

# **FIRST UNITED METHODIST CHURCH**

## **EMPLOYEE HANDBOOK**

Revised Date: December 2016



# First United Methodist Church Employee Handbook

## Table of Contents

	<b>Page Number</b>
Welcome! .....	1
Introduction.....	2
FUMC Mission .....	3
FUMC Vision .....	3
FUMC General Policies / Guidelines.....	4
 <b>Section I: FUMC Employment Policy</b>	
Employment.....	2
Equal Employment Opportunity.....	2
Immigration Reform and Control Act of 1986.....	2
Background Checks.....	2
Employment of Minors.....	3
Employment of Relatives.....	3
 <b>Section II: Personnel Status</b>	
Employee Classifications .....	2
Tardiness and Absence .....	2
Termination / Resignation .....	3
Smoking.....	3
Personnel Records .....	3
Promotion and Transfer .....	4
Fair Treatment Policy.....	4
 <b>Section III: Benefits</b>	
Vacation .....	2
Sick Leave .....	3
Major Sick Leave.....	3
Holidays.....	3
Pregnancy Leave.....	4
Jury Duty/ Military Leave.....	4
Worker's Compensation .....	4
Bereavement Leave .....	4
Illness or Disability Immediate Family Leave .....	5
Professional Development .....	5
Status Change .....	5
Termination .....	5
Accidents & Safety.....	5
Group Medical and Dental Insurance.....	6
Pension Plan .....	6

**Table of Contents (continued)**

**Page Number**

**Section IV: Compensation**

Salary Administration.....2  
Regular Hours .....3  
Overtime / Compensatory Time.....3  
Payday.....3  
Payroll Deductions.....3

**Section V: Performance Evaluations**

Performance Evaluations.....2  
Position Descriptions.....3

**Section VI: General Information**

Work Guidelines and Performance Standards .....2  
Job Performance .....2  
Rules of Conduct .....2  
Harassment.....3  
Alcohol, Drugs, and Controlled Substances.....3  
Personal Appearance.....3  
Lost and Found .....4  
Access to Church Property .....4  
Business Expense Reporting .....4  
Business Credit Cards .....4  
Safe Sanctuaries .....4  
Use of Church Telephones.....4  
Employee Parking .....4  
E-mail Policy.....5  
Employee Handbook Changes .....6  
Approval Page.....7  
Employee Statement of Acknowledgment.....8

**Appendices:**

A. Staff Evaluation Form .....a  
B. Smart Goal Guidelines .....e

Employee Handbook Revision Dates:  
December, 2015  
December 2016

## **Welcome to First United Methodist Church (FUMC)**

On behalf of our congregation, we welcome you to FUMC and wish you every success here.

We believe that each employee contributes directly to FUMC's growth and success, and we hope you will take pride in being a member of our team.

We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service for the Lord in this ministry.

As an employee of the church, you represent our ministry in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others, demonstrating your relationship with God.

This handbook was developed to explain FUMC's policies and procedures, and to outline benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, since it will answer many questions about employment with FUMC. Other questions should be directed to the Senior Pastor or a member of the Staff-Parish Relations Committee (SPRC).

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

FUMC, Staff-Parish Relations Committee (SPRC)

## **Introduction**

This Employee Handbook is not an individual employment contract. It applies to all FUMC employees and is intended to provide guidelines and summary information about the church's policies, procedures, benefits, and rules of conduct.

It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please talk with the Senior Pastor or a member of the SPRC if you have any questions or need additional information.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate. Recommended changes should be submitted to a member of the SPRC, who will obtain approval from the SPRC, then forward the approved changes to the Business Manager for inclusion in the Employee Handbook. A review of the FUMC Employee Handbook will be conducted by the SPRC annually.

## **FUMC Mission**

*First United Methodist Church is an uptown church*

*Where all are Welcome*

*Where all Worship*

*Where all Serve*

*To the Glory of God*

## **FUMC Vision**

The vision of First United Methodist Church is that:

*We will become more faithful witnesses for God by providing spiritual guidance, a moral compass, and a place of welcome and comfort to all of God's children.*

*We will do this by being aware of the needs in our community, listening for God's calling, and responding with our time and talents.*

We are:

an equipping church that teaches people how to serve Christ through

- sharing their faith,
- discipling others
- serving those in need

a praying church

- that pursues God's purposes
- that seeks healing for those hurting physically, emotionally and spiritually
- that intercedes for those in any kind of need

a worshiping church

- that praises God
- that rejoices in those who commit their lives to trusting Jesus as their savior/forgiver and leader/Lord
- that celebrates all that God is doing in and through us

a serving church

- that reaches out to the lost, the needy, the suffering in places near and far.

## **FUMC General Policies / Guidelines**

1. Policies and guidelines concerning employees, unless specifically directed, do not necessarily apply to the Senior or Associate Pastor. Policies concerning the Senior Pastor are specified by the Discipline and Annual Conference, which take precedence over the Employee Handbook.
2. The church Business Manager is responsible to record vacation, sick, and personal days off for all staff, and keep and maintain all employees' personnel files.
3. There will be a 180 day probationary period for all employees.
4. SPRC will be responsible for ensuring that the respective employees' job descriptions are current. They will meet on an as-needed basis with the respective employees to insure that their needs are being met, and that any hindrances to their satisfactory performance are resolved. SPRC will be available to assist the Senior Pastor in the annual evaluation process.
5. No loans will be made to staff.
6. FUMC will not buy back vacation.

## **Section I:**

# **FUMC EMPLOYMENT POLICY**

## **Employment**

All staff and contract employees shall be selected by the SPRC. They will be supervised by the Senior Pastor.

The policies set forth herein are intended to inform all employees of the general provisions relating to their employment and to insure uniformity of understanding and application to each employee and job condition.

Employment at FUMC is based upon the mutual consent of each employee and the church. Consequently, both the employee and the church have the right to terminate the employment relationship at any time. Non-exempt employees are requested to give two (2) weeks advance notice and exempt employees are requested to give thirty (30) days advance notice to permit sufficient time for replacement. This relationship is known as employment at will. This employment relationship will remain in effect throughout your employment at the church, unless specifically modified by written agreement signed by you and the FUMC SPRC. This employment relationship may not be modified by any oral or implied agreement.

### **Equal Employment Opportunity**

FUMC is committed to equal employment opportunity for all qualified persons, without regard to race, color, national origin, religion, age, sex, disability or marital status, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

FUMC expects all employees to show respect, sensitivity and confidentiality toward all other employees and church members, and to demonstrate commitment to the church's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to the Senior Pastor and to a member of the SPRC.

Violation of this policy may result in disciplinary action, up to and including termination.

### **Immigration Reform and Control Act of 1986**

FUMC is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

### **Background Checks**

FUMC has the right to conduct criminal background checks on all individuals applying for employment, as well as those individuals who are currently employed.

### **Employment of Minors**

The employment of minors is restricted by the terms and conditions of the Work Permit, as well as the provisions of state and federal law.

### **Employment of Relatives**

The employment of relatives in the same area of an organization may cause serious conflicts and problems with perceptions of favoritism and erosion of employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

FUMC policy does not allow any family member of the existing staff to be hired into any paid position.

**Section II:**

**FUMC PERSONNEL STATUS**

## Employee Classifications

The church classifies employees as follows:

**Full-Time Employee:** You are considered to be a full-time employee if your average hours of work each work week are 30 hours or more, or more than 1,560 hours annually.

**Part-Time Employee:** You are considered to be a part-time employee if your average hours of work each work week are less than 30 hours, or less than 1,560 hours annually.

**Exempt Employee:** You are considered an exempt employee if you are an executive, administrative and/or professional employee requiring specialized advanced study or training and whose work cannot be defined nor assigned by required time allotments, i.e., Business Manager, Director of Youth, Music Minister and Director of Programs and Children's Ministries

**Non-Exempt Employees:** You are considered a non-exempt employee if you are involved in the support work of the ministries of the church, i.e., secretarial, and custodial positions. These employees are eligible for overtime compensation, usually in the form of compensatory time off, in accordance with the provisions of state and federal law. Over time will be approved by the Senior Pastor.

**Contract Employees:** You are a self-employed person with which FUMC has contracted directly for specific services.

## Tardiness and Absence

The working hours of those who are involved in the daily activities of the church office may vary according to each person's individual job requirements. Other non-exempt employees are expected to be at their workstations ready to begin their work at the beginning of their scheduled work period and to remain so until the end of their work period. Non-exempt employees must have prior permission to leave work earlier than their regularly scheduled time, except in the event of an emergency.

It is important that all employees comply with their assigned work schedules.

However, because of illness or emergency you may be unable to work. If you are unable to report to work for any reason, you must notify the Senior Pastor as soon as possible. It is your responsibility to keep the church informed on a daily basis about your expected date of return and to provide medical verification when asked to do so.

If you fail to call in or report to work for two (2) consecutive workdays, you may be considered to have voluntarily resigned.

## Termination / Resignation

**Voluntary Termination** is a termination initiated by the employee. Each employee, with the exception of the Salaried (Exempt) staff, is requested to provide a written resignation at least two (2) weeks before terminating employment with FUMC. Salaried (Exempt) staff are requested to provide a written resignation at least thirty (30) days before terminating employment with FUMC.

**Involuntary Termination** is a termination initiated by the SPRC for reasons other than changing business conditions. FUMC will do everything possible to help employees have a harmonious working relationship. If an employee proves unsatisfactory in doing his or her work, the Senior Pastor and the SPRC are empowered to pursue the following procedure:

1. Counsel the employee verbally. Maintain record and date in employee file.
2. Give written warning. Maintain record and date in employee file. Written warning shall specifically state that any further occurrence of the problem shall be grounds for suspension without pay or dismissal
3. Suspend employee without pay or recommend employee's dismissal to SPRC.

A **layoff** is a termination of employment that results from changing business conditions which necessitate a reduction in staff.

In the event employment termination is necessary, it will be recommended by the Senior Pastor and approved by the SPRC.

## Smoking

FUMC is a no-smoking facility.

## Personnel Records

It is important that the church always have current information about all employees. Please let us know immediately if you change your name, address, phone number, or marital status, etc. If for some reason you need to change your name and/or Social Security number, you shall provide the Business Manager original documentation authorizing the change.

General personnel records with exception of evaluations will be maintained by the Business Manager in a locked, confidential file cabinet. Evaluations shall be maintained by the Senior Pastor in a locked file. These files should transfer to the next in line on job changes. An employee may request to review any personnel records that have been used to determine his/her qualifications for employment, promotion, compensation, termination, or other disciplinary action. Please talk to the Senior Pastor for more information.

## **Promotion and Transfer**

It is the SPRC's intent to give preference to qualified FUMC employees when filling job openings within the church. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the church are not always possible. Also, because of the limited number of positions, a transfer to other jobs within the church staff is not always possible.

An employee's past performance, experience, attitude, qualifications, and potential are all important factors which will be considered in making promotion and transfer decisions.

## **Fair Treatment Policy**

In addition to the Christian principles by which we operate, the cornerstone to our success at FUMC is based upon the abilities, dedication and efforts of our staff. It is our policy to treat our staff members fairly and honestly and to respect each member of the staff as an individual.

We at FUMC believe that in order for a good working environment to exist, there must be open and honest communication of information and ideas between all levels of the staff. Every staff member's opinions, problems, concerns, questions and grievances are important to FUMC and we encourage all staff to express their opinions, problems, concerns, questions and grievances.

When a staff member has a problem, concern, question or grievance, and has tried to resolve the issue in an informal one-on-one manner with the other individual involved, the staff member is asked to take the following formal steps:

1. Discuss it with the Senior Pastor. If it cannot be resolved to the satisfaction of the staff member, proceed to Step 2. If the problem or grievance concerns the Senior Pastor, please begin the process at Step 2.
2. Contact a member of the Staff Parish Relations Committee. If after Step 2 the staff member feels the problem or concern has not been fairly resolved, proceed to Step 3.
3. A meeting of the Staff Parish Relations Committee will be held with the staff member in attendance. The staff member will have an opportunity to present their grievance at the meeting and discuss a fair solution for all parties involved.

In the case of sensitive or confidential matters that the staff member feels uncomfortable discussing with anyone but the SPRC, the staff member may describe the problem or grievance in writing and send it directly to the chairperson of the SPRC.

Our goal is to resolve any problems, questions, concerns or grievances as quickly and as fairly as possible. We believe this will create a strong team environment where our staff at FUMC is able to work together to meet the mission and goals of our Church.

**Section III:**

**FUMC BENEFITS**

## BENEFITS

To receive benefits you must be classified as a full-time employee as outlined in personnel status.

### **Vacation General:**

Vacation year = January 1 through December 31

Scheduling:

1. Scheduling to be controlled by the minister in charge.
2. Minister and Assistant to the Pastor cannot be on vacation at the same time.
3. Arrangements "to cover" work needs while a staff member is on vacation need to be worked-out in consultation with the minister in charge.
4. Vacation schedule to be posted on a calendar in the Business Manager's office. Scheduling can be done after January 1 of the new year.

### **Vacation Schedule:**

All full-time employees are eligible to receive vacation as follows:

<u>Years of Service</u>	<u>Vacation Days</u>
First year (employed before Sept. 1)	one week
Second to fifth year	two weeks
Sixth to tenth year	three weeks
Eleventh year and thereafter	four weeks

If an employee's vacation time is not used by the end of the calendar year, the employee may carry over up to five (5) days of vacation time. This must be used by the end of the 1<sup>st</sup> Quarter of the following year, or it will be lost.

The time of appointment (in the case of United Methodist minister) or at the time of hiring, consideration will be given to prior years of professional career experience in regard to establishing vacation leave.

At the time of termination, retirement, or changes in appointment, vacation days are pro-rated based on months of employment or appointment. For example, if eligible for three weeks of vacation and terminate in April, the staff person would receive one week of paid vacation.

## Sick Leave

One (1) day per month after first 30 days of employment, 12 days per year that do not carry over into the next year. Beginning, January 1, 2008, staff will be allowed to carryover six days and borrow six days from the next year. This is in addition to the 12 days for the current year, totaling 24 days of available sick leave.

### Major Sick Leave *Approved June 2002*

The leave of absence policy is to assist employees of First United Methodist Church during time of extended illness that may go beyond the normal time and allotted days of sick leave. Absences which exceed 7 working days and have a written advice of a medical doctor as necessary for the health and well-being the employee are classified as major sick leave. There must be a written statement from the doctor verifying the amount of time necessary for the leave of absence and verification that the employee is capable and fit to return to work. The compensation will be for the normal amount of salary minus deductions.

1 year or less	No leave of absence compensation
5 years or less	Up to 2 weeks' pay for each unrelated incident
10 years or less	Up to 4 weeks' pay for each unrelated incident
10 years or more	Up to 8 weeks' pay for each unrelated incident

## Holidays

1. New Year's (2 days)
2. Easter Monday
3. Memorial Day
4. July Fourth
5. Labor Day
6. Thanksgiving Day (2 days)
7. Christmas (2 days)
8. Birthday (can be used as floating holiday) – added to vacation

When any of the above holidays falls on a Saturday or Sunday, the time off policy to be observed by the First Church will be established by the Pastor.

## **Pregnancy Leave**

Pregnancy Leave is a disability leave related to an employee's pregnancy, childbirth, or related medical condition. This type of leave falls under the provisions of Major Sick Leave which is covered in detail in that section.

## **Jury Duty**

Jury Duty is a leave of absence to serve on a duly constituted jury.

An employee will be given time off without loss of pay when performing jury duty during regular working hours. Employees excused for jury duty will be expected to work during normal working hours when not actually engaged in jury work. Compensation for jury duty shall be computed on a straight time basis and is not to be considered in tallying time for overtime payment. Documentation reflecting notice to serve and a request for absence when called should be provided to the Pastor.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the SPRC may request that this jury duty be rescheduled for a later date that would not be a hardship on the church.

## **Military Leave**

Military Leave is leave for required military service.

The church complies with applicable state and federal laws concerning leaves for military service. When able, employees are expected to give at least thirty (30) days' notice prior to their military leave.

## **Worker's Compensation Leave**

Worker's Compensation Leave is a leave for a work-related illness or injury.

The church complies with applicable state and federal laws concerning leaves for work-related illness or injury. Employees on leave because of work-related illness or injury will be reviewed on an individual basis by a qualified doctor and the SPRC.

## **Bereavement Leave**

Employees who have completed the probationary period of continuous service will be eligible for up to three (3) days away from work, with pay, to arrange and/or attend the funeral of an immediate family member. If additional time is required, approval will be requested from the Senior Pastor and the SPRC. Immediate family members for the purpose of this policy are defined as the employee's spouse, in-laws, child, parent, grandparent, grandchild, sibling, and/or an extremely close family-like relationship to be determined at the discretion of the Senior Pastor. Employees who require more than three (3) days away from work may request vacation leave, subject to the provisions of the FUMC's leave policy.

### **Illness or Disability in the Immediate Family Leave**

For illness or disability in the immediate family (see above list) three (3) personal sick days per year may be used. Any additional time must be taken against vacation. Routine doctor appointments for children and parents fall in this category.

### **Professional Development**

All employees at FUMC are encouraged to further their professional skills. The tuition for job-related courses taken by employees to improve their job skills might be paid by FUMC upon advance approval of the Pastor and S/PPRC. The Ministers (under appointment) are given one week each year for continuing education. The Director of Music is given up to one week per year for workshops. The lay staff and ministers hired by the church are also provided with continuing education opportunities as approved by the Pastor.

### **Status Changes**

Employees whose status changes from full-time to part-time or work as needed per day will cease accruing vacation and sick leave at the beginning of the first full pay period following the status change. Balances remaining in vacation will be cashed out at 100% and unused sick leave will be forfeited.

Employees whose status changes from part-time or work as needed per day to full-time will begin accruing vacation and sick leave at the beginning of the first full pay period following the status change. The accrual rate will be based on the length of service from the original hire date provided that there has been no break in service longer than ninety (90) days. If there has been a break in service longer than ninety (90) days, the accrual rate will be based on the length of service of the most recent hire date.

Employees whose status changes from full-time to part time or work as needed per day and back to full-time within ninety (90) days or who are re-hired within ninety (90) days of termination will have their previous Employee benefits balance reinstated.

### **Termination**

Upon termination of employment, the last day worked will be the effective date of termination.

### **Accidents & Safety**

FUMC is very interested in working with you to provide a safe place in which to work. You must assume responsibility for your own safety and that of your fellow employees on the job. No employee of FUMC will be asked to perform work that is unsafe, or to perform work in an unsafe manner. Appropriate safety equipment and safety rules will be provided by the Senior Pastor.

You can do your part by:

- Reporting hazardous condition and damaged equipment to the Senior Pastor or Business Manager, first verbally, then in writing; and by
- Reporting all work-related injuries to the Senior Pastor immediately.

You, as an employee of the Church, are covered by Worker's Compensation Insurance at the time of your hire. FUMC pays 100% of the premiums for this insurance coverage. It is very important that you report any work-related injury or illness to the Senior Pastor, as soon as it happens, regardless of how minor it may be. It is also important that you get proper first aid and/or medical attention immediately.

### **Group Medical and Dental Insurance**

The details of the FUMC's group medical and dental insurance can be obtained from the Business Manager. A staff person is eligible for insurance as of the first of the next month following his/her hire date. The employee may opt to be covered on his/her spouse's policy. If so, the church will reimburse the employee the amount of the premium that is additional to cover the staff person up to but not to exceed the amount that would have been paid if the staff person had chosen to be on the church's group medical policy. Documentation must be provided on this additional amount and approved by the Pastor. The church pays for this coverage at 100% of cost. This percentage will be reviewed annually by the S/PPRC to determine if any changes are deemed necessary.

### **Pension Plan**

FUMC offers a 403(b) plan, the details of which can be obtained from the Business Manager. A summary description is provided when an employee becomes eligible. A new staff person is eligible on the first day of the month that is after the hire date. If a staff person is hired on the first of the month he/she are eligible immediately.

At the time of eligibility, the Business Manager will provide the employee an information package regarding enrollment and participation. Upon eligibility the employee must contribute a minimum of 2% of their salary to the plan in order to receive a FUMC contribution of 4%.

**Section IV:**

**FUMC COMPENSATION**

## Salary Administration

### Wages and Salaries

FUMC's policy is to provide salaries and hourly wages in accordance with the training and responsibilities of each position. Local hourly wage data, as well as salary information from sources on line and local, will be used to maintain fair and competitive base salary compensation for existing and new positions.

Cost of Living adjustment and Merit Awards may be provided when general economic conditions indicate and church finances allow; however, they should not be viewed as a routine part of employment compensation.

### Base Compensation:

To maintain effective base level compensation, in September of each year the S/PPRC will review base salary for each staff employee as follows:

General Compensation- percentage increase for each employee based on a review of Cost of Living and church finances

Reclassification- percentage given to employees with significant increase in responsibility or duties or need for a special adjustment

### Meritorious Awards:

Merit increases for exceptional service may be given in bonus form at the recommendation of the S/PPRC. These awards will be a one-time payment made in the year they are earned. The Finance committee will establish bonus availability in the budget for the next year.

## **Regular Hours**

The normal workweek for full-time employees will be thirty five (35) hours, conforming whenever possible to normal business hours, which are designated as Monday to Thursday 9A-5P and Friday 9A-12P with an hour for lunch, or as otherwise designated in the individual job descriptions. It is recognized that from time to time the performance of assigned duties will require hours other than the normal business hours.

## **Overtime / Compensatory Time Exempt Employees**

Compensation for such hours will normally be made in compensatory time, the form of off time from regular hours of work. Compensatory time will normally be taken at times that will least interfere with regular duties upon agreement of the employee and the Senior Pastor. Compensatory time will be authorized only by the Senior Pastor or ~~SPC~~

## **Overtime / Compensatory Time Non-Exempt Employees**

From time to time, non-exempt employees may be asked to work beyond their normally scheduled hours or on a regularly scheduled day off. In lieu of receiving overtime pay, an employee may request compensatory time during the pay period the overtime hours were worked. Otherwise, an employee will receive 1.5 times their rate of pay for any hours worked over 40 hours per week. All overtime must be approved in advance by the Senior Pastor.

## **Payday**

Each year is divided into twenty-six (26) pay periods. Paychecks are issued on a bi-weekly basis on Fridays. Time sheets are provided to report hours worked for non- exempt employees.

## **Payroll Deductions**

Payroll deductions will be made as required by law, such as federal income tax and Social Security taxes. Any other deductions from your paycheck must be authorized by you, in writing. This would include health and dental insurance, 403b plan, and daycare.

**The church is not able to cash paychecks for employees.**

**Section V:**

**FUMC PERFORMANCE EVALUATIONS**

## Performance Evaluations

Performance evaluations will be prepared by the Senior Pastor and/or the immediate supervisor. New employees will receive an evaluation of their job performance after a six (6) month probationary period. Thereafter each employee's job performance will be reviewed with the employee and evaluated in writing on an annual basis during the third quarter of the calendar year. Salary recommendations will be a part of this review and will be made by the SPRC to the Finance Committee by September 30<sup>th</sup> of each year. Documentation of all performance evaluations, both formal and informal, should be

- a) signed by both the pastor or supervisor and the employee
- b) submitted to SPRC for review and comment, and
- c) maintained in the employee's personnel file.

### Annual Evaluation and Goal Timeline

FUMC subscribes to an ongoing long-term employer/employee career plan process. This process includes:

- Mutually developed professional and personal annual goals
- Access to adequate resources to achieve goals
- Periodic review to assess and assure goal progress
- Annual evaluation of performance and goal success

When	What	Who	Remarks
Feb	Verbal six-month review of staff goal performance with S/SPPRC.	Pastor/SPPRC	-Are we on the right track for meeting the church and God's Mission? -Adjust or stay the course
Jul	Do formal evaluation with employee and provide feedback on overall performance.	Immediate Supervisor	-Use current Staff Evaluation form ( <b>Appendix A</b> ) and document -Maintain in permanent file.
Jul/Aug	Set Smart Goals ( <b>Appendix B</b> ) for new year and provide to S/PPRC	Immediate Supervisor & Staff	-Set smart goals and document. -Provide to S/PPRC for review.
Aug	Provide Evaluations to S/PPRC for review.	Pastor	-At minimum provide to S/PPRC Chair.
Sep	Make Salary recommendation for staff.  Pastor's Salary must be determined prior to Charge Conference in Oct.	S/PPRC	-Review current cost of living scale -Assess Employee position in salary range. -Provide input to Finance

## **Position Descriptions**

Employees are normally provided a position description when, or soon after, they begin work. A position description summarizes the employee's duties and responsibilities. It should not be considered all inclusive. Other duties relating to the position may be requested and may be added to the position description. Each employee is to read their position description carefully and discuss it with the Senior Pastor if questions arise.

The SPRC, in conjunction with the Senior Pastor, will review your position description annually, and revise it as it deems necessary and appropriate. Any changes to your position description will be discussed with you prior to their effective date.

**Section VI:**

**FUMC GENERAL INFORMATION**

## **Work Guidelines and Performance Standards**

The following work guidelines and performance standards are provided for your understanding and compliance. Employees who do not comply may be subject to disciplinary action, up to and including termination.

### **Job Performance**

Employees may be disciplined for poor job performance, as determined by SPRC. Some examples of poor job performance are as follows:

- below average work quality or quantity;
- poor attitude, including rudeness, or lack of cooperation;
- excessive absenteeism or tardiness;
- failure to follow these guidelines or other church policies and procedures.

### **Rules of Conduct**

There are reasonable rules of conduct which must be followed in any organization to help a group of people work together effectively. If an employee is not considerate of others and does not observe reasonable rules of conduct, a disciplinary action will be taken. Depending on the severity of the disciplinary problem, a written reprimand, suspension, disciplinary probation, or discharge may be necessary. Commission of a violation that is not serious enough to warrant discharge will be disciplined in a progressive manner. An initial violation not serious enough to warrant discharge may warrant a counseling session and/or a written reprimand. A repeated offense will usually indicate an inability or conscious refusal to comply with the church's rules and policies and may result in discharge. Nothing herein shall be construed as any limitation on the church's ability to enforce its rules of conduct and discipline its employees according to its sole discretion.

FUMC has listed below offenses that are considered to be examples of misconduct. Of course, this is not meant to be a complete list of such offenses and may be supplemented at the Church's discretion at any time. They are as follows:

- insubordination;
- divulging confidential church information to unauthorized persons;
- abuse, misuse, theft, or the unauthorized possession or removal of church property or the personal property of others;
- falsifying or making a material omission on church records, reports, or other documents, including payroll, personnel, expense reports, and employment records;
- disorderly conduct on church property, including fighting or attempting bodily injury, or 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 which may cause the employee to be regarded as unsuitable for continued employment;
- violation of the church's alcohol, drugs, and controlled substances policy;
- exerting undue influence or coercion on a church member or FUMC staff member.

## **Harassment**

The church is committed to providing a work environment that is free of discrimination. Coercion to influence another's decisions is prohibited. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful harassment or coercion of any sort, including personal beliefs and preferences, as well as, sexual harassment. It is important to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others.

Sexual harassment of employees by the Senior Pastor, co-workers, or vendors is prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- submission to the conduct is made a condition of employment;
- submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee;
- or the harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

If you believe that you are being, or have been, harassed or coerced in any way, please refer to the Fair Treatment Policy listed on page 16 of this handbook. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated by the SPRC. Violation of this policy will result in disciplinary action, up to and including possible termination. A more detailed FUMC Sexual Ethics Policy is available from the Business Manager.

## **Alcohol, Drugs, and Controlled Substances**

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on church property, or in church vehicles is prohibited. In addition, off duty conduct which may adversely affect the reputation or interests of the church is prohibited. "Under the influence" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well-being of the affected employee, other co-workers, the public, or church property.

Violation of this policy may result in disciplinary action, up to and including termination.

## **Personal Appearance**

Your appearance reflects not only on you as an individual, but on the church as well. We expect you to take pride in your appearance and strive to achieve a positive business-like image when representing the church.

### **Lost and Found**

The church will not be responsible for personal property that is lost, damaged, stolen, or destroyed. Information regarding lost or found articles should be given to the Business Manager.

### **Access to Church Property**

It is important that the chairperson of the SPRC, the Senior Pastor, and the Business Manager have access at all times to church property and to staff member personnel files.

### **Business Expense Reporting**

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense reports to the church. Employees are requested to submit these reports in a timely manner (within one week) to ensure proper accounting and prompt reimbursement.

### **Business Credit Cards**

FUMC Business Credit Cards for use by ministry personnel are available on written request from the Business Manager or Pastor to the Finance Committee.

Cardholders will be required to sign an agreement indicating they accept the policies and procedures that are outlined in the FUMC Credit Card Policies and Procedures document that will be provided by the Business Manager.

### **Safe Sanctuaries**

All employees should be aware and comply with FUMC's Safe Sanctuaries policy.

### **Use of Church Telephones**

Employees should keep personal calls brief and to a minimum. No personal long distance calls are permitted.

### **Employee Parking**

Employees park at their own risk, and the church will not be responsible for theft or damage to any vehicles parked on or near the church property. Also, the church will not be responsible for lost, damaged, stolen, or destroyed personal property left in vehicles.

## **E-Mail Policy**

This policy provides the general standards and requirements relating to the use of Electronic mail (E-mail) at FUMC.

E-mail/Internet is a business tool to be used for church communications among employees, church members and those seeking information concerning FUMC. Employees are required to use these resources in an efficient, ethical, confidential and lawful manner and solely for church business. All E-mail communications, including all information stored, transmitted or contained in FUMC's E-mail system are the property of FUMC.

No employee is entitled to an expectation of privacy with respect to E-mail communications. FUMC assumes the right to maintain, disclose and produce copies of E- mail transmissions, or web-site visits, at any time.

The E-Mail/Internet system is to be utilized solely for business use and personal use is prohibited. Use of the Internet to access sites containing illegal or immoral content is prohibited and will result in disciplinary action, up to and including termination.

All employees are required to take appropriate measures to secure confidential, privileged, proprietary information.

Questions concerning FUMC's E-Mail/Internet policy may be addressed to the Senior Pastor.

## **Employee Handbook Changes**

Changes to the Employee Handbook will be made as necessary. Each changed page will include the section number, page number, and revision date. The manual will be reviewed annually to determine the need for updating. The revision history will be shown on the last page of the Table of Contents. Changes to the Employee Handbook should be requested through the SPRC.

**Approval Page**

Revision Date:        \_\_\_\_\_ / \_\_\_\_\_ month/year

\_\_\_\_\_  
Senior Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, Staff-Parish Relations Committee

\_\_\_\_\_  
Date

## Employee Statement of Acknowledgment

This is to acknowledge that I have received a copy of the **First United Methodist Church Employee Handbook**. I understand that it provides guidelines and summary information about the church's policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the guidelines and standards that have been established. I understand that this is not an individual employment contract. If errors or omissions occur, official plans or documents will prevail. I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I further acknowledge that the employment guidelines contained herein must be amended in writing. They may not be modified by any oral or implied agreement.

---

Employee's Name **(PLEASE PRINT)**

---

Employee's Signature

---

Date

# Staff Evaluation

First United Methodist Church  
146 East Main Street, Martinsville, VA 24112

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

### Rating Scale:

- 5 Superior** Performance is clearly outstanding in all phases of the position. The person’s achievements and contributions greatly exceed expectations, standards and requirements.
- 4 Above Average** The person consistently performs at a higher level than the job requires.
- 3 Average** Performance is satisfactory. The person meets job requirements and expectations.
- 2 Below Average** Performance is adequate. The person meets most of the job requirements and expectations but needs improvement.
- 1 Unsatisfactory** The person’s performance does not meet job requirements or expectations. Improvement is essential.

### Rating    Performance Areas

\_\_\_\_\_ 1. **Job Knowledge:** Possesses overall knowledge of job; knows duties and responsibilities; seeks additional information and/or training to enhance ability to perform job expectations and sharpen skills and abilities.

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 2. **Organization:** Ability to establish schedule of tasks, to prioritize jobs, to accomplish work in a timely fashion and to utilize time in an efficient manner; records and work space are well-ordered.

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 3. **Dependability:** Reliability in performance of assigned tasks within allotted time; demonstrates conscientious work behavior; infrequent absences and plans for completion/coverage of job responsibilities when absent.

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 4. **Initiative:** Self motivating; resourceful and creative in job performance; strives to develop improved ways of achieving job expectations; willingness to lead and accept more responsibility when needed.

Comments: \_\_\_\_\_

\_\_\_\_\_ 5. **Decision Making:** Uses logic, good judgment and common sense in job performance and in relating to others.

Comments: \_\_\_\_\_

\_\_\_\_\_ 6. **Adaptability:** Ability to learn and adjust to new ideas and procedures and be flexible in work behavior.

Comments: \_\_\_\_\_

\_\_\_\_\_ 7. **Responsiveness:** Shows interest in job; friendly and cooperative with co-workers and members of congregation; accepts tasks willingly; works in a professional manner.

Comments: \_\_\_\_\_

\_\_\_\_\_ 8. **Communication:** Ability to develop effective work relationships; capacity to express ideas clearly; attention to informing staff and church leaders/membership concerning job activities; maintains confidentiality.

Comments: \_\_\_\_\_

\_\_\_\_\_ 9. **Quality of Work:** Works accurately, neatly and with attention to detail; work is of an acceptable standard.

Comments: \_\_\_\_\_

\_\_\_\_\_ 10. **Productivity:** Ability to produce a sufficient quantity of work, to work efficiently, and to plan and organize tasks and time.

Comments: \_\_\_\_\_

**Overall Performance Level** (average of the ten "Performance Areas" rated): \_\_\_\_\_

**Last Year's Goals:**

**Goal #1** \_\_\_\_\_

Activities to meet goal: a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

Progress/status of completion: \_\_\_\_\_

**Goal #2** \_\_\_\_\_

Activities to meet goal: a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

Progress/status of completion: \_\_\_\_\_

**Goal #3** \_\_\_\_\_

Activities to meet goal: a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

Progress/status of completion: \_\_\_\_\_

**Next Year's Goals:**

**Goal #1** \_\_\_\_\_

Activities to meet goal: a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

Goal to be achieved by : \_\_\_\_\_ ( date)

**Goal #2** \_\_\_\_\_

Activities to meet goal: a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

Goal to be achieved by : \_\_\_\_\_ ( date)

**Goal #3** \_\_\_\_\_

Activities to meet goal: a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

Goal to be achieved by : \_\_\_\_\_ ( date)

**Employee's**

**Comments**

---

---

---

---

---

---

---

---

---

---

**Supervisor's**

**Comments**

---

---

---

---

---

---

---

---

---

---

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Senior Pastor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Adopted 8/16

## Guidelines for Writing Goals

1. Goals must be accepted and understood.
2. Goals should be specific and challenging.
3. Goals should be measurable.
4. Keep track of your performance in relation to your goal. Provide feedback.
5. Goals should be timely.
6. Goals may be set for outcomes or for the process (performance) that is necessary to reach an outcome.  
*Long range goals should be stated in terms of outcomes. With a shorter timeframe, the goal should focus on the process.*

### Setting “SMART” Goals

S – **Specific** goals are more effective than general goals.

M – Goals should be **Measurable**.

A – **Achievement**-oriented goals are more effective.

R – Goals must be **Realistic**.

T – Goals should be **Timely**.

7. Goals should be set for dimensions that are particularly important for the mission of the church and congregation.