will be conducted by the Pastoral Relations Committee *and* the Personnel Committee. All other staff evaluations will be performed by the Pastor *and* the Personnel Committee. The completed appraisal staff evaluation form will be reviewed with the employee, and signed by appraiser(s) and the employee.

All matters pertaining to an employee's performance will be kept on file by the Personnel committee with a copy to the employee. Included will be attendance record, appraisal forms, and other appropriate items. The review of personnel files will be limited to the Pastor, the Personnel Committee, and the employee. Personnel files and personnel matters will be held in strictest confidence. The sharing of information with outside parties is made only upon the written request of the employee *and* the joint approval of the Personnel Committee and the Pastor.

13. EMPLOYMENT

As non-ministerial staff vacancies occur, or as new positions are created by church action, the Personnel Committee and the Pastor will work together to fill these vacancies.

After the available qualified applications have been reviewed by the Personnel Committee and the Pastor and together they have agreed on the best applicant, that recommendation should be brought to the Consistory for approval. Our church will consider a part-time employee when they can be effectively used to meet an ongoing or temporary need. Any employment policies mentioned here apply equally to part-time employees as well as full-time employees. The employment of a husband and wife team, or the employment of staff member relatives would be considered on an individual basis by the Personnel Committee and the Pastor.

14. SALARY ADMINISTRATION

Salary adjustments are based primarily on merit and job responsibility, and will be recommended to the Finance Committee only after an evaluation has been made and approved. There is no established scale for salary increases for support, temporary, or intern staff. It is the responsibility of the Pastor and Personnel Committee to determine the value of each job and to establish an equitable salary within budgetary guidelines for each position. Payroll deductions required by law shall be deducted by the church. Other deductions will be made as agreed by the employee consistent with the employee's participation in church-approved programs requiring such deductions.

THREE QUALITIES EXPECTED OF OUR STAFF

Every staff member is expected to exhibit a positive spirit, a loyal spirit and servant's heart as defined below:

1. A Positive Spirit- The ability in the worst of situations to step back and see what God is doing. We must be able to see God in every situation. Jeremiah 29:11; Romans 8:28-30: 12:12
2. A Loyal Spirit- A commitment that I will neither say nor receive a negative word about you until I know that it has been said to you. Proverbs 6:16-19; 16:28; 17:4; 20:19; 26:20; Matthew 5;23-24; 18:15-17; Luke 17:3-4; Ephesians 4:29; 5:4.
3. A Servant's Heart- An excitement about making everyone around me successful. Romans 12:10-11; Galatians 5:13; Philippians 2:1-4; I Peter 5:5-7.

