

Florida United Methodist Conference
Department for Ministry Protection
Designed to Assist, Advise and Advocate for the Local Church



Sample Local Church Policy & Procedures

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INSERT NAME OF CHURCH

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PERSONNEL MANUAL

Prepared and Submitted by:

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WELCOME TO _____ UNITED METHODIST CHURCH

We are happy that you have chosen to become a member of the Methodist Church family. _____ United Methodist Church (“Church”) has a long and proud history of its continued ministry to this community and most importantly to the work of the Kingdom of God. The ministry of our Church is felt by men, women, and children throughout the world. With the continued loyal and dedicated service of its staff, _____ United Methodist Church could not fulfill its calling.

[INSERT PARAGRAPH ON CHURCH HISTORY]

Through the years, this Church has continued with its commitment to evangelism and missions throughout the world. This Church has sent many of its members into the world to share the Gospel.

Your commitment to your ministry in this congregation will make a difference in many lives.

YOU ARE AN IMPORTANT MEMBER OF THE FAMILY

St. Paul, in his letters to the early Christian fellowship, emphasized the importance of recognizing and using the variety of gifts and talents God has given people to do His work. “Now there are different kinds of spiritual gifts, but the same spirit gives them. There are different ways of serving, but the same Lord is served. Working in all sorts of different ways and different people, it is the same God who is working in all of them.” (I Corinthians 12:4-6)

The very fact that you are employed here means that your position is of value. Each position is important in making the organization function. Your talents are needed and respected. Your duties are important and so should be done effectively, efficiently, and with a right spirit of ministry so that the “body” — the organization as a whole — will function well. As a part of the Body of Christ, we share a common mission and pray that the Holy Spirit will enable us to share together in accomplishing that mission in the Spirit of Christ.

A VISION FOR THE 21st CENTURY

MISSION STATEMENT

[INCLUDING CHURCH'S MISSION STATEMENT HERE]

INTRODUCTION

An interesting and challenging experience awaits you as part of the employed staff of the Methodist Church. To answer some of the questions you may have concerning the Church and its policies, we have written this Personnel Manual. Please read it thoroughly and retain it for future reference. These policies are subject to change at the sole discretion of the Staff-Parish Relations Committee. From time to time, you may receive updated information concerning changes in policy. Should you have any questions regarding any policies, please ask the Associate Minister or Church Administrator.

This Personnel Manual is not a contract guaranteeing employment for any specific duration. Although we hope that your employment relationship with the Church will be spiritually fulfilling, self-rewarding and long-lasting, either the employee or the Church may terminate this relationship at any time. Please understand that neither the senior Pastor nor any other member of the Staff has the authority to enter into any agreement with the employee for employment for any specified period or to make any promises or commitments contrary to the foregoing, unless it is in writing and signed by the Chairperson of the Staff-Parish Relations Committee.

We hope this Personnel Manual will make your employment at the Church easier, more fulfilling and enjoyable. We wish you the best success in your position and hope that your employment with the Church will be a rewarding one.

EQUAL EMPLOYMENT OPPORTUNITY

The _____ United Methodist Church provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, national origin, age, handicap, marital status, status as a Vietnam-era or special disabled veteran or other unlawful discriminatory characteristics in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training.

The _____ United Methodist Church expressly prohibits any form of unlawful employee harassment. Improper interference with the ability of the Church's employees to perform their expected job duties is not tolerated. Moreover, the Church does not permit dating between staff members.

With respect to sexual harassment, the Church prohibits:

1. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where
 - *Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - *Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - *Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendos, and other sexually oriented statements.

Each member of the Staff is responsible for creating an atmosphere free of discrimination, and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers.

If the employee experiences any job-related harassment, he/she should promptly report the incident to the Church Administrator or Associate Pastor, who will investigate the matter and take appropriate action. The employee's complaint will be kept confidential to the extent possible.

If the Church determines that an employee is guilty of harassing another employee, appropriate disciplinary action may be taken against the offending employee.

The Church prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, the Church determines

that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

PROCEDURE FOR EMPLOYMENT

It is the sole responsibility of the Staff-Parish Relations Committee, acting upon behalf of the Administrative Board, to hire capable and competent employees for the employment positions established by the Administrative Board. In fulfillment of this responsibility, the Staff-Parish Relations Committee seeks to hire the best person who:

1. Shares a common commitment to the Mission of the Church;
2. Best fits the qualifications of the position and the needs of the Church;
3. Possesses the highest ethical standards;
4. Is honest with self and with others;
5. Is loyal to the best interest of this Church and to the people it serves;
6. Is committed to the concept of team work;
7. Is efficient and reliable;
8. Is courteous to the feelings and opinions of others; and
9. Can maintain the confidentiality of the Church's business.

Employment by the Church carries with it a responsibility to be constantly aware of the importance of good ethical conduct. Employees must refrain from taking part, or exercising influence, in any transaction in which their own interest may conflict with the best interest of the Church. The Church recognizes and respects the individual employee's rights to engage in activities outside his or her employ which in no way conflict with or reflect poorly on the Church. The Church reserves the right, however, to determine when an employee's activities represent a conflict with the Church's interest and to take whatever action is necessary to resolve the situation.

EMPLOYMENT OF RELATIVES

In the future, because of the possibility that actual or potential conflicts of interest may arise when relatives are employed, the Church does not permit the employment of relatives of any Church staff employees.

JOB DESCRIPTIONS

Each employment position within the Church has a job description which provides for an outline of the following job elements:

1. Purpose of position;
2. Essential activities;
3. Educational requirements;
4. Specialized knowledge requirements;
5. Experience requirements.

It is the purpose of the job description to establish an expected level of performance for each of the above elements.

It is the intent of the Church to review each job description periodically, to keep it current with the day-to-day work activities that the position is required to perform.

Each staff member may review their applicable job descriptions upon request; the originals are retained on file in the Church office.

EMPLOYMENT STATUS

Whenever used in this Personnel Manual, unless otherwise indicated, the term “employee” shall mean “full-time employee” at the Church.

Full-time employees are those employees who regularly work thirty (30) hours or more each workweek.

Part-time employees are those employees who are hired to work less than thirty (30) hours each work week and shall not be entitled to any fringe benefits contained in this Personnel Manual.

All employees hired shall be considered probationary employees until completion of ninety (90) calendar days of employment, unless otherwise indicated. Notwithstanding the fact that the employee has successfully completed the employee’s ninety (90) day probationary period, the employee’s employment with the Church is at all times considered at-will, unless otherwise indicated.

HOURS OF WORK AND OFFICE HOURS

The normal Church office's hours shall be from 8:30 a.m. to 5:00 p.m. Monday through Friday. For compensation purposes, the weekly pay period shall begin on Sundays and end on Saturdays.

Staff personal may work on a daily schedule which varies from the normal Church office hours. Such a schedule must be approved, in advance, by the Associate Pastor or the Church Administrator.

Hourly staff persons who are required to use the time clock, must punch in before performing any work and punch out at the end of their work day. Staff persons may **not** write in time on the time card. Time clock malfunctions should be reported immediately to the Church Administrator. If a staff person inadvertently fails to punch in or out on the time clock, his/her card **must be initialed** by the Church Administrator or the Associate Pastor. Failure to comply with this policy could result in disciplinary action.

Some staff persons whose work requires them to be in and out of the office, must take the responsibility to inform the Church Administrator and/or the Associate Pastor of their departure, the destination(s), and anticipated time of return.

In addition to normal work hours, salaried program and ministerial staff will be expected to attend various meetings and perform other special duties during extra-hour periods. Custodial staff will work on a schedule arranged as necessary to provide required services sufficient to cover the Church programs.

Employees who work in the Church office are requested to cooperate in scheduling lunch periods so that the telephone will be answered throughout the day.

In the event an employee cannot report to work on time for an unforeseen circumstance, the employee must report the circumstance to the Church Administrator or Associate Pastor as quickly as possible. Excessive tardiness and absenteeism will subject an employee to disciplinary action, which may include termination.

OVERTIME

Federal law requires that overtime be paid after forty (40) hours of actual work in a workweek for all nonexempt employees. The Church appreciates the efforts of employees who work beyond their normal schedule; however, all employees are expected to accomplish their work during normal Church hours. We recognize, however, that emergencies do exist and from time-to-time, it is necessary for the employees to work after hours or on weekends or holidays. In those cases, we would expect you to work such overtime. Finally, all employees are to secure approval from the Associate Pastor or the Church Administrator before overtime work is undertaken.

In computing overtime, only actual hours worked will be counted. Accordingly, the following will not be credited as hours worked for computing overtime: paid time off, personal time off, holidays, jury duty, bereavement leave, sick days, and the like.

REGULAR PAY PROCEDURES

All Church employees are normally paid by check every two (2) weeks. All required deductions, such as for federal taxes, will be withdrawn automatically from the employee's paycheck.

Please review your paycheck for errors. If you find a mistake, report it to the Church Administrator immediately. In the event your paycheck is lost or stolen, please notify the Church Administrator. If we are able to do so, the employee will be issued another check. Unfortunately, however, the Church is unable to take responsibility for lost or stolen paychecks and if the Church is unable to stop payment on your check, the employee alone will be responsible for such loss.

SALARIES

Salaries are established by the Administrative Board. The Staff-Parish Relations Committee has the responsibility to propose the salary structure, the individual salaries, review all salaries, and make such recommendations to the Administrative Board in consultation with the Committee on Finance. This policy applies to salaries of all full-time and part-time staff persons.

Salary compensation levels shall be made, though not exclusively, using the following criteria:

10. Current financial condition of the Church;
11. Performance of the employee;
12. Current pay in other churches for similar work;
13. Current pay outside the churches for similar work;
14. Job responsibility;
15. Training and education;
16. Cost of living;
17. Amount of time worked;

MEDICAL INSURANCE

The Church provides a medical insurance plan at no cost to full-time employees. This plan is available to the employee's dependents, but with the employee paying the total costs for the dependent coverage as well as any increase in costs that may be put into effect by the carrier. In addition, the Church also provides, as part of its medical plan, for a life insurance policy for each employee, at no cost to the employee. For further information regarding these benefits, contact the Church Administrator.

RETIREMENT PENSION PLAN

All full-time staff persons are eligible to participate in a tax-sheltered annuity retirement plan (403b) that has been established for the Methodist Church. Participation by eligible staff persons is strictly voluntary.

Contributions by eligible staff persons to the retirement plan may be made through payroll deduction. The maximum amount of contribution is related to the staff person's gross income and can be determined for each employee by the Church Administrator.

SOCIAL SECURITY (FICA) WITHHOLDING TAX

All employees are covered by the federal social security program. The prescribed percentage is withheld from the employee's wages and is matched by a like amount from the Church in accordance with the existing law.

All employees are required to file a withholding allowance certificate (W-4 form). Federal income taxes will be withheld from monthly wages at a rate corresponding to the number of allowances claimed.

CREDIT UNION

There is a credit union available through the Florida Annual Conference. For more information, you may contact the Church Administrator.

HOLIDAYS

National holidays will be observed by the entire Church staff to the maximum extent possible. If the holiday falls on a Saturday or Sunday, Friday or Monday may be taken off with the Senior Pastor's knowledge and approval. Consideration must be given, however, to the fact that many normal holidays, such as Christmas, Easter and Thanksgiving are times of maximum activity for the Church and the operation of the Church must be maintained to meet the needs of the congregation. There is no extra compensation for holidays worked. Paid holidays that are observed by the Church are as follows:

New Year's Day
Martin Luther King, Jr.
Monday after Easter
Memorial Day
July 4
Labor Day
Thanksgiving
Day after Thanksgiving
Christmas

PAID VACATIONS

Because we recognize the importance of vacation time and providing the opportunity for spiritual growth, rest, recreation, and personal activities, the Church grants annual paid vacations to its full-time employees. Full-time employees shall be entitled to vacation time with full pay in accordance with the following schedule except where authorized otherwise:

<u>Church Seniority</u>	<u>Paid Vacation</u>
After six months - one year	one week
After one year - four years	two weeks
After four years	three weeks

Vacations should be scheduled at the mutual convenience of the Church and the employee with as much advance notice as possible. In the event that two employees desire the same vacation, absent unusual circumstances, and when the Church cannot allow more than one employee to be absent, the employee first submitting the request for vacation to the Church Administrator will have the choice honored.

Because vacations are for the purpose of relaxation and renewal of spirit to improve the employee's ability to work with the Church, vacation time that was accrued but not used will not be paid at the time the employee's employment is terminated. Vacations must also be taken within the year after they are earned.

The rate of pay for vacation days will be the employee's regular rate of pay in effect at the commencement of the employee's vacation period. The Church Administrator will make every reasonable effort to grant employees' desired vacation schedule.

If an employee desires vacation pay to be paid in advance of the vacation, he/she must submit a written request to the Church Administrator three (3) weeks in advance of the first day of the scheduled vacation.

In the event that a holiday observed by the Church falls within a scheduled vacation period, the employee will be granted an alternate day of vacation at a later date.

SICK LEAVE

The Church recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, the Church provides paid sick days to full-time employees. In order to be entitled to sick leave, an employee or a minor dependent residing with the employee shall actually be sick. After three (3) consecutive sick days, the Church may request that Employee provide a doctor's certificate to substantiate the illness.

The procedure to follow when the employee is absent is set forth in the discussion of "Hours of Work and Office Hours" in this Personnel Manual. Please familiarize yourself with these guidelines.

Employees earn up to a maximum of ten (10) sick days per calendar year. The employee may not accumulate unused sick days. Should the employee not use the entire ten (10) days of sick leave in a given year, the sick days will not be carried over to the next year nor will the employee be entitled to pay in lieu of unused sick days. For example, should you only use eight (8) sick days in a given year, you have ten (10) sick days the next year and not twelve (12). Because sick leave is a benefit that is only paid if the employee incurs the unfortunate event of being ill, no accumulated sick pay during the year is paid as of the time employment with the Church terminates.

MEDICAL LEAVE OF ABSENCE

Medical (including pregnancy) leaves of absence may be requested by full-time employees. If you expect to be absent for more than five (5) consecutive work days as a result of an illness, injury, or disability (including pregnancy), you must submit a written request for medical leave to the Associate Pastor or Church Administrator as far in advance of your anticipated leave date as practicable. If your absence is due to an emergency, you or a member of your immediate family must inform the Associate Pastor or Church Administrator as soon as is practicable; this should be followed up with a written request, normally submitted within three (3) days of the beginning of your leave. All medical leave requests must be accompanied by appropriate medical certification from your physician, indicating the condition necessitating your leave request and your projected date of return to work.

If your leave request is granted, you are required to provide the Church with additional physician's statements at least once every thirty (30) days or more frequently if requested attesting to your continued disability and inability to work.

Before being permitted to return from medical leave, you are required to present the Church with a note from your physician indicating that you are capable of returning to work and performing the essential functions of your position, with or without reasonable accommodation. Reasonable accommodation is action taken by the Church to assist or enable an otherwise qualified disabled person in performing the essential functions of his or her job.

Unless applicable state or local law requires otherwise, reinstatement cannot be guaranteed to any employee returning from medical leave. Employees are notified by the

Church Administrator regarding any such right to reinstatement prior to the commencement of their leaves. The Church endeavors, however, to place employees returning from leave in their former positions or positions comparable in status and pay, subject to budgetary restrictions, Church's need to fill vacancies, and the ability of the Church to find qualified temporary replacements.

PERSONAL LEAVE OF ABSENCE

Unpaid personal leaves of absence for a period of up to thirty (30) days may be requested by full-time employees who have completed three months of continuous service. You must request personal leaves in writing at least two weeks prior to the time you wish such leave to commence. If the personal leave request is necessitated by an emergency, you or a member of your immediate family must notify the Associate Pastor or Church Administrator as soon as is practicable; this should be followed up with a written explanation of the nature of the leave and the expected length of your absence. In such emergency situations, the written explanation must normally be submitted within three (3) days of the beginning of your leave.

Personal leave may be granted for justifiable reasons (e.g., child care or to care for an ill family member) at the Church's sole discretion, provided the leave does not seriously disrupt Church operations. Personal leaves are not granted until all accrued unused vacation and personal days have been exhausted.

Reinstatement cannot be guaranteed to employees returning from personal leaves. However, the Church endeavors to place employees returning from personal leave in their former positions or positions comparable in status and pay, subject to budgetary restrictions, the Church's need to fill vacancies, and the ability of the Church to find qualified temporary replacements.

BEREAVEMENT LEAVE

If you are a full-time employee and a death occurs in your immediate family, you may be compensated for lost time from your regular work schedule provided that written authorization is first obtained from the Church Administrator or Associate Pastor.

You may be granted up to three (3) days off from work with pay in the event of the death of your spouse, child, parents, grandparents, or siblings.

CONTINUING EDUCATION

Certain positions within the Church are given, at the discretion of the Administrative Board, continuing education benefits. You should check with the Chairperson of the Staff-Parish Relations Committee to find out if you are eligible for such benefits and the rate of reimbursement.

TRAVEL ALLOWANCE

Certain positions within the Church are given, at the discretion of the Administrative Board, travel allowances. You should check with the Chairperson of the Staff-Parish Relations Committee to find out if you are eligible for such benefit and the rate of reimbursement.

JURY AND WITNESS DUTY LEAVE

If you are a full-time employee who is summoned to jury duty, the Church continues your salary during your active period of jury duty. You are also permitted to retain the allowance you receive from the Court for such services. If you are not a full-time employee, you are given time off without pay while serving jury duty.

All employees are allowed unpaid time off if summoned to appear in Court as a witness.

To qualify for jury or witness duty leave, you must submit to the Associate Pastor or Church Administrator a copy of the summons as soon as it is received.

ABSENCE FOR NATIONAL GUARD, MILITARY RESERVE SERVICE

Full-time employees shall be granted time off without pay for up to two (2) weeks each year for national guard or military reserve duty or such other time as required by state or federal law.

In the event of a national emergency, or an extended call to active duty, a full-time employee shall be granted a leave of absence. Such time shall be without pay, but the employee shall be credited seniority for benefit purposes.

NON-SMOKING

The Methodist Church is declared a “non-smoking” facility. All persons, including employees, are not to smoke on the Church premises.

USE OF FIREARMS AND ILLEGAL SUBSTANCES

An employee shall not carry or use firearms on duty or at any time on Church property. Displaying or carrying firearms on Church property shall be cause for immediate dismissal.

As a part of the mission of the Church, it is our policy to employ drug-free employees. For this reason, no employee shall use intoxicating or illegal substances either while on duty or on Church premises. Employees shall not report for work while under the influence of intoxicating substances, nor allow themselves to be relieved by fellow employees who, to their knowledge, is under the influence of intoxicating or illegal substances. Any employee who reports to work in such a condition shall be subject to immediate termination.

PERSONAL APPEARANCE AND DEMEANOR

Discretion in the style of dress and behavior is essential to the operations of this Church. Employees are, therefore, required to dress in appropriate attire and to behave in a professional, business-like manner. Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in the way that best represents the Christian beliefs of this Church.

PERFORMANCE REVIEWS

To assist you in performing your work to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvements. Consistent with this goal, your performance will be evaluated by the Church Administrator, the Associate Pastor, or a member of the Staff-Parish Relations Committee on an ongoing basis. You will also receive periodic written evaluations of your performance. If you are a nonexempt employee, such evaluations will normally occur after you have been employed for six (6) months, on your first anniversary date, and annually thereafter. In addition, if you are promoted or transferred to a new position, the performance will normally be evaluated in writing after you have been in your new position for six (6) months. The Church endeavors to conduct written performance reviews of each exempt employee's performance annually.

All written performance review will be based on your overall performance in relation to your job responsibilities as well as the job description and will also take into account your conduct and demeanor as well as the other criteria discussed in the section entitled "Procedure for Employment."

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by the Church Administrator, the Associate Pastor, or a member of the Staff-Parish Relations Committee at any time to advise you of the existence of performance or disciplinary problems.

ABSENTEEISM AND TARDINESS

The Church expects all employees to assume diligent responsibility for their attendance and promptness. Punctuality and regular attendance are essential to the operation of the Church. Excessive absence or lateness creates a burden for other employees and reduces the efficiency of your work group. Recognizing, however, that illnesses and injuries may occur, the Church has established sick leave and other leave benefits to compensate full-time regular employees for certain time lost for legitimate medical reasons.

If you are unable to work because of illness, you must notify the Church Administrator by 9:00 A.M. on each day of your absence unless you are granted an authorized medical leave, in which case different notification procedures apply. Failure to properly notify the Church Administrator may result in an unexcused absence.

If you are absent for more than five consecutive workdays, a statement from your physician is required before you will be permitted to return to work.

Absenteeism or tardiness that is unexcused or excessive in the judgment of the Church is grounds for disciplinary action, up to and including dismissal.

DISCIPLINARY PROCEDURE

While it is hoped that there will never be a disciplinary problem, it would be foolish to believe that with the size of the staff at the Church, there will never be a disciplinary problem. Therefore, in fairness to the employee and to the members of the Church, guidelines on disciplinary procedures are needed. It is impossible to anticipate all problems that could evolve during the employment relationship and the proper method of solving such problems. However, in general, when a disciplinary problem does occur, the Church will attempt to resolve the problem in the following manner:

Unless it is a serious offense, an employee will generally first be given an oral warning regarding the disciplinary problem. If the problem continues, the employee will then be given a written warning, followed by a written reprimand and then potential suspension or termination. It is hoped that by following this procedure of progressive discipline, the small problems can be solved early rather than developing into a problem later.

If the disciplinary problem is of a serious nature, the employee may be immediately suspended or terminated. When time permits, prior to any suspension or termination, the Senior Pastor, Associate Pastor, or Church Administrator shall report to the Staff-Parish Relations Committee the offense(s) committed. The Staff-Parish Relations Committee will then make the determination on the appropriate discipline to be administered. Should the employee want to discuss the discipline administered by the Staff-Parish Relations Committee, the employee will be allowed to present his grievance at the next regularly scheduled Staff-Parish Relations Committee meeting. At the sole discretion of the Chairperson of the Staff-Parish Relations Committee, a special meeting may be called for the purposes of hearing the grievances of the employee who was suspended or terminated.

COMPLAINT RESOLUTION PROCEDURE

Misunderstandings or conflicts can arise in any church. To insure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that the employee believes is detrimental to the employee or to the Church, the employee should immediately discuss the matter with the Associate Pastor or the Church Administrator. If the employee feels that the Associate Pastor or the Church Administrator has not resolved the situation to the employee's satisfaction, the employee should feel free to discuss the matter with the Chairperson of the Staff-Parish Relations Committee.

The Church believes strongly in communications between all employees. If a person's conduct is causing the employee a problem, find a time to speak directly with that person. Inter-

church conflict is minimized if the employee discusses the conflict with the person who can solve it rather than engage in disruptive Church gossip.

TERMINATION OF EMPLOYMENT

Employees desiring to terminate their employment relationship with the Church are required to notify the Church at least two (2) weeks in advance. Employees planning to retire should provide the Church with a minimum of two months' notice to allow ample time for the processing of appropriate forms.

As mentioned elsewhere in this Personnel Manual, all employment relationships with the Church are on an at-will basis, unless otherwise indicated. Thus, although the Church hopes that its relationship with its employees is long-term and mutually rewarding, the Church reserves the right to terminate the employment relationship at any time.

PERSONNEL FILES

The Church maintains personnel files on each employee. These files contain documentation regarding all aspects of the employee's employment with the Church such as performance reviews, beneficiary designation forms, and disciplinary warning notices. The employee may review their personnel file on reasonable notice. If the employee is interested in reviewing their file, arrangements should be made with the Church Administrator or Associate Pastor. An employee's personnel file remains, at all time, the property of the Church.

To insure that the employee's personnel file is up-to-date at all times, please notify the Church Administrator of any changes in the employee's name, telephone number, home address, marital status, number of dependents, and the individual to notify in case of an emergency.

CONFIDENTIALITY OF INFORMATION

It is the policy of the Church to insure that the operations, activities, business affairs, and congregational information are kept strictly confidential. Employees found to be violating the confidentiality policy are subject to immediate discipline.

ELECTRONIC AND TELEPHONIC COMMUNICATIONS

All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in these systems are the property of the Church and as such are to be used solely for job-related purposes. The Church reserves the right to monitor the e-mail system in order to ensure that it is being used for appropriate purposes. Employees do not have a personal right to privacy in any matter created, received or sent from the e-mail. The use of any software and business equipment, including, but not limited to facsimiles, telecopiers, computers, and copy machines for private purposes is strictly prohibited.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Church's mission, authorized representatives of the Church may monitor the use of such equipment from time to time.

_____ United Methodist Church's current policy and guidelines on the use of e-mail in conducting business is as follows:

- All employees should be sensitive to the fact that e-mail can create a permanent written record. Therefore, no text should be included in an e-mail message that would not be included in any other written communication.
- No information marked "not for distribution" or "internal use only" may be transmitted via e-mail.
- Any questions about a specific item to be e-mailed should be directed to the Administrator.

As a condition of employment and continued employment, employees are required to sign an E-mail and voice-mail acknowledgement form attached at the back of this handbook.

POLICY REVIEW AND REVISIONS

All established personnel policies should be reviewed annually by the Senior Pastor and the Staff-Parish Relations Committee, including consideration of any recommendation submitted by any employee. The Staff-Parish Relations Committee, in conjunction with the Senior Pastor, should assume major responsibility for review and revision of the policies to make certain the policies are up-to-date, operative, and in compliance with all federal, state, and local laws.

**EMPLOYEE ACKNOWLEDGMENT, RECEIPT OF EMPLOYEE
PERSONNEL MANUAL AND EMPLOYMENT-AT-WILL**

TO: _____ United Methodist Church

FROM: _____
(Name of Employee and Social Security Number)

SUBJECT: Acknowledgment of Probationary Period, Receipt of Employee Personnel Manual
and Employment-At-Will

I acknowledge receipt of the _____ United Methodist Church's personnel manual. I understand that I am responsible for familiarizing myself with the information. I also understand that the Church may occasionally change the policies, procedures, and practices outlined in this manual.

Under no circumstances shall this manual be construed as a contract for continued employment.

Dated: _____
(Signature of Employee)

(Social Security Number)

Dated: _____
Senior Pastor

E-MAIL AND VOICE-MAIL EMPLOYEE ACKNOWLEDGMENT FORM

I understand that all electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of the Church. I also understand that these systems are to be used solely for Church-related purposes and not for personal purposes, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

Name of Employee (Please print)

Employee's Signature

Date

Name of Management Witness (Please print)

Signature of Witness

Date