



FIRST UNITED METHODIST
CRESTVIEW

EMPLOYEE RESOURCE MANUAL

SECTION 1: INTRODUCTORY STATEMENT

Welcome to First United Methodist Church, Crestview!

As you begin employment at the church, you enter more than just a job, position or church staff; you join a ministry team. This ministry team is committed to doing everything possible to serve Christ, His church, and the community. The responsibility for personnel lies with the Staff-Parish Relations Committee (SPRC) and the senior pastor, both of whom take their authority from the Book of Discipline of the United Methodist Church.

It is the policy of the church to provide you with a challenging, rewarding and meaningful ministry opportunity as well as fair treatment and compensation. One of our objectives is to provide a work environment that is conducive to both spiritual and professional growth.

This manual is designed to serve as a source of information about the working environment of the church and its employee benefits. The information in the handbook does not constitute a legally binding contract. The church reserves the right to change any portion of the manual as it deems appropriate, in its sole and absolute discretion.

Your Staff-Parish Relations Committee will be happy to answer questions and provide you with additional information. You may ask to meet with the SPRC at any time.

May God bless you and your work,

The Staff Parish Relations Committee

SECTION 2: MISSION AND VALUES

Mission Statement:

We unite the diversity of our community to the grace of Jesus Christ through discipleship, worship and service.

(Ephesians 2:14-17)

CORE VALUES:

SCRIPTURAL

We believe God still speaks through Scripture as understood by reason, tradition, and experience, and we seek to live in a way that reflects God's authority.

COMPASSIONATE

We listen to and care for each person according to their need.

LOVING

We embrace and serve the image of God inherent in all people.

JOYFUL

We cultivate optimism, happiness and gratitude based on our relationship with God and not on circumstance.

HOSPITABLE

We go out of our way to let people know that they belong.

SECTION 3: GENERAL EXPECTATIONS

Categories of employment

Episcopal Appointments

These are elders or deacons appointed by a bishop for full-time or part-time, salaried service in the church. The senior pastor reports to the SPRC, and all other episcopal appointments report directly to the senior pastor.

Ministerial Staff

These are full or part-time salaried staff who are the named coordinators of a ministry area. These employees may oversee one or more teams of volunteers or support staff and report to an episcopal appointment.

Support Staff

These are full or part-time staff who are hired to perform specific tasks within one or more ministry areas. Support staff may report directly to a ministerial staff, or episcopal appointment, and may be hired as salaried or hourly employees.

Work Days

Full-Time Salaried

Full-time salaried employees' work days may vary slightly depending on the nature of the ministry to which one is assigned. Full-time salaried employees are expected to work during regular office hours (9AM-4PM, Monday-Thursday), with an hour for lunch each day. Additional hours are expected each week for the flourishing for your assigned ministry areas. The schedule of these additional hours may vary according to ministry schedules and personal needs.

Part-Time Salaried and Hourly

Part-time employees work on those days and hours as assigned by the pastors and SPRC. Workdays and hours may vary according to the needs of the church.

Background Checks

A background check at the expense of the church will be required for all employees of the church. This is crucial for nursery, children and youth ministers or workers.

Job Descriptions

Each ministry team person will have a written job description outlining his or her basic responsibilities and duties. An employee has the right to know what is expected of them regarding job responsibilities. Employees will have the opportunity to discuss their job description at the time of their annual evaluation with their supervisor. The SPRC will review job descriptions yearly after the annual evaluations have occurred.

Probationary Period

All employees not under Episcopal appointment will be hired into a three-month probationary period. At the end of the third month, the supervisor will interview the employee to determine if any improvements in performance are needed, and if the employee is satisfied with the job. Following this the SPRC, in coordination with the pastor, will make a final determination about the continued employment of the employee.

Personnel Records

The pastoral assistant will maintain a personnel folder on each employee. The initial information in the folder will be prepared by the employee on his/her first day of work. Employment history, training records, and evaluations will be filed in the folder.

Evaluation Procedures

Evaluations will be conducted each year in January and February. This provides both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals. Completed evaluations will be filed in the employee's personnel file. A copy of the blank evaluation forms is included in the back of your manual.

Work Environment

The church attempts to provide employees with clean and pleasant working facilities. Good housekeeping is the responsibility of every employee. Employees are expected to keep their offices and working areas neat and orderly.

Ministry Team Meetings

The Ministry Team (episcopal appointments, ministry staff, and certain support staff) will meet each week at a regularly scheduled time. Employee will be notified at date of employment if required to attend these meetings. The meetings will be a time of devotion, sharing and prayer as well as an opportunity to discuss staff needs and problems and to check calendar of events.

SECTION 4: COMPENSATION

Salaries

The salaries for positions in the church are set by the SPRC after careful and continuing review of comparable business salaries in the local area and other churches in our area. The salaries of our pastors will also be evaluated by reviewing the salaries of other pastors in our District and Conference who have comparable tenure, experience, church size, etc. Cost of living raises, superior performance raises and possible promotion to higher levels of responsibility are taken into consideration. Superior job performance and longer periods of service are factors that account for differences in salaries of employees in similar positions.

Hourly employees will be hired at no less than minimum wage. Some positions may begin above minimum wage.

Timesheets for hourly employees are located in the workroom for hours worked when office is open, and nursery for hours worked when office closed. Employees are to sign in upon arrival to work and sign out when they leave. At the end of the pay period employees will sign their timesheets verifying hours worked. The employee's supervisor will then verify completed timesheets. Failure to comply with timesheet policy may result in delay of pay or punitive action.

Paid Time Off (PTO) is calculated based on the number of hours hired to work. (See Paid Time Off under section 5 of this handbook and refer to your job description for hours worked per week).

Pay Day

All employees are paid on the 15th and the last business day of the month. If said dates fall on a Friday or Saturday, checks will be cut on the Thursday prior. If said dates fall on a Sunday, checks will be cut on the Monday following.

Payroll Advances

Payroll advances are not allowed.

Payroll Deductions

The church requires new employees to complete necessary forms related to withholding for federal income tax and social security taxes. Any other deductions must be authorized in writing by the employee

Reimbursements

If an employee makes a purchase on behalf of the church for supplies, refreshments, etc. and has received a prior approval from the senior pastor, the church will reimburse the employee. A receipt must be provided for audit purposes for any reimbursements.

Workers Compensation

All employees are covered by worker's compensation insurance and should report all related accidents, illnesses, or injuries immediately to the financial secretary and the employee's supervisor. Workers compensation insurance may pay medical and hospital expenses for such circumstances and under certain conditions employees may be entitled to disability (income replacement) benefits for time lost due to job-related illness or injury.

Overtime Pay

Overtime hours should not be incurred without the prior authorization of the employee's supervisor. Overtime pay is not included in the church budget and therefore must be preapproved and limited to extraordinary circumstances.

Unemployment Compensation

We do not pay unemployment tax, therefore no unemployment compensation is available from the church.

SECTION 5: BENEFITS

Paid Time Off

Paid Time Off (PTO) is a benefit program that meets employees' needs for time off for any reason, with supervisor's approval, such as sick leave or vacation time. Salaried employees working a regular schedule, who have completed their probationary period, are eligible to receive PTO as follows:

Episcopal Appointments:

- Five work weeks (including five Sundays)
- After 5 years of employment – six work weeks
- After 10 years of employment – seven work weeks

Ministerial Staff:

- After probationary period – four work weeks
- After 5 years of employment – five work weeks
- After 10 years of employment – six work weeks

Full-time Salaried Support Staff:

- After probationary period – three work weeks
- After 5 years of employment – four work weeks
- After 10 years of employment – five work weeks

Part-time Salaried Support Staff:

- After probationary period – two work weeks
- After 5 years of employment – three work weeks

PTO accrues in full at the end of a 90-day probationary period, although absences of more than a week during an employee's first year will only be approved under special circumstances by the senior pastor. During the probationary period, employees may use up to one work week of PTO, to be deducted from their yearly amount once probationary period ends.

Employees may "roll over" unused PTO at the end of a budget year (May 31) up to a maximum of 64 hours. Any accrued PTO hours over 64 hours at the end of the budget year will be forfeited.

Any employee who has been employed consecutively for 1 year or more and who terminates voluntarily or is terminated involuntarily, for reasons other than job performance or misconduct, will be entitled to payment for any unused PTO that has been accrued, but not used, through the date of termination. Payments will be made according to the regular pay schedule. Any employee terminated for misconduct or unsatisfactory job performance will not be entitled to accrued PTO.

Emergency Leave

The church has an Emergency Leave policy which is designed to provide compensation in addition to accrued PTO for employees who have been employed by the church for more than five years and who have used all of their PTO while on FMLA leave. In this instance, employees are entitled to Emergency Leave as follows:

<u>Length of Service</u>	<u>Amount of Pay</u>
Less than 5 years	Accumulated PTO Only
Between 5 and 10 years	After accumulated PTO is used, employees are entitled to 2 weeks of pay
Over 10 years	After accumulated PTO is used, employees are entitled to 3 weeks of pay

Episcopal appointments are entitled to Paternity or Maternity Leave of up to one quarter of a year, with full compensation for 8 weeks of that leave. The Paternity/Maternity Policy for episcopal appointments follows paragraph 356.3 of the Book of Discipline.

Time taken under Emergency Leave Policy coincides with the time taken under FMLA.

It is not intended to supplement the time available under FMLA.

All requests for emergency leave must be submitted on a Leave Authorization Form. In extraordinary circumstances, additional paid leave may be granted at the discretion of the SPRC committee.

Bereavement Leave

When a death occurs in the family of an employee, the employee will be compensated for time lost from his/her regular work schedule in accordance with the following guidelines: The employee will be granted up to three (3) days off from work with pay in the event of the death of a spouse, child, parent, sibling, grandparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, and one day in the event of the death of a relative not a member of the employee's immediate family as described above.

Employees who request more time off than is allowed by church policy (e.g. to attend an out-of-town funeral) are generally permitted to take PTO, if it is available, or are granted time off without pay.

Jury Duty

Serving on a jury when called is a civic duty, and as such, is fully recognized and supported by the church. It is the employee's responsibility to notify the church as soon as a formal notice regarding jury duty is received. While serving, an employee's normal compensation will continue. Employees are expected to return to work when released from service by the Court prior to 12:00 p.m. on the day in question.

Family Medical Leave Act

A. Eligibility

Under this policy, an eligible employee may request a leave of absence for any of the reasons identified below for up to 12 weeks in a 12 month period, with job protection and no loss of previously accumulated service or any employment benefit, provided the employee returns to work at the end of the leave period. An eligible employee is any employee who has worked for the church for at least twelve months (not necessarily consecutive months), and who has worked at least 1,250 hours during the 12 month period immediately preceding the leave request.

B. Qualified Leave

Under this policy, an eligible employee may take FMLA qualified leave for any of the following reasons:

1. Birth and care of the employee's newborn child;
2. Placement of a child with the employee for adoption or foster care;
3. To care for the employee's spouse, child, or parent who is incapable of self-care because of a mental or physical disability or serious health condition;
4. Because of the employee's own serious health condition, which condition renders the employee unable to perform the essential functions of his or her job.

For purposes of this Policy, "Parent" is defined as either the biological parent of an employee or an individual who actually acted as parent to an employee when the employee was a child. Neither grandparents nor parents "in-law" qualify as "parents" under the Policy. "Child" means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person acting as parent, who is under 18 years old, or who is older than 18 years old and incapable of self-care because of a mental or physical disability. "Spouse" is defined as either a husband or a wife as defined by State law.

Eligible married spouses employed by the church are limited to a combined total of 12 weeks of leave if the leave is taken for (1) the birth of an employee's child and the care attendant with such birth; (2) the placement of a child with an employee for adoption or foster care and the care attendant with such placement; or (3) to care for an employee's parent with a serious health condition.

FMLA leave will be granted by the church following appropriate leave request and the situation being in compliance with the Family and Medical Leave Act of 1993.

Sabbatical Leave for Episcopal Appointment

As stated in paragraph 352, page 268 of the 2012 Discipline the Episcopal Appointment Ministers who have been serving in a full-time appointment for six consecutive years may request a sabbatical leave for up to one year. The leave is to be made by the bishop, upon the vote of the annual conference after recommendation by the Board of Ordained Ministry.

Holidays

The following paid holidays will be observed by the office during the year:

Martin Luther King, Jr. Holiday	Labor Day
Memorial Day	Veterans Day
Independence Day	Thanksgiving Day

In addition, the church office will be closed from December 24th through January 1st each year for the Christmas Holidays. Five of these days will fall on normal office days (Monday - Thursday) and employees will be compensated for one weeks' pay.

Employees who are required to work on a holiday are entitled to take another day off with the approval of their supervisor or the senior pastor.

SECTION 6: RULES, REGULATIONS AND OTHER INFORMATION

Absence/Tardiness

All employees will notify the pastor or their supervisor by telephone when they are unable to report to work at their regularly scheduled time. If the pastor cannot be located, the employee will notify the pastoral assistant

Dress and Appearance

In carrying on the work of the church, most of our employees will come into direct contact with our congregation. As your work will be under the constant appraisal of members of this body, it is necessary for employees to present as favorable an appearance as possible. Business casual attire is required, unless the job duties dictate otherwise.

Confidential Information

Because of the nature of the work that is done at the church, there will be confidential information handled by staff members. It is expected that staff members will keep such information confidential. Failure to do so may be cause for immediate dismissal.

Grievances

In any organization there are bound to occur incidents, which may give rise to problems among its employees. Unsettled problems or grievances of employees are of serious concern to the business and professional management of the church. Any grievance or conflict with a fellow employee should be addressed directly with that employee in a private, one-on-one conversation. If this conversation does not resolve the grievance, the two parties should include the employee's supervisor in a second conversation. If this second conversation does not resolve the grievance, the two parties may appeal to the pastor. If that fails to bring resolution, then the pastor and all other parties involved will include the SPRC in subsequent conversations. The SPRC shall have final authority in handling complaints, and shall not address any except those complaints brought in this manner, or in the manner described below.

In the event that an employee believes that their complaint could endanger their employment if brought to their fellow employee or supervisor, the employee may appeal directly to the SPRC for help. The SPRC will only accept direct complaints that are submitted in writing and signed by the party making the complaint. The SPRC has final authority in deciding whether or not to address the complaint.

Separation by Resignation or Discharge

It is hoped that each employee will be happy and productive. Orientation will be provided to assist each staff member to perform his/her work in a satisfactory manner. Any unsatisfactory work will be discussed with the staff member by his or her supervisor and a corrective action plan will be developed. If an employee receives more than two corrective action plans within a time period of twelve consecutive months without satisfactory improvement, the employee will be dismissed. Every opportunity will be given to the employee to improve deficiencies before discharge is considered. Flagrant violations of church policies will result in immediate dismissal.

If a staff member decides to resign his or her position, the church requests at least one month's notice.

Harassment Intolerance

Harassment of any nature within the life of the church will not be tolerated. The church strongly supports the policy to create an environment of hospitality for all persons, male or female which is free from harassment. This policy includes sexual harassment, sexual abuse, sexual misconduct and any harassment relating to gender, individual race, color, national origin, age or physical or mental handicap disability. If you feel that you are being or have been harassed, please notify your supervisor or SPRC chairman at once.

Inclement Weather

When inclement weather is noted prior to working hours, staff members are expected to report to work on time unless otherwise notified. If it is impossible or unsafe to arrive on time because of inclement weather or road conditions, staff members are expected to arrive at work as soon as is safely possible.

If weather conditions become hazardous during working hours, staff members may request permission to leave early. If the church office remains open, staff members may take PTO for any time absent from work due to inclement weather, with approval from supervisor. If the church office is closed due to inclement weather, no penalty is assessed against employees.

Drug Free Workplace

We affirm our longstanding support of abstinence from alcohol as a witness to God's liberating and redeeming love for persons. We also support abstinence from the use of any illegal drugs, as well as illegal and problematic use of alcohol. We also support educational programs as well as other prevention strategies encouraging abstinence from illegal drug use and with regard to those who choose to consume alcoholic beverages (2012 Book of Discipline, Page 108, and Social Principles.)

It is the church's policy that an employee found with the presence of alcohol or illegal drugs in his/her system, in possession of, using, selling, trading, or offering for sale illegal drugs during working hours, may be subject to disciplinary action up to and including immediate dismissal.

Substance abuse includes but is not limited to possession, use, purchase or resale of drugs on church premises (includes parking lots). It also includes reporting to work under the influence of drugs or alcohol.

Drugs prescribed by an employee's physician may be taken during work hours; however the abuse of prescription drugs will not be tolerated.

As a condition of employment, employees must abide by the terms of this policy and must notify the church in writing of any conviction of a violation of a criminal drug statute no

later than two calendar days after such conviction. In the event of a violation of this policy, an employee may be subject to disciplinary action up to and including discharge.

The church's policy is to employ a workforce free from the use of illegal drugs either on or off the job. Any employee determined to be in violation of this policy is subject to disciplinary action, which may include termination, even for the first offense.

Consistent with the church's policy opposing drug abuse and its commitment to a safe working environment, the church has implemented a drug testing policy. All employees may be subject to drug screenings at any time as a condition of continued employment.

Other Illegal Activities

Any employee who is arrested, charged or convicted of any illegal act will notify their supervisor within 48 hours. After investigation of the facts, the SPRC may take appropriate personnel action against such employee, up to and including termination.

Smoking Policy

Our church is a smoke free workplace. All employees are asked to refrain from smoking in all areas of the church and on the church property

SECTION 6: FORMS

First United Methodist Church, Crestview Leave Authorization Form

Date of Request _____

Employee's Name (please print) _____

Purpose of Leave
(Check only one)

		Month/Day	# of Hours
PTO	[<input type="checkbox"/>]	_____	_____
Funeral Relationship: _____	[<input type="checkbox"/>]	_____	_____
FMLA	[<input type="checkbox"/>]	_____	_____
Other (explain below)	[<input type="checkbox"/>]	_____	_____
Leave without pay (explain below)	[<input type="checkbox"/>]	_____	_____
Total Hours			_____

Employee's Signature _____

Approved by: _____ Date _____

Pay is authorized for this absence []

Pay is not authorized for this absence []

If explanation is needed:

Note: When extenuating circumstances prevent submitting this form prior to your absence, please submit it on the day of return.

**FIRST UNITED METHODIST, CRESTVIEW
EMPLOYEE PERFORMANCE EVALUATION**

NAME _____ **INTERVIEWER** _____

Instructions

I. When Required: Annual Review: To be conducted each January and February
 New employee: To be reviewed within three months of hire.
 Termination: A review will be prepared upon the voluntary termination of any
 employee.
 Other: When an employee performs in an exceptional manner, or
 When performance falls below standard.

II. Items to be considered in review:

Item	*Rating	(1, 2, or 3)
A. Punctuality		_____
B. Effective use of time		_____
C. Efficient use of telephone		_____
D. Ability to work harmoniously with others		_____
E. Work efficiently without supervision		_____
F. Neatness in workplace		_____
G. Willingness to help other staff persons		_____
H. Positive attitude on the job		_____
I. Plans work in advance		_____
J. Keeps priorities in order		_____
K. Turns out work promptly and carefully		_____
L. Shows initiative and creativity		_____
M. Willingness to adjust to changes		_____
N. Seeks ways to improve		_____
O. Helps others get involved in the life of the church		_____
P. Protects personal time		_____
Q. Follows UMC Safe Sanctuary Media & Social Media Guidelines		_____

*1. Below standard performance *2. Standard Performance *3. Exceeds standard performance

Signed: _____ Date: _____

Interviewer: _____ Date: _____

Review Period: From _____ to _____

FIRST UNITED METHODIST, CRESTVIEW

EMPLOYEE PERFORMANCE EVALUATION

Employee & Interviewer Development/Improvement Planning Form

Mutually set goals and make plans for employee's development or improvement during the coming year, A & B should be short term objectives (3-6 months) while C & D should cover the entire year.

List Plans	Follow-up Date to Responsibility	Complete
A. _____ _____	_____	_____
B. _____ _____	_____	_____
C. _____ _____	_____	_____
D. _____ _____	_____	_____

Signed:

Employee

Interviewer

Date: _____

Signature represents only having seen the above information. It does not indicate approval or agreement.

- 1. Progress Noted

- 2. Adjustment of Goals

EMPLOYEE ACKNOWLEDGE FORM

The Employee Resource Manual describes important information about being employed by First United Methodist Church.

I acknowledge that I have received the manual and I understand that it is my responsibility to read and understand the policies contained herein and am fully aware of my obligations at all times to fully comply with the responsibilities that are imposed on me as a condition of employment.

Since the information, policies, and benefits described here may be subject to change, I acknowledge that revisions may occur.

Confidential Information

Because of the nature of the work that is done at the church, there will be confidential information handled by staff members. It is expected that staff members will keep such information confidential. Failure to do so may be cause for immediate dismissal.

Employee Signature _____

Date: _____