

## **SECTION 100 - PERSONNEL ADMINISTRATION**

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## SECTION 100 - PERSONNEL ADMINISTRATION

### 101 Organizational Chart

### 102 Categories of Church Personnel

#### 102.01 Pastors under Episcopal Appointment

- Senior Pastor
- Associate Pastor

#### 102.02 Lay Professional Employees - Lay employees hired by the church because of their expertise in certain areas of ministry

- Director of Youth Ministries
- Director of Family Life Center (FLC) Ministries
- Director of , Children's Ministries
- Minister of Music
- Contemporary Worship Music Leader
- Organist/Pianist

#### 102.03 Support Staff - All other personnel who function in an administrative or maintenance capacity in support of church activities

- Managing Secretary
- Communications Coordinator
- Receptionist/Secretary
- Custodian
- Assistant Custodian
- Maid
- Nursery Attendant

### 103 Job Descriptions

Every permanent position except that of Senior Pastor will have a written position description that will include general qualifications, major responsibilities, and principal duties. Job descriptions are used for employment purposes and staff evaluations. The applicable supervisor will review applicable job descriptions annually at the time of personnel evaluation. Each employee shall be provided a written copy of his/her job description. The SPRC shall approve all job descriptions which will be kept on file in the permanent personnel files.

103.01 SENIOR PASTOR – Qualifications and responsibilities are set forth in the Book of Discipline of the United Methodist Church.

103.02 ASSOCIATE PASTOR

### General Qualifications

This person is directly supervised by, and works closely with, the Senior Pastor. He/she must be a "people person," capable of relating well with children, youth, and adults, well organized and creative, with strong communication skills. Training and experience in Christian education and/or youth ministry is helpful. The Associate Pastor will be a probationary elder or an elder in full connection with a seminary degree (masters). Due to the nature of this position and responsibilities on Sundays and other "non-office" hours, he/she will have flexible hours. This position reports to the Senior Pastor and the Staff-Parish Relations Committee (SPRC).

At times, a Christian educator may fill the program aspect of this position. In lieu of being ordained, a Christian educator should have a Bachelor of Arts degree or a master's degree in Christian education. Other qualifications remain the same.

### Pastoral Responsibilities:

Regular Duties: As an assistant to the Senior Pastor, the Associate Pastor will:

- Visit in hospitals as needed.
- Assist the Senior Pastor with the worship service and with the sacraments.
- Supplement the Senior Pastor's visitation of existing and potential members as needed.
- Counsel with members when asked.

Occasional Duties: In the absence of the Senior Pastor, or at his request, the Associate Pastor will:

- Perform/assist with funerals and weddings.
- Deliver sermons, administer sacraments, and preside at worship.

Miscellaneous Duties: Additionally, the Associate Pastor will assist the Senior Pastor's work with the Committee on Nominations and Leadership Development, and with confirmation training, in keeping with The Book of Discipline of the United Methodist Church (current version).

### Program Responsibilities:

Church School: Oversee the entire educational program of the church. Coordinate the work of the Director of Children's Ministries, and education chairperson.

#### Executive and administrative

- Work out a unified education program of Christian study, nurture, and fellowship.
- Promote church school attendance and growth.
- Meet with the relevant committees of the Council on Ministries (COM) that impact the educational ministries of the church.
- Work with the age-level coordinators to recruit teachers and substitutes.
- Serve in ex-officio capacity with church groups just as Senior Pastor.

### Supervision

- Visit church school classes as needed to supervise.
- Be available to teachers, as needed, especially new teachers. Offer teacher-training workshops annually.
- Hold regular planning meetings with the education chairperson, Director of Children's Ministries, and youth volunteers.
- Give special attention to youth and college age.
- Give special attention to children's and youth choirs.

### Curriculum

- Work with teachers and classes to choose curriculum.
- Maintain working knowledge of materials available.

### Teaching

- Be available for teaching specific topics only on an occasional or rotating basis. The program director should never teach any one class for over two months. His/her primary teaching duty should be to teach teachers, not students.
- Teach or promote occasional week day/night studies.

COM Programs and Ministries: The COM and the staff as a whole plan programs. The Associate Pastor is the chief administrator of most programs, and is staff liaison to the COM.

- With COM chairperson, help plan COM meetings and budget.
- Work directly with the following program committees: education, children, youth, young adult, family, singles, communications, and recreation.
- Serve as liaison to the church school superintendent.

### Children and Youth-Related Programs:

- Supervise the Director of Children's Ministries and Director of Youth Ministries in working with the UMYF and children's program and in coordinating it with children/youth choirs.
- Assist the Director of Children's Ministries and Director of Youth Ministries in recruiting and supervising children/youth counselors.

### Organization of Volunteers:

- With the help of the whole church, recruit, help train and support volunteers.
- Maintain and update a database for all volunteer positions of service (corresponding to the *Opportunities for Service* card).
- With the lay leader, help new members find a place to serve. Inform committee chairs of their interest.
- Help the secretary and staff prepare the every member commitment card, visitor and new member pamphlets, stewardship materials and other print media to communicate the specific need for volunteers.

### Other Responsibilities

- Supervise the Director of FLC Ministries and assist in coordination of the FLC Council.
- Serve on conference or district committees or boards, though it is suggested that this not normally exceed one such commitment.
- Attend continuing education training events and seminars annually, and report briefly to the SPRC on such activities.
- Meet at least semi-annually with the SPRC for evaluation and feedback.
- Attend Administrative Board meetings and report briefly on matters of interest to the board.
- Help keep expenditures within the amounts that have been approved in the church budget.
- Perform other duties as assigned by the Senior Pastor or the SPRC.

### **103.03      DIRECTOR OF YOUTH MINISTRIES**

#### General Qualifications

The Youth Director should be of fine Christian moral character and present an excellent model of a Christian lifestyle, and possess good organizational, communication, and basic computer skills; be a United Methodist; and, have a college degree with emphasis in Christian education (preferred). The Youth Minister reports to (1) the Associate Pastor, (2) the Senior Pastor, and (3) the SPRC.

#### Responsibilities

Be an active member of the church leadership team, demonstrating loyalty, commitment to the mission of the First United Methodist Church (UMC) of Ozark, and a professional approach to issues involving teamwork.

Adhere to the Safe Sanctuaries policy of the Alabama-West Florida Conference (AWFC) of the UMC in all dealings with youth.

Plan and implement programs and activities for the youth of the church (grades 6-12), which reflect a balanced approach to and concern for each of the following goals:

- To promote spiritual growth reflected by the Wesleyan Theology,
- To provide fellowship,
- To increase Biblical knowledge and understanding,
- To increase knowledge and understanding of the *UMC Book of Discipline*,
- To provide support for community activities in which youth are involved,
- To provide good, clean fun, and
- To help discern and meet needs of youth living in our community.

Coordinate with youth and children's directors to be an advocate for the concerns and needs of youth with these groups:

- Parents and families of youth
- Administrative Board, COM, and other working bodies within the church

- The church family in general

Assist in developing an annual budget for the youth program; submit budget through the Senior Pastor to the SPRC for review by the Finance –Committee and to the Administrative Board for approval; and assist the Senior Pastor in administering the approved budget without committing funds beyond those in the approved budget.

Visit in the youth's homes and at school; attend athletic and community activities in which youth are involved to the extent possible, given other responsibilities. Comply with the AWFC Safe Sanctuaries policy while performing these specific duties.

Provide leadership and staff support to the Youth Council, working with youth coordinators and adult volunteers to:

- Train youth as leaders,
- Recruit parental support and involvement,
- Provide orientation and training for adult volunteers,
- Encourage participation in district and conference events,
- Encourage cooperation with other youth in community events, and
- Organize snack suppers, programs, and retreats

Whenever possible, participate in all trips and retreats as staff person in charge. When unable to participate, coordinate for adult support well in advance of the trip/retreat.

Teach and lead in Bible studies and worship, both with youth and in cooperation with the church staff in various areas of ministry as needed.

Publicize youth activities in the church newsletter/bulletin, local newspapers, and other media as appropriate.

Build relations with and support from adult practicing members who attend the 8:30, 9:00, and 11:00 services by periodic attendance at these services.

Participate in regular meetings of church staff.

Keep expenditures within the amount that has been approved in the church budget for Youth Ministries.

Finalize a Youth Programs Annual Plan following guidance provided by the SPRC. Submit through the Senior Pastor to the SPRC for approval not later than November for the coming year.

Accountable to Senior Pastor for weekly work schedule.

Perform other duties assigned by the Associate Pastor, the Senior Pastor, or the SPRC.

#### **103.4 DIRECTOR, FLC MINISTRIES**



### General Qualifications

The Director of FLC Ministries should be a dedicated Christian with a strong work ethic, hold a bachelor's degree and/or have successful experience in recreation management, be a United Methodist, and possess effective computer, communication, organization, and human relations skills. The Director of FLC Ministries reports to (1) the Associate Pastor, (2) the Senior Pastor, and (3) the SPRC.

### Responsibilities

Be an active member of the church leadership team, demonstrating loyalty, commitment to the mission of the church, and a professional approach to issues involving teamwork.

The Director of FLC Ministries is responsible for organizing, coordinating, implementing, and supervising recreational and other activities in support of the mission of the church in the FLC, with a continued focus on outreach programs. Specific duties include the following:

- In cooperation with the Family Life Council, organize and supervise a comprehensive program of activities to develop fellowship, personal Christian growth, and evangelistic outreach.
- Ensure that all activities in the FLC are conducted in compliance with applicable church policies and regulations.
- Serve as recreation resource advisor to all organizations of the church.
- Establish and implement programs of enlistment and training for both paid and volunteer personnel to ensure a high level of supervision and leadership in all activities.
- In cooperation with the Family Life Council, coordinate the development of an annual budget for the FLC; submit the proposed budget to the Finance Committee for review and approval; and assist in administering the approved budget.
- In cooperation with the Board of Trustees, develop a plan for dealing with emergencies and safety.
- In cooperation with the Board of Trustees, ensure proper inspection, maintenance, and upkeep of equipment and physical facilities.
- Schedule all activities in the FLC, and in cooperation with the Receptionist/Secretary, maintain a master schedule of all activities; submit appropriate information on activities to be included in the weekly bulletin/newsletter.
- Supervise the purchase, storage, dispensing, and repair of all recreational equipment, materials, and supplies.
- Keep expenditures within the amount that has been approved in the church budget.
- Fill in on ministry missions when pastors are not available, as an extension of the ministry of the church.
- Perform other duties as specified by the Associate Pastor, the Senior Pastor, or SPRC.

## **103.5 DIRECTOR OF CHILDREN'S MINISTRIES**

### General Qualifications

The Coordinator of Children's Ministries should be a Christian leader with an inclusive orientation and have a friendly/outgoing personality with the ability to build partnerships with children, parents, adult volunteers, and supervisors. Desired qualifications include evidence of organizational, communication, computer, human relations, and supervisory skills; a United Methodist. The Director of Children's Ministries reports to (1) the Associate Pastor, (2) the Senior Pastor, and (3) the SPRC.

### Responsibilities

Be an active member of the church leadership team, demonstrating loyalty, commitment to the mission of the church, and a professional approach to issues involving teamwork.

Plan and implement weekly UM\_Kids programs.

Plan and implement additional programs and activities for the children of the church (K-5th grade), which reflect a balanced approach to and concern for each of the following goals:

- Promote spiritual growth
- Provide fellowship
- Increase Biblical knowledge and understanding
- Provide support for community activities in which children are involved
- Provide good, clean fun
- Help discern and meet needs of children living in our community.

Oversee summer programs (VBS, etc...) and special events (Easter, Christmas, Fall Festival).

Be responsible for Children's Christmas Program.

Be responsible for recruiting, training, and organizing the work of adult leaders who have a passion for shepherding and disciplining children.

Coordinate with pastors, Youth Minister, and Director, FLC Ministries on scheduling programs and use of facilities.

Participate in regular meetings of church staff.

Assist in developing an annual budget for the children's program; submit budget to Finance Committee for approval; and assist in administering the approved budget.

Provide leadership and staff support to the Children's Council, working with adult volunteers to:

- Encourage parental support and involvement
- Assist in organizing snack suppers, programs, and retreats

- Organize fundraising activities as needed

Whenever possible, participate in all trips and retreats as staff person in charge.

Publicize children's activities in the church newsletter/bulletin, local newspapers, and other media as appropriate.

Keep expenditures within the amount that has been approved in the church budget.

Accountable to the Senior Pastor for a weekly work schedule.

Perform other duties assigned by the Associate Pastor, the Senior Pastor, or the SPRC.

### **103.06 MINISTER OF MUSIC**

#### General Qualifications

The Minister of Music should be of fine Christian moral character, present an effective model of a Christian lifestyle, have a strong commitment to Ozark FUMC, and view music as an integral part of worship and praise. Desired qualifications include a degree in music and/or demonstrated effectiveness/experience in leading a comprehensive church music program; ability to conduct choirs and instrumental performances; skill in music performance—instrumental and vocal; ability to incorporate technology in the music program; evidence of creativity, enthusiasm, and love for the work; and effective organizational, communication, human relations, and supervisory skills. The Minister of Music reports to the Senior Pastor and the SPRC.

#### Responsibilities

Be an active member of the church leadership team, demonstrating loyalty, commitment to the mission of the church, and a professional approach to issues involving teamwork.

Provide overall management of the church music program.

Supervise choir directors, band leaders, organist/pianists, and volunteers in the program.

Direct or supervise the direction of all existing choirs and bands, treating them equally, none to be elevated above others.

Assist pastors in preparation of the Order of Worship for all worship services.

Invigorate and integrate the different parts of the church music program that now operate independently.

Recruit and train children, youth, and adults to use their God-given talents in praise and worship of God.

Develop a full music program for the 8:30 a.m. worship service, special music for the Sunday evening worship service, choirs for children and youth, handbell choir, and vocal and instrumental ensembles.

Plan and organize music for special times in the liturgical calendar and for special events.

Recommend the annual budget for the music program, and administer the approved budget, keeping expenditures within the amount that has been approved in the church budget.

Manage the purchase, maintenance, and distribution of music equipment and materials (organ, pianos, sound systems, handbells, choir robes, music, etc.).

Operate within the laws of the U.S. and the State of Alabama, including copyright laws and laws relating to payment of royalties.

Explore long-range opportunities for expanding the music program (examples: an orchestra, concerts open to the public, recitals, guest artists, special community choir or combined church choir events).

In consultation with the senior pastor, arrange for a suitable replacement and music in cases of absence during the term of employment.

Perform other duties assigned by the pastors and/or the SPRC.

## **103.07 CONTEMPORARY WORSHIP MUSIC LEADER**

### General Qualifications

The Contemporary Worship Music Director should be of fine Christian moral character, present an effective model of a Christian lifestyle, and have a strong commitment to the Ozark FUMC. Desired qualifications include a degree in music and/or demonstrated effectiveness/experience in leading music for contemporary worship services; ability to recruit and retain praise band members; ability to relate well to all age groups; evidence of creativity; and organizational, communication, human relations, and supervisory skills. The Contemporary Worship Music Director reports to the Senior Pastor and the SPRC.

### Responsibilities

Be an active member of the church leadership team, demonstrating loyalty, commitment to the mission of the church, and a professional approach to issues involving teamwork. Select music for each contemporary worship service, coordinating with the Senior Pastor when possible, and provide the programs secretary with appropriate and timely information to be included in the weekly service bulletins.

Actively recruit, introduce and retain praise band members, including a back-up technician to operate equipment.

Rehearse the praise band on a weekly basis in preparation for all performances, and schedule other rehearsals as needed.

Direct the praise band at all contemporary worship services during the year. These services shall include those scheduled for Sunday mornings and special services that may be scheduled by the pastors. Special services may include, but are not limited to, Maundy Thursday, Good Friday, Easter Sunrise, Thanksgiving, and Christmas Eve.

Select and order music for the praise band.

Serve as an ex-officio member of the Music Committee.

Recommend annual budget for contemporary worship music and equipment, and administer the approved budget, keeping expenditures within the amount that has been approved in the church budget.

Supervise the operation and maintenance of the sound system in the FLC.

Coordinate and prepare use of video, projection, and other media support for the contemporary worship service(s).

Operate within the laws of the United States and the State of Alabama, including copyright laws.

In consultation with the Senior Pastor, arrange for suitable replacement and music in cases of absence during the term of employment.

Keep expenditures within the amount that has been approved in the church budget.

Accountable to the Senior Pastor for a weekly work schedule.

Perform other duties assigned by the pastors and/or the SPRC.

## **103.08 ORGANIST/PIANIST**

### General Qualifications

This individual must be of good moral character with piano and organ expertise. The organist/pianist reports to the Music Director, the Senior Pastor, and the SPRC.

### Responsibilities

- Be an active member of the church leadership team, demonstrating loyalty, commitment to the mission of the church, and a professional approach to issues involving teamwork.
- Be present at all chancel choir rehearsals.
- Be present at all 8:30 a.m. and 11:00 a.m. Sunday morning services.
- Be present at all special music presentations.
- Perform other duties assigned by the Music Director, the Senior Pastor, or the SPRC.

## **103.09           MANAGING SECRETARY**

### General Qualifications

Individual must be of good moral character, trustworthy in all respects, able to maintain confidentiality in regards to all church business, able to relate positively with people, and bondable. Have at least a 2 year certification or accounting degree and possess excellent computer, word processing, accounting, and human relations skills. The Managing Secretary reports to the pastors and the SPRC.

### Responsibilities

Be an active member of the church leadership team, demonstrating loyalty, commitment to the mission of the church, and a professional approach to issues involving teamwork.

### Accounting/Bookkeeping Responsibilities

- Post contributions to accounts weekly.
- Post transactions to proper accounts in accounting program - at least three days per week, sometimes daily.
- Review invoices to ensure products/services and charges are accurate.
- Pay bills at least weekly.
- Assist money counters.
- Deposit all checks and cash in bank in timely manner.
- Take care of time cards and time machine.
- Prepare payroll (including CDC's) and distribute paychecks to staff members twice a month.
- Reconcile bank statements monthly.
- Compute and deposit payroll taxes monthly.
- Compute and prepare quarterly income tax reports to the Internal Revenue Service and the State of Alabama.
- Compute, prepare, and submit year-end tax reports to the IRS and the State of Alabama.
- Prepare and submit letters to the IRS for contributors.
- Maintain computer operation.
  - Backup computer files weekly.
  - Perform disc compression and maintenance.
  - Recommend and install computer upgrades when needed.
  - Purchase of computer components and programs within the constraints of the approved budget.

- Enter annual budget into computer and publish new budget
- In coordination with the Stewardship Chairperson, perform all clerical work for annual stewardship campaign.
  - Prepare all letters, commitment cards, follow-up lists, and records of financial pledges received
  - Input all financial pledges into computer.
  - Maintain up-to-date totals of number and amount of pledges received.
  - Disseminate new offering envelopes to the congregation at the end of the calendar year.
- Prepare resolutions needed to borrow sums of money for church construction or renovations.
- Prepare, update, and mail to banks a list of church members authorized to sign checks and access safe deposit boxes.
- Prepare local church report to the Alabama-West Florida Conference of the United Methodist Church
- Prepare all bulk rate mailings and forms.

#### Other Responsibilities

- Provide direct supervision to the Receptionist/Secretary.
- Take care of security system and elevator maintenance.
- Develop and maintain a current Office Procedures Manual, describing the steps to be followed in performing the duties of the Managing Secretary.
- Keep expenditures within the amount that has been approved in the church budget.
- Manage request for repairs
- Perform other duties as assigned by the pastors or the SPRC.

### **103.10 RECEPTIONIST/SECRETARY**

#### General Qualifications

Individual must be of good moral character, trustworthy in all respects and able to relate positively with people. Must be a high school graduate and have excellent word processing, computer, and human relations skills. This position reports to the pastors and the SPRC.

#### Responsibilities

- Be an active member of the church leadership team, demonstrating loyalty, commitment to the mission of the church, and a professional approach to issues involving teamwork.
- Perform clerical, receptionist and secretarial work for the church.
- Perform special word processing for pastors.
- Serve as church membership secretary. Maintains permanent and yearly membership books; records new members, baptisms, weddings, deaths, and transfers; prepares correspondence to transfer memberships.
- Receive memorial/honorarium requests. Mail a card to the person giving the memorial and the person/family the memorial or honorarium was intended. Maintain a hard copy record. Create and publishes a list of donor/recipient information for the newsletter.

- Maintain list of deaths of church members and their family members for each year.
- Maintain church office, van, and flower calendars. Schedule requests for use of church facilities. Coordinate with the Director of Family Life Center ministries for scheduling. Record flower calendar dates, and put reminders in newsletter for members to sign flower calendar.
- Answer phone and take messages, greet visitors, and assist visitors and phone callers with special needs.
- Order church supplies and distribute as appropriate: stationery; soft drinks for machine; kitchen and restroom supplies; attendance pads for church pews; meeting notification cards; baptismal and marriage certificates; church hymnals; Upper Room devotional books; boxes of pledge envelopes; communion supplies; items for sanctuary; and office supplies.
- Distribute all incoming mail, including mail received for office, CDC, Sunday School classes, UMW circles, choir directors, etc.
- Type and mail correspondence and notices of meetings of the following, if needed: church charge conference, Administrative Board, Executive Committee, Staff-Parish Relations Committee, Committee on Finance, Committee on Nominations and Personnel, Board of Trustees, Council on Ministries, and other meetings called by church officials.
- Assist the Sunday School with letters, reminders, and monitor Sunday school materials for excess amounts, etc. then making adjustments to standing order.
- Maintain office, bus, master, and external keys for daily use on an as needed basis and maintain record of key assignments with the help of the Managing Secretary.
- Keep supply closet neat, organized, and stocked; restock the food pantry for small quantities of items; and coordinate with appropriate volunteer for keeping the food pantry neat, organized, and stocked.
- Assist the Youth Minister in mail outs and other projects.
- Screen and assist people requesting monetary assistance from the Pastor's Discretionary Fund. Maintain files on all persons assisted. Monitor food pantry inventory and replenishes as able.
- Maintain copies of "A Guide for Your Wedding" and distribute them to persons wishing to use church facilities for a wedding. Book weddings and give tours of church to those considering using the facilities.
- Discuss with the florist the altar flowers for particular occasions, rosebuds for new babies, white roses for deaths, and the use and return of church flower urns, etc.
- Maintain guidelines on use of facilities by members and non-members and maintain records on requests for use of facilities. Type and email requests to the Trustees.
- Make copies of church office directory and church budgets (approximately 75 copies of each) for distribution during January of each year.
- Make emergency calls for repair and maintenance of office machine.
- Maintain list of volunteers for Sunday (Acolytes, Nursery, Sound, Billy Gaither SS Class, Greeters, Visitors, Evening Pianist).
- Type scholarship application procedure and scholarship application forms. Create and maintain files for returned applications. Type and mail correspondence pertaining to committees, awards, etc.
- Assist the nursery coordinator. Mail quarterly nursery volunteer schedule.
- Meet with Custodian about particular duties to be taken care of, such as the following:



- Use of church by groups
- Special instructions for placement of tables in fellowship hall for dinners, luncheons, meetings, receptions, etc.
- Inventory of paper goods for kitchens and restrooms.
- Special repair, cleaning, and placement of flowers for special occasions and the care of flowers after Sunday worship services.

Other responsibilities:

- Develop and maintain a current Office Procedure Manual, describing the steps to be followed in carrying out the duties of the secretary.
- Keep expenditures for office supplies within the amount that has been approved in the church budget.
- Perform other duties as assigned by the Managing Secretary, the Pastors, and SPRC.

### **103.11 COMMUNICATIONS COORDINATOR**

General Qualifications:

The individual must be a person of genuine and deepening Christian character, willing to grow as a loyal participant of a ministry team, able to work and communicate well and cultivate trust with others. Must oversee the communications programs and processes; consult with FUMC of Ozark staff on projects; and serve as a project manager, managing the flow of work within the department. Has the responsibility for prioritizing, developing, and monitoring church communications strategy, including but not limited to overseeing the development and implementation of the church's external image through consistent and effective communications with external audiences, including print, electronic, and social media. Reports to Senior Pastor, Associate Pastor, and SPRC.

Responsibilities:

- Oversee the development of and adherence to a church-wide communications strategy. Identify, support and implement communications strategies to strengthen FUMC of Ozark image using all media deemed appropriate, with emphasis placed on increasing awareness of the church, maintaining members and attracting visitors. Includes developing communications initiatives to create awareness, adhering to a consistent message (brand).
- Oversee development of a new engaging website, which appropriately markets the church to both internal and external audiences.
- Prioritize the church's message.
- Gain and maintain knowledge of all church ministries, their activities and their relationships to one another.
- Work cooperatively with clergy, staff, and lay workers to gather the necessary information to communicate effectively.
- Effectively add to the 9:00 a.m. worship service with media during the worship service.
- Edit and approve copy for all printed and digital communications disseminated within

and outside of the church.

- Check e-mail several times daily and distribute as appropriate.
- Proofread bulletin and all office, Family Life Center, youth, etc. correspondence and written material.
- Maintain the e-mail address of church members and help the two pastors with a weekly email of devotions tied to their sermons on Sunday.
- Keep church members informed about events through social media, text messaging, bulletin boards, website and church calendar.
- Assist staff and committees with media designs while maintaining the consistency of the church brand.
- Start and maintain programs to implement new and creative ways of expanding the ministries of the church through visual and digital media.
- Compile and maintain a list of attendance numbers for worship and Sunday school.
- Maintain the *Phonetree* databases and sets up calls as necessary.
- Performs other duties as assigned by the pastors or SPRC.

Responsibilities relating to bulletins and newsletter:

- Print and distribute as necessary.
  - Weekly worship bulletin for all church services and any other church service during the year
- Bi-weekly Newsletter Compiles information from:
  - Church staff
  - Church members
  - Telephone calls to confirm certain information
  - Other appropriate sources
- Compiles information for announcements regarding such matters as the following: marriages, new members, births, baptisms, deaths, committee meetings, hospital patients, etc.
- Confirms information prior to disbursement
- Types bulletin inserts. Prepares special bulletins/bulletin inserts (Easter, Mother's Day, Father's Day, Christmas, etc.).
- Prints, labels, stamps, and mails newsletter to local and out-of-town addresses by 4:30 p.m. on Wednesdays.
- Maintain a data base of shut-ins and people requesting a Sunday bulletin. Mail (or email) bulletins Thursday mornings to those in the database.
- Maintain an email newsletter database and email newsletter to those requesting a digital copy.
- Upload newsletter to website and advertise it on social media.
- Files two (2) copies of newsletter and bulletin in office file; gives two (2) copies to the Senior Pastors one (1) to the Associate Pastor; and remaining bulletins and newsletter will be put out in the church.

**103.12 CUSTODIAN**

General Qualifications

Individual must be mentally and physically capable of performing duties related to cleaning and maintenance of the church facilities and grounds, must be able to understand instructions, and must have the initiative to complete work assignments with a minimum of supervision. This person reports to the Senior Pastor, Chairperson of the Board of Trustees, and SPRC.

### Responsibilities

*Note:* In addition to the day-to-day maintenance of the church properties, church functions such as Administrative Board dinners and other meetings of the church will require the Custodian's attention in seeing that the facilities are set up and cleaned following the event. In such cases, it may be necessary to adjust the regular schedule. Compensation for activities other than church meetings, such as weddings and receptions that require additional preparation and clean up, will be provided through the regular church payroll.

- In the event of an accident or emergency, be aware of and implement appropriate procedures. These procedures will be provided via a separate document.
- Empty wastebaskets daily.
- Wash off visible and observable markings on walls.
- Inspect storage rooms and closets once each week, and clean and straighten as needed.
- Responsible for the preventative maintenance and minor repairs of church facilities.

### Floor care

- Vacuum carpeted floors once a week. Rooms utilized for meetings during week days will require additional cleaning.
- Damp mop vinyl floors once a week or as needed, and buff when needed.

### Restrooms

- Clean floors and fixtures at least each day and as needed.
- Replenish supplies, such as towels, soap, and toilet tissue as needed.

### Lighting fixtures and kitchen range hood filters

- Inspect lighting fixtures while performing daily duties. Replace burned out bulbs in accessible areas. Notify Chairperson of Board of Trustees concerning inaccessible areas or problems with fixtures.

### Lawn Care

- Maintain the church grounds in a pleasing, professional and inviting condition. Work may include but not limited to: mowing, mulching, raking, weeding, seeding, trimming, and pruning.
- Perform preventive maintenance on hand and power equipment tools used in duties.
- Perform other grounds keeping duties/tasks as assigned by the Senior Pastor, Chairperson of the Board of Trustees, or SPRC.
- Assist with the upkeep of the Meditation Garden, when required.

### Supervise the Maid in the following tasks:

- Dust furniture, shelves, and windowsills in staff offices weekly.
- Dust furniture, shelves, and windowsills in all other rooms as needed, except in CDC.
- Empty waste baskets as needed.
- Vacuum church pew cushions and wipe wood twice a month.
- Dust windowsills and baseboards in sanctuary weekly.
- Clean interior windows and glass doors as needed but at least monthly.
- Clean lavatories and toilets, and mop floors daily.
- Clean baseboards, walls, and mirrors weekly.
- Clean all areas daily during Vacation Bible School and other special occasions.
- Dust blinds, windowsills, baseboards, chair rails, shelves, and pianos weekly.
- Clean tables and chairs weekly.
- Clean windows as needed.
- Straighten chairs, tables, etc.
- Clean and dust cabinets and counters as needed.
- Inspect carpet for spills each Monday and report conditions to Custodian immediately.
- Spot clean areas where spills have occurred.
- Clean, dust, and keep floors clean as needed.
- Keep items in cabinets and drawers neat; do not let unnecessary items accumulate.
- Keep dishtowels and hot pads clean.
- Keep refrigerator and microwave clean inside and out, and discard old food.
- Keep counter tops and cabinets clean; do not let dirty dishes accumulate.
- Keep stove, sinks, and hallway water fountains clean.
- Keep salt and pepper shakers, and sugar bowls filled.

#### Miscellaneous

- Take trash in trashcans to the dumpster daily, and clean trashcans as needed.
- Remove old bulletins and newsletters from the sanctuary, and straighten hymnals and pew Bibles after church services. Keep pencils in pew pencil holders sharpened and replenished, and replenish registration pads as needed.
- Spot-clean carpet and padded chairs when needed.
- Bring sanctuary flowers to office early Monday morning unless instructed otherwise.
- Keep close check on disposable items such as tablecloths, plates, hot and cold cups, paper towels, napkins, etc., and notify the Program Secretary when they need to be re-ordered.

### **103.13 ASSISTANT CUSTODIAN**

#### General Qualifications

Individual must be mentally and physically capable of performing duties related to cleaning and maintenance of the church facilities and grounds able to understand instructions; and have the initiative to complete work assignments with a minimum of supervision. This position reports to the Custodian, Chairperson of the board of trustees, Senior Pastor, and SPRC.

## Responsibilities

Perform routine custodial duties as directed by the custodian, the Chairperson of the Board of Trustees, Senior Pastor, or SPRC.

### **103.14 MAID**

#### General Qualifications

Individual must be mentally and physically capable of performing duties related to cleaning and maintenance of the church facilities and grounds; able to understand instructions; and have the initiative to complete work assignments with a minimum of supervision. This position reports to the Custodian, Senior Pastor, Chairperson of the Board of Trustees, and SPRC.

#### Responsibilities

##### With regard to the church office

- Dust furniture, cabinets, chair rails, baseboards, and windowsills in offices weekly.
- Dust furniture, shelves, and window sills in other rooms as needed.
- Empty wastebaskets as needed.
- Vacuum church pew cushions and wipe wood twice a month.
- Clean interior windows and glass doors as needed--at least monthly.
- Complete other tasks as outlined by custodian, office secretaries, and pastors.

##### With regard to the restrooms

- Clean lavatories and toilets, and mop floors daily.
- Clean baseboards, walls, and mirrors weekly.
- Clean all areas daily during Vacation Bible School and other special occasions.

##### With regard to the Fellowship Hall

- Dust blinds, windowsills, and piano weekly.
- Clean tables and chairs weekly.
- Clean windows as needed.

##### With regard to education buildings

- Straighten chairs, tables, etc.
- Dust baseboards, chair rails, shelves, and pianos weekly.
- Clean and dust cabinets and counters as needed.

##### With regard to FLC Multipurpose Room

- Spot clean areas where spills have occurred.
- Clean and dust stage area.
- Clean bathrooms.
-

With regard to the kitchens

- Keep items in cabinets and drawers neat; do not let unnecessary items accumulate.
- Keep dishtowels and hot pads clean.
- Keep refrigerator and microwave clean inside and out, and discard old food.
- Keep counter tops and cabinets clean; do not let dirty dishes accumulate.
- Keep stove, sinks, and hallway water fountains clean.
- Keep salt and pepper shakers, and sugar bowls filled.

Perform other duties as assigned by the Custodian, Senior Pastor, Chairperson of the Board of Trustees, or SPRC.

### **103.15 NURSERY ATTENDANT**

General Qualifications

The Nursery Attendant must be an adult of good moral character, capable of relating well with babies and children. This person reports to the Receptionist/Secretary, Nursery Coordinator, Senior Pastor, and SPRC.

Responsibilities

Be an active member of the church leadership team, demonstrating loyalty, commitment to the mission of the church, and a professional approach to issues involving teamwork.

Be at the church nursery at least fifteen (15) minutes prior to the church service or other church function requiring a nursery worker.

Be responsible for the safety and wellbeing of the children in their care until all of the children are picked up by their parents.

In the event of an accident or emergency, be aware of and implement appropriate procedures. These procedures will be provided via a separate document.

Clean and straighten toys and nursery before leaving duty.

Perform other duties as assigned by the Receptionist/Secretary, Nursery Coordinator, or SPRC.

### **104 EMPLOYMENT PROCEDURES**

Prior to hiring an employee, the following preliminary steps should be taken:

- The SPRC Chairperson, in consultation with leaders in the affected areas of church life, will request approval of additional staff positions from the Committee on Finance and the Administrative Board.

- The SPRC Chairperson will prepare a tentative position description for the position in support of the request.
- Upon Administrative Board approval of new staff positions or upon vacancy in an existing staff position, the SPRC will serve as the search committee.
- The SPRC or authorized persons will review resume's received. The SPRC may assign the responsibility for interviewing and recommending for employment of support staff and assistants to the professional staff to whom the employee will report.
- The SPRC will conduct background checks on each applicant prior to an employment offer.
- The SPRC will take prudent and reasonable steps to publicize position vacancies, review applicant records, and interview applicants. No applicant will be hired unless the SPRC or its designees have interviewed him/her.
- If an out-of-town candidate for a staff position is invited for an interview, the church treasury will bear the travel expenses, if necessary and approved by the Finance Committee in conjunction with the SPRC.
- The SPRC is the final employment decision authority unless it chooses to vest that authority in a designee(s).

#### 104.01      **Employment**

Employment with FUMC is entered into voluntarily. An employee is free to resign at any time. Similarly, the church is free to conclude an employment relationship where and when it deems it is in the church's best interest. While it is our hope our relationship will be long and mutually beneficial, it should be recognized neither the employee nor the church has entered into any contract of employment, expressed or implied. Neither this employee handbook nor any other communication by any management representative, either written or oral is intended to create, in any way, an employment contract.

This manual is provided for all lay employees, who are affiliated with FUMC, and does not apply to hourly or contract workers employed by the church's Child Development Center (CDC) or other element. The contents of this employee handbook are presented as a matter of information of employment only. The handbook is intended to present information that will help an employee understand and abide by the policies and operating procedures we have established. It is also a guide to the benefits one receives as an employee. These policies and benefits, however, change from time to time at the discretion of the SPRC. This employee handbook does not constitute a guarantee of operating procedures or terms of employment.

#### 104.02      **Equal Employment Opportunity**

FUMC is an equal opportunity employer in all personal decisions. Applicants for employment are selected on the basis of their qualifications. It is the intent of this church to recruit, hire, and promote all employees without regard to race, color, sex, age, religion, national origin, veteran status, or disability unrelated to job performance.

#### 104.03      **Eligibility Requirements**

An individual seeking employment must be an American citizen or a legal alien who must offer such proof of identification by filing a federally required Immigration Naturalization Service (INS) Form I-9. At its sole discretion, the church may require that a prospective employee complete an employment application; authorize a criminal background check; submit to pre-employment drug screening; and make themselves available for necessary interviews.

## **105 EMPLOYEE STATUS**

All employees of FUMC, Ozark, serve at the discretion of the SPRC and/or the Bishop of the Alabama-West Florida Conference of the United Methodist Church. The SPRC is the final authority for the establishment of positions, titles, length of appointments, salaries, and benefits.

All employees are classified at the time of employment. Professional (salaried) employees and pastors under appointment can expect to have average work weeks in excess of 40 hours per week consistent with the nature and requirements of their particular area(s) of ministry or responsibility, and as such are not eligible for compensatory time except in the event that the church has asked that they perform a task or project that adds a significant burden to their normal work schedule. Full-time employees are those hired to work a regular 40-hour week.

**Part-time Employees:** Part-time employees are those who work on a regular schedule of at least 20 but less than 40 hours per week calculated over a normal 80-hour pay period.

**Interim Employees:** Those employees who regularly work less than 20 hours per week or who are hired on an interim basis for special projects or short-term assignments, such as student workers or seasonal employees, and are not eligible for paid employee benefits.

## **106 PROBATION**

Probation is a period of time used by the church to: determine if a newly hired employee is capable of performing to expected standards of their job description; determine if a newly promoted employee is capable of performing in the newly assigned job; or determine if disciplinary action has satisfactorily corrected an employee's failure to perform to expected disciplinary standards.

### **106.01 Initial Probation**

Initial probation is defined as a trial period of time during which qualifications and performance of new employees are closely monitored to ensure that they meet established standards. Initial probation is also a period of time during which a new employee assesses and clarifies his/her employment situation and firmly establishes that he/she meets personal needs and professional expectations. The typical probation period is 90 days. Ten days prior to the end of the probationary period, the immediate supervisor will conduct an



evaluation and review the results with the SPRC in order to make a decision on full employment or termination prior to the end of the probationary period.

#### 106.02 **Disciplinary Probation**

Disciplinary probation is defined as a trial period of time imposed by the SPRC or its designee on an employee for appropriate cause. During disciplinary probation an employee's performance will be closely monitored to ensure corrective action is achieved. The immediate supervisor will provide the employ in writing the reason for disciplinary probation and necessary corrective actions. The immediate supervisor will complete a special evaluation, discuss it with the employee, and enter it in the employee's personnel records upon satisfactory completion of the term of probation. A period of up to six months may be imposed as disciplinary probation. During disciplinary probation, the employee will receive all benefits normally accrued by the position; however, no increase in salary will be awarded during this period.

### 107 **RESIGNATION OR TERMINATION**

#### 107.01 **Resignation**

Employees will be expected to provide a written two-working weeks' notice unless otherwise waived by the employee's immediate supervisor and the Senior Pastor. If a person resigns without giving the church the required notice, no vacation pay will be given.

#### 107.02 **Termination and Disciplinary Measures**

Under the State Laws of Alabama, the Ozark FUMC is an "at will employer" and reserves the right to discharge an employee at its discretion with or without cause and with or without severance pay or pay for unused benefits. While the church maintains this right, it may, at its sole discretion employ a graduated disciplinary program.

The discipline may include, but is not limited to: warnings, probation, and discharge. Warnings may be either written or oral. The church is not, however, required to give an employee notice prior to terminating that individual's employment with or without cause. Any use of the graduated disciplinary procedure does not act as waiver of the church's ability to discharge an employee at any time with or without cause.

All employees will be informed of any deficiency in their work performance, and may be provided a time frame for rehabilitation and correction. The church will review any problem independently and based on the severity of the matter proceed directly with any disciplinary action it deems appropriate. Any employee terminating employment for any reason may request an interview with, and at the discretion of the employee's supervisor.

In the event that the church wishes to terminate the employment relationship, a minimum of two (2) weeks' notice is requested for support staff and 30 days' notice for professional staff.

In other instances when an employee leaves the service of the church, the SPRC will decide whether vacation pay will be honored. In the event of gross misconduct on the part of the employee, or violations that occur during disciplinary probation, the church may, at its option, immediately terminate the employee without notice and without vacation pay. Conduct or actions which may lead to termination include, but are not limited to:

- Insubordination
- Poor, faulty, or careless work
- Violation of common sense, safety, health or sanitation practices
- Incompetence
- Insufficiency or neglect of duty
- Dishonesty or professional misconduct
- Destruction or misuse of church property
- Disorderly conduct
- Discourteous treatment of the public
- Absence, leave, or protracted tardiness without prior approval, notice, or permission
- Act of sexual harassment or discrimination
- Unlawful manufacture, distribution, possession, or use of a controlled substance
- Violation of confidentiality or confidential records
- Other acts of malfeasance

#### 107.03      **Key and Other Church Property Return**

When the employee terminates employment from the church, keys and any other church property provided for use during employment must be returned to the Senior Pastor. Failure to do so will result in the withholding of final compensation and/or a \$50 fine deducted from the employee's final paycheck.

### **108      EVALUATION OF PERSONNEL**

The purpose of the evaluation is to:

- Increase the effectiveness of each staff member and ministry areas, thereby increasing the effectiveness of the church,
- Increase the staff member's awareness of professional strengths and weaknesses,
- Establish a basis for counseling and making personnel decisions,
- Identify opportunities for personal and professional growth, and
- Serve as a partial basis for such personal actions as retention, promotion, salary adjustment, disciplinary action, demotion, and termination.

All personnel will be evaluated annually. The SPRC will evaluate the Senior Pastor and Associate Pastor. All other personnel will be evaluated by the immediate supervisor, and the next higher supervisor and SPRC will review the evaluation. The Bishop and the Cabinet will schedule evaluations of the Senior Pastor and Associate Pastor. Evaluations of other personnel will be completed in April or May. Supervisors will meet periodically with

staff members to discuss the person's job and working conditions, and promote effective relations among the staff and the SPRC.

After the supervisor or SPRC completes an evaluation, they will conduct a discussion with the employee being evaluated. The completed evaluation will be signed by the supervisor and employee, and filed in the employee's personnel file. Performance evaluations and reviews do not assure an automatic wage increase; rather, they are conducted to evaluate an employee's job performance and contribution to the church's mission and ministries.

Problems in the working environment should be handled at the lowest level possible. The supervisor will direct unsolved problems through the Senior Pastor to the SPRC.

## **109 PERSONNEL RECORDS**

The SPRC is responsible for setting up and maintaining a personnel file for each permanent full-time or part-time employee. This file should include a resume, biographical data, salary scale, social security number, position description, vacation and leave, evaluation and any other pertinent records.

The personnel file will be available for review by the employee, Senior Pastor, and SPRC Chairperson. The SPRC Chairperson may authorize the release of certain information to an SPRC member for evaluation purposes. Review of all personnel files must be conducted in the Senior Pastor's office.

## **110 CONFIDENTIALITY**

The business of the church is, in many instances, strictly confidential. Information received by employees in the course of their employment should never be made the subject of conversation or discussion with anyone not directly concerned with the discharge of that business. Violation of this rule may result in the immediate and permanent dismissal of the offending employee.

## **111 SALARY ADMINISTRATION**

### **111.01 General**

The SPRC's intent is to establish a salary policy to accomplish the following:

- Maintain salary levels consistent with those of other churches or comparable jobs in business, taking into consideration local and economic conditions.
- Evaluate the performance of each staff member by the SPRC and determine how much the individual is to be paid. Any increases in salary will correspond with the beginning of the church year.
- Have all salary changes approved by the SPRC and the Finance Committee.
- Provide and maintain a salary structure.
- Provide equitable internal relationships among employees.

**111.02 Method of Salary Payment**

Employees under Episcopal appointment are paid the first working day of the month. Other personnel will be paid on the 15<sup>th</sup> day of the month and last working day of the month.

**111.03 Payment of Hourly Employees**

Payroll checks for hourly employees are issued the 15<sup>th</sup> day of the month and last working day of the month.

**111.04 Payroll Deductions**

**111.041 Federal and State Taxes**

All employees must file a federal withholding form W-4, except pastors (IRS Form 1098). Deductions will be withheld according to each employee's dependent claim.

**111.042 FICA Taxes**

FICA taxes will be withheld from the salary of all employees except pastors.

**111.043 Health Insurance Premiums**

Full time employees may be included in the conference health program at their own expense. If they elect to participate, premiums may be withheld from their salary.

**111.044 Other Deductions**

Other deductions (United Way, child care, etc.) must be requested in writing by the employee and approved by the managing secretary and the Senior Pastor.

**112 EMPLOYEE BENEFITS**

**112.01 Leave**

**112.011 Procedure for Requesting and Accounting for Leave**

Persons desiring to take leave should complete a leave request form. The Senior Pastor in consultation with the SPRC Chairperson will approve leave requests. Vacation leave must be requested at least one month in advance. All other leave should be requested as much in advance as possible.

Sick leave will be taken for employee illness, doctor and dental appointments, for conditions of pregnancy, birth of a child, placement of a child for adoption or foster

care, and to provide care during illness of spouse, dependent child, or parent (does not include parent-in-law).

#### 112.012 Vacation Leave

Paid vacation is granted to full-time permanent personnel. Vacation time is granted based on the employee's length of continuous service at the FUMC of Ozark according to the following schedule:

- 1-5 full years of service-----1 week of vacation 5 working days
- 6-10 full years of service-----2 weeks of vacation 10 working days
- 11 years or more-----3 weeks of vacation 15 working days

Vacation pay is based on an 8-hour work day. The employee's date of employment is always the basis for calculating vacation.

Vacation may not be taken during the first 90 days of employment. If employment is terminated prior to completion of 90 days, any accrued vacation is forfeited. An employee may take earned vacation at any time after the first 90 days of employment, subject to the approval of the employee's supervisor.

Vacation time that is earned during a calendar year must be taken before the end of the following calendar year. Vacation time cannot be carried over beyond the year following the year during which it is accrued and if not taken is forfeited, (e.g. vacation earned during 2010 must be taken by December 31, 2011).

When a holiday occurs during an employee's vacation, that day will not be counted as a vacation day.

Vacation time must be earned before it can be taken. Unpaid vacation leave shall be available to an employee, subject to the approval of the Senior Pastor and the SPRC.

For persons under Episcopal appointment, all service under appointment as pastor and/or associate pastor will count towards accrued vacation on the above schedule with a minimum of 5 days' vacation granted per year.

#### 112.013 Sick Leave

Sick leave is a courtesy extended to employees of the church and is to be taken only in case of illness.

During initial probation, sick leave accrues, but cannot be taken with pay. Sick leave is defined as leave taken because of the employee's own illness or the illness of employee's spouse or children. During critical situations this leave can be expanded to include parents, brothers, sisters, in-laws, grandparents, grandchildren, or any relative living in the employee's home. Accrued sick leave will also be used as

maternity leave. Upon termination of employment, an employee will not be paid for any accumulated, unused sick leave.

*Note:* Definition of a sick leave day: typical workday for that person. Sick leave will be taken in a minimum of half-day increments.

- Employees who work less than 20 hours a month will receive ½ day (4 hours) every two months (3 sick leave days per year).
- Employees who work 20 hours or more, but who are not full-time, will receive ½ day (4 hours) a month (6 sick leave days per year).
- Full-time employees will receive 1 day (8 hours) a month (12 sick leave days per year).

In all three categories, employees will accrue a maximum of the number of sick leave days earned in a two-year period.

Unusual (i.e., long-term) illnesses will require the employee to use vacation leave days.

#### 112.014 Military Leave

Eligible employees who are members of the Alabama National Guard or any reserve component of the United States military forces and who are ordered to annual field training or active duty training are entitled by law to a short-term military leave of absence. An employee who enlists or is ordered to active service with the United States Armed Forces will be granted an extended leave of absence with re-employment rights as required by law.

#### 112.015 Bereavement Leave

In the event of death of an immediate family member, the employee may have up to two (2) working days off with pay. Immediate family is defined to include employee's spouse, children, parents, in-laws, grandparents, grandchildren, brother, sister or any relative living in the employee's home. Requests for exceptions to the definition (in consideration of extended and/or blended families) should be submitted in writing to the appropriate supervisor and the Senior Pastor prior to departing for bereavement leave.

#### 112.016 Court Service/Jury Duty Leave

The church encourages its employees to accept the civic responsibility to serve as a juror when summoned. The employee must present the "summons for jury service" to the appropriate supervisor as soon as it is received from the court clerk. The summons will be placed in the employee's official personnel file. Full

compensation will be paid while on jury service. If dismissed from jury service, employees are expected to immediately return to work..

#### 112.017 Leave of Absence

The employee must submit a written request to his/her immediate supervisor for a leave of absence. After the SPRC approves, an employee with justifiable cause may be granted a period of up to three (3) calendar months leave of absence without pay for personal reasons or extended illness. The SPRC may extend the three-month period of absence if the employee so requests and circumstances warrant such action.

#### 112.018 Family and Medical Leave

In accordance with the Family and Medical Leave Act (FMLA), after twelve months of employment, employees who work 1,250 hours or more in a year are eligible for up to 12 weeks of family or medical leave for: birth of an employee's child and care of spouse, son, daughter, or parent with a serious health condition that precludes the employee from performing the functions of his/her job. A FMLA leave will be provided for the care of other family members as determined on an individual basis. Medical certification is required for a request for leave to care for spouse, son, daughter, parent, other family members, or employee's own serious health condition.

Accrued vacation or sick leave will be required as part of the 12 weeks FMLA leave. If accrued leave is required as part of the FMLA leave and has been completely used, the remainder of the 12 weeks of FMLA leave will be taken as unpaid leave.

When accrued leave is not required, the entire FMLA leave will be taken without pay. No benefits that accrued before the date when the FMLA leave began will be lost; however, no vacation leave, sick leave, seniority or other employment benefits will accrue while on FMLA leave.

#### 112.019 Compensatory Time

Full-time employees eligible for compensatory time credits will be identified by the Senior Pastor in consultation with the SPRC. These designated full-time employees are paid at their straight time regular rate of pay for all normal hours in their work period, including holidays and leave with pay. For hours in excess of normal hours in the work period, designated full-time employees will, at the discretion of the Senior Pastor, be credited with compensatory time subject to the following:

- For every excess hour worked beyond a normal work day's hours, employees are credited compensatory time on an hour-for-hour basis;

- Compensatory time credits are available for employees to use upon Senior Pastor approval and will be allowed to accrue annually up to a maximum of 120 hours;
- Compensatory time credits must be used by the end of the budget year or the employee will forfeit them. The Senior Pastor will endeavor to find periods when compensatory time credits will be used before they are lost;
- Compensatory time credits will not be paid upon separation from church employment; and
- Compensatory time credits have no cash value.

112.020      **Other Absences**

The SPRC Chairperson and Senior Pastor will consider extenuating circumstances requiring absences from work on a case-by-case basis.

112.02      **Continuing Education**

Any continuing education funds are allotted as a budget line item. Continuing education funds exist for the enhancement of skills and effectiveness of church staff. Therefore, these funds are to be considered as property of the church and not a benefit of the pastors or employees. These funds, while benefiting the individual staff member, are primarily for the benefit of the church in having a trained and effective staff.

112.03      **Health Insurance**

The FUMC pays the premiums for health insurance for ordained ministers under appointment and the ministers pay the premiums for health insurance for their dependents. Other full time employees will pay for their health insurance program at their own expense.

112.04      **Housing**

Housing for appointed ministers is provided according to The Book of Discipline of the United Methodist Church.

112.05      **Travel Expense**

Travel expense is provided per budget allocation for the Senior Pastor, Associate Pastor, and any other personnel for whom travel funds are included in the approved budget.

112.06      **Pensions**

Pensions for ordained ministers are provided by the Annual Conference for all appointed ministers.



### **113 ON-THE-JOB INJURIES**

If an employee is injured while working, the immediate supervisor or the Senior Pastor will assume responsibility for procuring needed medical treatment. The employee has the right to select the medical treatment facility, except in an emergency situation when the employee gives no preference or is incapable of giving a preference, the supervisor, Senior Pastor, and/or emergency medical personnel will transport the employee to the Dale Medical Center.

### **114 DUTY DAYS, OFFICE HOURS, AND ATTENDANCE**

Regular office hours are 8:00 a.m. until 5:00 p.m., Monday through Thursday and 8:00 a.m. until 12:00 noon on Fridays. Other schedules must be approved by the Senior Pastor and SPRC. Certain program ministry areas may operate on a differently time schedule. Employees are expected to report to work on time and remain on the job throughout the regular workday.

Any non-salaried employee who works more than 40 hours in a regular seven (7) day period will be paid at a rate one and one-half times his/her usual rate for those hours in excess of their regular 40-hour pay period. Official holidays or sick leave do not count toward overtime compensation. Any extended deviations from the stated workday must be approved by the Senior Pastor or SPRC.

Because every job is critical in accomplishing our ministries, the church and fellow employees depend on the employee to arrive on time every workday. If, for any reason, an employee is going to be late or absent from work, he/she must notify his/her supervisor as soon as possible before the start of the normal work day. Habitual tardiness or absenteeism will result in disciplinary measures up to and including termination of employment.

Lunch break is allowed at a specified time to be coordinated with the employee's supervisor. Some office employees may be required to take their lunch break on a rotating basis so the telephones and the reception area are constantly staffed through the business day.

### **115 HOLIDAYS - CHURCH OFFICE CLOSED**

The following holidays shall be observed:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day

- The day after Thanksgiving Day
- Christmas Day
- The first working day after Christmas Day

Permanent employees shall be paid for these holidays. A holiday which falls on the week-end shall be observed either on the preceding Friday or the following Monday, based on the guidance of the Senior Pastor. The SPRC may alter dates and stagger work schedules to maintain operational requirements.

## **116 STAFF SUBSTITUTES**

In the event of absence of a staff employee for business, illness, or personal reasons, others on the staff who have knowledge of their duties will share job responsibilities. Employment of temporary substitutes must be approved by the Senior Pastor.

## **117 DRUG-FREE WORKPLACE**

FUMC maintains a firm commitment in providing a safe and healthy work environment for its employees and quality services to its congregation. The success of this commitment depends largely upon the physical and psychological health of our employees. FUMC recognizes that substance abuse has an adverse impact on employee health and impairs our ability to maintain a safe environment free from the effects of alcohol, illegal drugs, and misuse/abuse of prescription drugs.

Working together, FUMC and its employees can establish and maintain a work environment free from illegal drug usage, the effects of drug and alcohol abuse, and together firmly take the position of “NOT IN OUR CHURCH.” Towards this commitment, we have implemented a Substance Abuse Program that applies to all employees.

## **118 SEXUAL HARASSMENT**

It is the policy of this church to maintain a work environment free from any form of coercive sexual harassment or intimidation. FUMC affirms the definition of sexual harassment reflected in The Book of Discipline of the United Methodist Church. Briefly, sexual harassment is defined as “any unwanted sexual comment, advance, or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating, or coercive.” Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender. Unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature are serious violations of our policy and will not be condoned or tolerated.

Any employee who is subjected to any sexual harassment or intimidation should contact their supervisor (unless that person is the harasser/intimidator), Senior Pastor, SPRC Chairperson, or SPRC Member to report the problem. All complaints will be promptly and

confidentially investigated. Any employee who violates this policy will be subject to appropriate disciplinary action, up to and including discharge. Retaliation against an individual for reporting harassment/intimidation or for participating in an investigation is a serious violation of this policy and will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

#### **119 EMPLOYEE DRESS CODE**

Employees are expected to dress in a manner that is appropriate for their duties and the Christian environment in which they work.

#### **120 COMPLIANCE WITH CHURCH POLICIES**

This church endorses and adheres to the rules and policies stated in The Book of Discipline of the United Methodist Church, to the call to mission and ministry of the Alabama-West Florida Conference, other policies and procedures as recorded in the Journal of the Alabama-West Florida Conference, and in the FUMC “Manual for Church Administration.” Additional key policies and procedures directly applicable to all employees are extracted from the “Manual for Church Administration” and provided at Appendix A to this Personnel Administration section of that manual.

All employees are expected to be familiar with and abide by church policies. A violation of policy may result in disciplinary action and/or termination.

#### **121 OPEN DOOR POLICY**

The church encourages employees to present to their immediate supervisor any ideas for changes in procedures they believe would enhance the productivity and/or morale of the church.

#### **122 CONFLICT RESOLUTION PROCEDURE**

FUMC seeks the opinion of its employees about working conditions, ways, and means of getting jobs done better, and matters of interest to other employees. However, the church, through its management staff must have the sole and exclusive right of functions of management and the exercise of these rights shall not be subject to the conflict resolution process. The church must have the exclusive discretion to exercise the customary functions of management including, but not limited to, the discretion to select, hire, promote, suspend, dismiss, assign, supervise, and discipline employees; to determine the size, organization structure, and composition of the work force; to establish, change, and/or abolish policies or procedures, rules, and regulations; to determine and modify benefit plans; to determine and modify job descriptions and job classifications; and to assign duties to employees in accordance with needs and requirements determined by the church.

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important such matters be resolved before serious problems develop. It is the church's intention to attempt to resolve these differences promptly within the organization by the following procedures:

- An employee with a concern about policies, procedures, practices, or any issue arising in the workplace should express the concern to the employee's immediate supervisor, where practicable.
- If an employee believes it would be inappropriate to express the concern to the supervisor, the employee may bypass the supervisor and seek assistance from the Senior Pastor.
- If the foregoing measures do not provide resolution, the matter may be presented to the SPRC Chairperson.
- The church will endeavor to work out a satisfactory solution to the problem. The church will not tolerate any form of retaliation against any employee using this complaint and resolution process.

## **123 HOUSEKEEPING**

All employees are expected to keep their work areas clean and free of hazards, and to help with general housekeeping chores in all common work areas.

## **124 GENERAL POLICY ON USE OF CHURCH FACILITIES AND PROPERTY**

Church property and facilities are provided to accommodate the members of the Ozark FUMC, its mission, and activities. Examples of this usage are worship services, Sunday School, Child Development Center, Methodist Men's Club breakfast meetings, United Methodist Women's functions, Administrative Board dinners, Methodist Youth Fellowship meetings, Council of Ministries meetings, and other meetings of various committees of the church. In an effort to minimize expenditures on personal property of the church, policy prohibits loaning church furniture, equipment, or other property for use outside the church facility. The use of tobacco products and chewing gum is prohibited in the church buildings, including the restrooms, and on the church grounds. Alcoholic beverages are not permitted on any church property.

As a part of the Christian fellowship and mission of the FUMC, church facilities may also be offered to those agencies which have a need to utilize such facilities to promote spiritual growth. Generally, speaking, such agencies would include religious organizations social services agencies, Scout groups, educational groups, etc. Usage of church property by groups which are not part of the church-sponsored activities must have approval of the Board of Trustees.

## **125 GENERAL OPERATIONAL POLICIES**

### **125.01 Safety and Fire Inspections**

The church will make every effort to protect the safety and health of employees. If unsafe conditions are observed, it is the responsibility of the employee to report the unsafe condition to their supervisor and/or the Senior Pastor.

The church prohibits the possession, except as allowed in this policy, of firearms on the premises. Employees with current Alabama pistol applications may keep a firearm locked in their vehicle. Under no circumstances is the firearm allowed to be carried by an employee while on the premises. This includes possession of a firearm in any type bag, such as a purse.

Fire prevention measures cannot be overemphasized. However, in the event a fire occurs, the following steps should be taken immediately:

- Check the fire and judge its size.
- Contact the Office Manager, Senior Pastor, and/or your immediate supervisor.
- Pull the closest fire alarm.
- Call the Ozark Fire department by dialing 9-1-1.
- Evacuate the building via the stairs. Do not attempt to use the elevator.

To ensure safety in the church building, items will be stored in proper storage spaces. Nothing will be stored in hallways or close to the heating and air conditioning equipment. Fire inspections will be conducted at least quarterly by the Board of Trustees. All fire extinguishers will be inspected annually.

#### 125.02 **On-the-Job Injuries**

If an employee is injured while working, the immediate supervisor or the Senior Pastor will assume responsibility for procuring needed medical treatment. The employee has the right to select the medical treatment facility; but in an emergency situation when no preference is given, the supervisor, Senior Pastor, and/or emergency medical personnel will transport the employee to the Dale Medical Center.

#### 125.03 **Inclement Weather**

In the event of inclement weather that may create a situation in which it is questionable as to whether or not the office will be open for business, it is the employee's responsibility to call and speak to the Senior Pastor or your immediate supervisor regarding this question. Employees are expected to make every possible, safe effort to report to work, even under unfavorable weather conditions. The church does not expect employees to place themselves in danger or place themselves in situations which they are not comfortable they can handle.

In the case of tornado or severe weather conditions, the employee is to seek shelter in the lowest interior space in the campus building. The employee should go to these areas immediately and lead anyone in their care to a safe place. Attention to warnings/sirens should be given at all times.

#### 125.04 **Key Utilization and Security System Access**

The policy of the Ozark FUMC is for church facilities to be open for utilization by its membership. Therefore, those individuals who have a need to enter the church may obtain a key. Keys must be signed out through the church office. Duplicates may be made only by a locksmith authorized by a letter of consent on church letterhead, signed by the Chairperson of the Board of Trustees. A record of individuals with keys will be maintained in the church office. There will be a \$3.00 charge for lost and/or replacement keys. No duplicate keys are to be made by the membership. Church officers are expected to turn in their keys at the end of their term of service.

#### 125.05 **Security System Access**

A security system providing key-punch access to the FUMC buildings was installed in November 2009 to provide a safe and secure work environment for our employees, church members, Child Development Center school children, and to protect church property. The following policies and procedures are adopted for the safe and efficient use of the church facilities. Individual waivers from these policies and procedures may be granted on a one-time basis by the Senior Pastor or Chairperson of the Board of Trustees.

- Church facilities are normally closed on holidays and Saturdays, and key-punch access is not allowed except by special and prior arrangement. FUMC is open on Sundays and during scheduled church activities, with no requirement for key-punch access.
- The church membership, including youth 16 years and over will be provided unique key-punch access codes that are operational between the hours of 5:30 a.m. and 8:00 p.m. during controlled access days (all days other than Saturdays, Sundays, and holidays). Youth of the church members age 16 and over are included in this group provided their parents deem they are mature enough to handle the responsibility that goes with access to church facilities. Parents not church members with children attending the CDC will be provided key-punch access codes that are operational between the hours of 6:00 a.m. and 6:00 p.m. Chairpersons of committees that require access during other hours may request special access privileges. All other youth, guests and visitors must be accompanied by a parent, youth director, staff members, or other responsible church member when using church facilities.
- Access codes should not be shared with any other person (except spouse and youth defined above). The security system, as a basic feature, records the time and date of access code usage. This provides a historical record of entries to the facilities. Sharing the code with an unauthorized person invalidates the purpose of this feature and compromises security of the church staff, CDC children, and the church property.
- Those currently having access codes to the FUMC facilities that may have already shared their code with persons other than those specified above are asked to request the church office issue a replacement access code.

## 126 CHURCH COMMUNICATIONS SYSTEMS AND EQUIPMENT

Ozark FUMC communications systems and equipment (including telephones, cell phones, copiers, electronic mail, internet systems, and commercial systems when use is paid for by the church) shall be for church business use and authorized purposes only. There shall be no modifications to the church computer network except by approval of the Board of Trustees. This includes removal of a computer from the network or addition of an additional computer. It includes removal and installation of any parts to a computer owned by the church. Original software owned by the church shall be kept in a central location in the church office, marked to show on which computer it is installed. It should be stored in a secure cabinet and drawer. Consistent with Christian values, “pirated” software will not be used on church computers. If approved for use, software will have been purchased, to include “shareware.” All computers shall have current and activated anti-virus software.

## 127 OFFICIAL USE

“Official Use” includes brief communications made by employees while they are traveling on church business to notify family members of official transportation or schedule changes. It also includes personal communications from the church that are most reasonably made while at the work place (such as checking in with spouse or minor children; scheduling doctor and auto or home repair appointments; brief internet searches), provided they:

- Do not adversely affect the performance of official duties by the employee or other church employees;
- Are of reasonable duration and frequency, and whenever possible, made during the employee’s personal time such as after work hours or lunch periods;
- Serve a legitimate interest (such as keeping employees at work rather than requiring the use of commercial systems; educating the employee on the use of the communications system; enhancing the professional skills of the employee);
- Do not put church communications systems to uses that would reflect adversely on the FUMC or the United Methodist Church (e.g., use involving pornography; chair letters (religious message notwithstanding); unofficial advertising, soliciting or selling; violations of laws; inappropriately handled personal information, and any uses that are incompatible with Christian service); and
- Do not overburden the communications system (such as may be the case with large graphics files and group mailings), create no significant additional cost to church, and in the case of long distance communications, charges are:
  - Charged to the employee’s home telephone number or another non-church number (third number call);
  - Make to a toll-free number;
  - Reversed to the called party if a non-church number (collect call);
  - Charged to a personal telephone credit card; or
  - Otherwise reimbursed to the church.

## **128 PROTECTED PERSONAL INFORMATION**

Protected personal information is defined as unlisted phone numbers; email and street addresses not approved for release to third parties; contributions; individual or family income; and any other information given in confidence to pastors or other church staff or committee members.

Church employees shall not release access information, such as passwords, to anyone unless specifically authorized to do so by the Board of Trustees (or Senior Pastor, for an immediate need pending Board of Trustees approval). Church employees should exercise extreme care when transmitting any sensitive and protected personal information or other valued data. Information transmitted through the Internet or by email, for example, is accessible to anyone in the chain of delivery, or Internet information and email messages may be re-sent to others by anyone in the chain.

Church employees shall not release personal information of members to parties outside the church or to other members without approval of the Senior Pastor. When using communications equipment, volunteers shall not be granted access to the personal information of other members.

Lists of member email addresses may not be released to third parties without the permission of the email address owners.

## **129 CHURCH WEB PAGE**

Web page content must reflect the Christian goals and beliefs of the United Methodist Church and promote the outreach of Ozark FUMC. The church web page shall not contain protected personal information. To further protect member privacy, the church web page shall not contain the following information without the consent of the applicable individuals:

- Home phone numbers or email addresses.
- Photos will not have specifically identifying names. Exceptions for pastors and lay professional on staff.

## **130 SAFE SANCTUARIES PROCEDURES: STANDARDS, CRITERIA, & RESPONSIBILITIES**

### **130.01 Minimum Age**

The following standards for authority figures (whether volunteers or staff) are designed to separate authority figures from the group they are serving by age and enough years to reinforce recognition of the authority figure's role.

- Authority Figures – defined as the primary leaders of youth and children's activities:



- To work with youth (grades seven and above), the authority figure must be a minimum of age 21 and at least four years older than the youth involved.
- To work with children (infants through sixth grade), the authority figure must be a minimum of age 18.
  
- Assistants – defined as persons who lend aid to the authority figure and act at the direction of the authority figure, including volunteers. Whether working with youth or children, assistants must be:
  - A minimum of 12 years of age and four years older than the participants, and
  - In the judgment of a staff member, competent to assist in the activity.
  - An assistant may not be counted as an adult in the child/adult ratios.
  - An assistant must lend aid with at least two authority figures present.

#### 130.02 **Two-Adult Rule**

Whenever possible, a minimum of two non-related adults are to be utilized in all programming with children, youth, and at-risk adults. When it is impossible to staff with two-non-related adults, there should be an additional adult serving as a floater with visual and physical access to all areas.

#### 130.03 **Open-Door Policy**

Classrooms or child care rooms should be open to visitation at any time without prior notice by staff, parents, or other volunteers.

#### 130.04 **Six-Month Rule**

A six-month rule will be established in the selection of volunteers wishing to give service in the areas of children and youth ministry. This means that all volunteers show evidence of membership in good standing in a local congregation for a minimum of six months. Persons not meeting this minimum requirement may serve only in an assistant capacity with two other non-related adults.

#### 130.05 **Overnight Programs**

Overnight events include summer camps, retreats, mission trips, lock-ins, or any event that extends through the evening. Whenever possible, chaperones should be the same gender as the young people participating.

#### 130.06 **Motel/hotel Settings**

- A motel/hotel should be selected that has rooms opening to the interior (i.e., closed hallway) of the building. Where possible, select adjoining rooms on a single hallway.
- Whenever possible, adults and youth or children should be roomed separately. It is suggested that adjoining rooms, if available, be reserved and that the doors be left in the open position.

- If room checks are needed, they should involve two adults of the same gender as the room residents.

#### 130.07 **Transportation**

- All drivers will be required to submit to a review of their motor vehicle record.
- When private vehicles are used to transport young people for programmed church-related events, leaders should ensure that appropriate insurance is being maintained by both the church and the private driver.
- All drivers must be 21 years of age or older.
- Where possible, it is recommended that two adults be placed in each vehicle or the vehicles teamed in minimum groups of two that stay together at all times.
- On all planned trips, a signed, notarized permission slip should be on file. In the absence of such a form, the adult should call a parent or relative to pick up the child.
- Adults should make every effort not to transport a young person unless a second adult is in the vehicle with them.

#### 130.08 **Mentoring**

Mentoring programs or other efforts to pair young people with caring adults are often credited with being the key to a young person's success in life. Therefore, mentoring programs should follow these guidelines:

- Provide basic screening and background checks for all adults who will be working with children and youth.
- Establish clear written guidelines for settings, boundaries, and the environment where the mentoring will occur.
- Providing training for all adults (or youth, if they will be working with children) who are interested in being mentors.
- Make it clear that all persons are expected to follow congregation and conference guidelines for reducing the risk of abuse.
- Outings should be in public places with routes and time frames agreed upon in advance, and known to all. Outings with several mentors and young people are preferred.
- One-to-one mentoring or tutoring should take place in a group setting, such as one large room rather than individual rooms spread through the church building.

#### 130.09 **Counseling**

At any counseling session with children, youth, or adults, the door of the room used should remain open for the entire session. Ideally, the session will be conducted at a time when others are nearby, even if they are not within listening distance. A counseling session should never be held in secret, even if the person being counseled makes the request. Whenever someone seeks counseling, it is important to determine in the initial meeting if the counselor is actually qualified to address the needs effectively. If not, the person should be referred to another counselor.

#### 130.10 **Interpersonal Boundaries**

Adult workers with youth and children must be attentive to: appropriate dress codes, appropriate use of language, and appropriate demonstrations of affection and encouragement.

### 130.11 Home Visitation

When visiting a young person in their home, the two non-related adult rule still applies. If a young person drops by the home of an adult volunteer or staff person, the visit should be conducted in the front yard or moved to a local restaurant. Educating young people of these requirements before they visit is most beneficial.

## 131 RECRUITING, SCREENING, & TRAINING

### 131.01 Recruiting and Screening Volunteers

All persons volunteering in a supervisory capacity for children/youth shall:

- Be at least 21 years of age (in certain circumstances such as camps, 18 years shall be the acceptable minimum age when combined with adequate training in the conference policies and procedures and competent oversight by a qualified adult such as the youth/children's director).
- Be interviewed and approved by the director of the ministry or program..
- Consent to the following background checks:
  - Multi-state criminal and sexual offender check based on social security number.
  - Motor vehicle records check (for those who will be transporting children, youth, or at risk adults).
- Demonstrate an active relationship with the local church for at least six months.
- Have the experience and qualifications for the position.

All volunteers serving in a helping capacity for children/youth shall:

- Be a minimum of 12 years of age and at least four years older than the participants.
- Be interviewed and approved by the director of the ministry or program.
- Consent to the following background checks:
  - Multi-state criminal and sexual offender check based on social security number.
  - Motor vehicle records check (for those who will be transporting children, youth, or at risk adults).
- Attend training provided by the local church or annual conference.

In the event a substitute worker needs to be brought in under last minute circumstances, that person must:

- Be interviewed and approved by the director of the ministry or program.
- Provide a character reference who can be contacted immediately by the director.

Unfavorable background checks or a refusal to complete the screening procedures:

- The person shall be notified with a "Notice of Unfavorable Background Check" form.

- The Senior Pastor and director of the ministry program shall meet with the person to discuss the report.
- Review process may consider the following factors:
  - The nature and seriousness of the crime
  - The relationship of the crime to the purpose of the congregation
  - The age of the person at the time of the commission of the crime
  - The time elapsed since the person's crime
  - Any change that deals with sexual abuse or child abuse shall prevent the person from working with children and/or youth

### 131.02 **Training Staff and Volunteers**

The church should ensure that regularly scheduled (i.e., at least annual) training focused on current issues of child protection is available to and received by those working with children and youth. Attendance at this training should be required of all paid staff members and adult volunteers who work with children/and or youth. Documentation of attendance should be kept from year to year so that if an incident occurs, the church has proof that they followed the policy. (Note: Many insurance companies are mandating training and its frequency.)

The training should include:

- The definitions and signs of child abuse.
- The church's policy and procedures on child abuse and the reasons for having them.
- The need to maintain a positive classroom environment, including appropriate discipline and age-level characteristics.
- The appropriate behavior for teachers and leaders of child/youth events.
- Child abuse reporting responsibilities and procedures.
- Definitions of appropriate interpersonal boundaries (ways of touching students, appropriate language, etc.)
- All forms used by the church for application, background checks, reporting, and teacher files.

## 132 **REPORTING ABUSE**

Alabama's mandatory child abuse and neglect reporting law states that all school teachers and officials, social workers, day care workers and employees, mental health professionals, members of the clergy as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child, when the child is known or suspected to be a victim of child abuse or neglect, shall be required to report, or cause a report to be made of the same, orally, either by telephone or direct communication immediately, followed by a written report, to a duly constituted authority. When an initial report is made to a law enforcement official, the official subsequently shall inform the Department of Human Resources of the report so that the department can carry out its responsibility to provide protective services when deemed appropriate to the respective child or children.

**Personnel Policy Acknowledgement**

I hereby acknowledge that I have received and read the First United Methodist Church (FUMC) Personnel Policy Revised on November 18, 2015. If I am unable to read, I acknowledge that a FUMC staff member has read the policy and the following paragraphs to me and I acknowledge that I understand the FUMC Personnel Policy and the contents of this Acknowledgement statement.

I understand the FUMC, Ozark, Employee Handbook does not constitute an employment contract, but during my employment, I am expected to adhere to the policies set forth in the handbook. FUMC, Ozark reserves the right to unilaterally change the terms of this policy handbook at any time.

THE UNDERSIGNED STATES THAT HE/SHE HAS READ OR HAS HAD IT READ TO HIM/HER THE FOREGOING ACKNOWLEDGEMENT AND THE PERSONNEL POLICY HANDBOOK.

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

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Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

