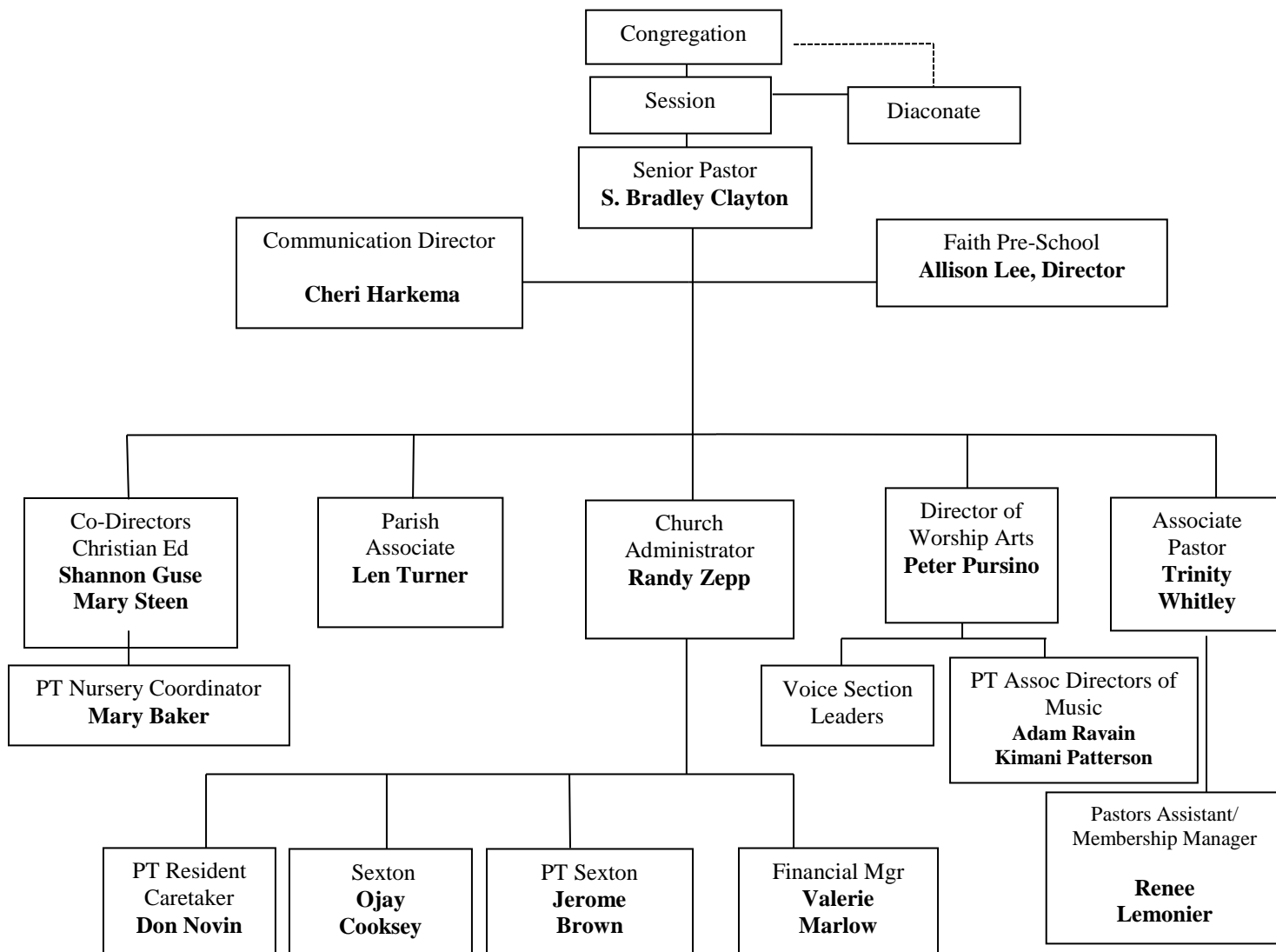


# FAITH PRESBYTERIAN CHURCH POLICIES AND PROCEDURES MANUAL

## Chapter V – Personnel

### A. STAFF AND ORGANIZATION

The staff of Faith Presbyterian Church consists of full-time and part-time authorized positions. This staff is organized according to the following chart:



## **B. STAFF POSITION DESCRIPTIONS**

### **POSITION DESCRIPTION Senior Pastor**

#### **GENERAL RESPONSIBILITIES**

1. The Pastor is responsible for sustaining within the church the Christ-ordained system of doctrine, government, discipline, and worship to the end that the church fulfills its mission of reaching those outside and ministering to those inside the covenant community.
2. Under the guidance of Almighty God and the general supervision of the Session, the Pastor has overall responsibility for the total operations and program of Faith Presbyterian Church in accordance with the policies and procedures established by the Session and the Book of Order.
3. With the assistance of committees and boards, the Pastor coordinates the functions of the church staff so as to insure unity of purpose and efficiency of planning in reaching the established goals of the church.

#### **Primary Areas of Responsibility**

##### **Worship leadership, preaching, and teaching:**

Duties Include:

- Prepare and present sermons  
Study to acquire sermon material  
Prepare for Sunday Service: 10:30
- Complete continuing professional education - 2 weeks per year
- Prepare a preaching schedule for 6 months twice a year with Scriptures, titles, and topics, and providing this to staff and officers
- Prepare and present a Pastors' series of studies on Wednesdays in the fall and usually a study of several weeks on Wednesdays in the winter or spring. Prepare and present Special services: Ash Wednesday, Maundy Thursday, Good Friday, etc
- Preside at Weddings & Funerals
- Participate occasionally in services at Westminster Oaks and Harbor Chase

##### **Administrative leadership**

Duties Include:

- Moderate session meetings, including meeting with Clerk to prepare agenda.
- Prepare for and moderate congregational meetings
- Prepare for and present Officers training - 10 sessions a year
- Meet with and advise session committee moderators, especially Personnel, Stewardship, Evangelism, and Worship and Music
- Meet with moderators of committees on Committee Night to prepare for Session
- Meet with the Officer Nominating Committee as an ex officio member
- Recruit, organize, and participate in the work of special committees, such as the Long Range Planning Committee, the personnel research committee, the capital campaign committee, etc.
- Supervise staff, including
  - Preside at weekly staff meetings
  - Meet individually with staff (on a weekly basis with the associate pastor, my assistant, the church administrator, and the director of worship arts, with other staff as needed)
  - Preside at Quarterly program staff planning meetings
  - Complete annual personnel reviews for program staff
  - Be available for consultation as needed
  - Set personnel policies and procedures together with the Session and Personnel Committee
  - Coordinate annual officers planning retreat, following up with staff and Session to monitor fulfillment of goals
  - Provide conflict prevention and management as needed
  - Hold weekly staff Bible study for 30 minutes

**Pastoral Care**

Duties Include:

- Visit or call families in crisis including hospital visitations
- Provide counseling sessions including premarital counseling
- Being the pastor on call on a rotating basis

**Evangelism**

Duties Include:

- Write handwritten notes to visitors each week
- Make calls to invite visitors to new member class
- Teach new member class
- Host dinners for new members at my home
- Ensure follow-up with new members after they join to nurture them and welcome them into the life and ministry of the congregation.

**Presbytery and community ministry**

Duties Include:

- Chair the Worship and Theology Committee of Presbytery - meets quarterly
- Attend Quarterly Presbytery meetings
- Perform occasional special duties for Presbytery, e.g. Wakulla Presbyterian Church Administrative Commission, South Africa leadership exchange trip (they requested my participation)
- Participate in annual international or domestic mission trips of Faith Presbyterian
- Be present as much as possible at various events and activities, like an occasional church softball game, preschool graduation, Pumpkin Patch Kickoff, Presbyterian Women's lunch, Prime Timers program, choir party, Eagle Scout ceremony, etc., to symbolize the unity of the congregation in all its various ministries.

*Revised April 1995, Reviewed August 2001, Revised March 2007; Revised August 2011, Revised November 2014, Revised May 2016*

## **POSITION DESCRIPTION**

### **Associate Pastor**

#### **GENERAL RESPONSIBILITIES**

The Associate Pastor is a generalist position that serves the church in many ways. The primary responsibilities of the position are membership development and adult education. Additional responsibilities include pastoral care, worship leadership, and contributing to various staff or congregation related functions and activities.

#### **Membership Development**

Duties Include:

- Leads a program that shepherds visitors into membership and keeps members connected and involved.
- Contacts visitors.
- Leads new member classes.
- Develops and implements processes to help integrate new members into the life of the church and keep members involved, such as through the Time and Talent program.
- Advises and supports Evangelism Committee, including attending monthly Committee meetings.

#### **Adult Education**

Duties Include:

- Leads adult education program.
- Develops adult education programs and curriculum.
- Teaches adult education classes on Sunday mornings and Wednesday evenings.
- Plans and leads adult retreats and fellowship activities.
- Advises and supports Christian Educators.
- Advises and supports Adults and Families Committee, including attending monthly Committee meetings.

#### **Worship Leadership**

Duties Include:

- Participates in Sunday worship services, such as by serving as a liturgist.
- Attends and contributes to weekly worship planning meetings.
- Prepares and delivers sermons as requested by the Senior Pastor.
- Conducts or assists with weddings, baptisms, and funerals as requested by the Senior Pastor or members of the congregation.

#### **Team Responsibilities**

Duties Include:

- Assists Senior Pastor and Parish Associate with pastoral care, such as by attending pastoral care meetings and serving as the “on call” pastor on a rotating basis.
- Attends and contributes to weekly staff meetings and staff retreats.
- Attends or assists with special functions, such as Pumpkin Patch, Jubilee, retreats, and mission opportunities.
- Works with other staff on issues as needed or requested.

## **Other Responsibilities**

Duties Include:

- Attends and contributes to monthly Session meetings and as moderator as needed.
- Participates as a member of the Florida Presbytery, such as by attending quarterly meetings and/or serving on a Presbytery committee.

*Revised March 2009, Revised June 2010, Revised May 2016, Revised February 2017*

## **POSITION DESCRIPTION** **Communications Director/Worship Assistant**

This is a full-time Exempt administrative position with flexible hours that reports to the Senior Pastor.

Mission & Primary Duties:

- A) To plan, develop, implement, and continually update a comprehensive creative communications plan for Faith Presbyterian Church.
  - B) To Provide specific support and publicity for the following committees: Worship, Evangelism, Children and Families, Youth and Families, and Communications
  - C) Serve as Worship Volunteer/logistics coordinator
- A) General Communications (approx. 50%)
1. Determine proper methods and frequency of communication re church events
  2. Continually look for creative opportunities to enhance communication with staff and members
  3. Work closely with pastors and program staff re communication needs
  4. Determine software needs for effective communication (i.e., i-Contact, etc.)
  5. Plan and create graphic design, content, and layout of church brochures, flyers, cards, etc., for church events, integrating theme and scripture
  6. Research, write, and edit information included in print and electronic publications
  7. Plan and compose messages for outdoor marquee signs; oversee postings with volunteer team
  8. Plan and prepare weekly This Week at Faith for up-to-date electronic posting
  9. Plan, layout, write content, and prepare monthly church e-newsletter (also includes snail mail for those members who do not receive email). Includes setting deadlines and communicating such to church leaders each month.
  10. Maintain church wide iContact e-mail database
  11. Plan, design, and prepare annual program brochures
  12. Plan, compose and prepare informational announcements and calendar for print in weekly bulletin and for pastors' pulpit announcements
  13. Participate in periodic/quarterly program planning meetings
  14. Create and maintain Faith Facebook page with frequent posts and photos
  15. Provide creative website management
  16. Plan, prepare and post semi-annual church wide calendar posters for large glass display cases
  17. Prepare periodic church wide surveys; compile results and communicate with staff and church leaders
- B) Worship (approx. 25%)
1. Prepare weekly and special worship bulletins and funeral bulletins

2. Prepare worship instructions
  3. Prepare worship packet for pastors
  4. Coordinate & communicate with lay liturgists and other worship participants
  5. Communicate with ushers and sound volunteers
  6. Coordinate special worship-related information (i.e. Easter lilies, Christmas poinsettias), Advent and Lent special publications
  7. Oversee volunteer to schedule and remind communion elders
  8. Create and run projection slides for Sunday am worship.
- C) Other Committee Responsibilities (approx. 25%)
1. Serve as staff member of Communications Committee
  2. Attend Worship Committee meetings; work with committee to develop and address worship needs.
  3. Attend Evangelism Committee meetings and provide support and publicity for church outreach as well as new member classes.
  4. Provide support and publicity for Children and Families committee working with the Children's DCE.
  5. Provide support and publicity for Youth and Families committee working with the Youth DCE
- D) Other
1. Provide rotating telephone and other office coverage with other administrative staff.
  2. Assist with other activities as directed by the senior pastor.

Established Januarys 2005, Revised March 2007; Revised Aug 2011; Revised March 2014; Revised March 2020

## **POSITION DESCRIPTION**

### **Parish Associate for Pastoral Care (Part-Time)**

**The duties and responsibilities of the Parish Associate include the following:**

Mission: Coordinate and Implement the Spiritual Care of the congregation in partnership with the Senior Pastor.

Duties:

Pastoral Care: 15 Hours per week

1. Provide Pastoral Care visitation for the congregation and report care issues to the program assistant for pastoral care.
2. Attend Pastoral Care meetings.

Worship: 2 hours per week

1. Prepare and participate in worship each Sunday as a liturgist and serve as a creative resource.
  2. When available attend staff worship planning meetings.
- (note: Worship responsibilities do not include preaching. When the parish associate preaches, he will be paid as a supply preacher. His preaching preparation will be beyond his normal hours for that week)

Evangelism: 2 hours per week

1. Attend Monthly Evangelism meetings and serve as a staff resource.
2. Teach New Member classes and follow up with visitors each month.

Witness: 1 hour per week

1. Attend monthly Witness meetings and serve at the staff resource.
2. Help with vision and implementation of witness committee work

Adult and Family Ministry: 3 hours per week

1. Attend monthly Adult and Family Ministry Meetings and serve as staff resource.
2. Prepare and Teach classes on Sunday mornings and Wednesday night.

Team Responsibilities: 2 hours per week

1. Serve as a team member with the Faith Presbyterian Staff.
2. Attend staff meetings when available, including planning meetings and staff retreats.
3. Attend and serve special functions including, Pumpkin Patch, Jubilee, retreats, special worship services, etc.
4. Perform other tasks as a team member, at the discretion of the senior pastor.

Hours—25 hours total, salary determined by Personnel Committee at the recommendation of the senior pastor.

Benefits: None\*

(\*Hours are maintained by the Parish Associate and verified by the Senior Pastor. Because worship duties are fixed, Sunday leave is available with adequate notice to the Senior Pastor.)

Reports to: Senior Pastor

*Revised March 2009; revised June 2010, revised February 2016, revised September 2016*

## POSITION DESCRIPTION

### Church Administrator

The church administrator directly supervises the positions of Finance Manager and Sextons. The church administrator works closely with the Head Pastor and Elders to manage all areas of the church. He or she needs to be able to articulate his or her Christian faith in a way that helps the staff understand the values that motivate their actions and decisions.

## PRIMARY AREAS OF RESPONSIBILITY

### FINANCE

1. Supervise Finance Manager.
2. Assist committees in developing an annual budget and stewardship program.
3. Serve as the purchasing agent of the church. Coordinates effective purchasing procedures of services, supplies, and materials. Stay abreast of current equipment, vehicle, systems, and services that will keep the church operating at a high degree of efficiency. Work with Budget guidelines and cash flow provisions to achieve these needs
4. In conjunction with Finance Committee, contract for annual audit or financial review with firm familiar with fund accounting.
5. Assists Finance Manager in processing checks and deposits, reviewing bank reconciliations, and overseeing finance and bookkeeping operations of the church including serving as finance manager backup.

### PERSONNEL

1. Serve as Human Resources Manager for church personnel.
2. Coordinate administrative staff activities in support of program staff & work with head pastor to ensure the highest levels of positive teamwork between administrative & program staff at all times.
3. Work with the head pastor and Personnel Committee in setting benefit packages for church employees and does research on comparable compensation for non-ministerial employees to present to the Personnel Committee. Ensure the proper administration of these packages. Keep current on

personnel, insurance, and government regulations and advise the Personnel Committee of pertinent changes.

4. Maintain Employee Leave Records for all church employees

## **POLICIES**

1. Oversee the maintenance of the Faith Presbyterian Policy Manual. Ensure they are updated on Faith's website.
2. Coordinate with the respective committee the interpretation, maintenance, and compliance with current administrative policies.

## **FACILITIES**

1. Supervise sextons.
2. Responsible for all areas of management of church property, facilities, and equipment, including maintenance, insurance, and capital projects and improvements.
3. Manages church office including the coordination of equipment maintenance and supply acquisition.
4. Maintains the church activity calendar and the church room reservation calendar for proper scheduling and fee charges for facilities use following stated policy guidelines in coordination with appropriate committees or persons.
5. Coordinates use of outside contractors.
6. Works with the Management Committee to insure appropriate and sufficient information technology resources for the church and church staff as resources allow.

## **ILLUSTRATIVE EXAMPLES OF DUTIES:**

Make Room Reservations and enter church activities on the church calendars. Must ensure that the Buildings & Grounds Committee and/or the Worship and Music Committee approve all room reservations that are not Faith church activities. Coordinate set-up and clean-up for each event with Sexton or volunteers.

Oversee Finance Office and provide division of duties for finance security including processing deposits of cash, processing checks using electronic capturing device, reviewing bank statement reconciliations, and other duties as recommended by Finance Committee.

Coordinate Wednesday Night meal function including hiring and oversight of cook, setting and purchasing food for the menu, insuring volunteers are assigned for clean-up, handling Deposit and journal entry in Shelby, etc.

Respond to emails and calls from members or non-members with various requests.

Work closely with moderators from Buildings & Grounds, Management, Finance, and Personnel in making day to day office decisions and in implementing programs, projects, responsibilities, or activities of those committees— and attend evening committee meetings as scheduled. Work on task forces as needed. Maintain up-to-date Policy & Procedures Manual. Also work with other moderators on an as-needed basis.

Meet daily with church Sexton to insure that cleaning and maintenance schedules are maintained and implemented for the church and preschool areas. Monitor facilities and take action as needed including the contacting of outside vendors, maintenance service providers (plumbers, electricians, etc), maintenance supplies, lawn care, pest control, etc.

Schedule the computer controlled HVAC system for the Sanctuary and Fellowship Hall for newly scheduled events or activities.

Review budget at least monthly to note any problem areas. Work with Finance Committee and Session to insure a sound budgetary process.

Handle HR responsibilities such as maintaining leave records and personnel files on all church employees, completing Board of Pension, Capital Health, and Church Mutual annual reports; maintaining & distributing keys and door codes to members and staff—have keys made; review and implement personnel policies.

Handle Office Management to insure adequate office supplies, kitchen supplies, maintenance supplies, phone service, and general office management activities -- includes trips to Sams, Lowes, key shop, vacuum shop, and other vendors as needed.



Attend Session, support Session activities, and work one Sunday per month at least 6 hours.

Other duties as assigned or that arise weekly including weekly staff meetings, weekly meeting with Senior Pastor, and quarterly program staff meetings.

*Established January 2005, Revised March 2007; Revised March 2008; Revised March 2009; Revised August 2011*

## **JOB DESCRIPTION DIRECTOR OF WORSHIP ARTS**

The Director of Worship Arts shall be a committed Christian, a good pastor to ensembles and congregation, understanding and supporting the arts as part of worship, and shall be an outstanding leader. As provided in the Book of Order (S-2.0700), "...all music should serve the purposes of worship and should represent the best that Christians have to offer God."

### **STAFF RELATIONSHIPS:**

1. Directly responsible to the Senior Pastor and is expected to be the staff resource to the Worship Committee.
2. Supervises of the entire worship arts ministry at Faith Presbyterian Church, including the Music staff (Associated Director of Music; Assistant Director of Music; Section Leaders; Worship Arts Intern.)
3. Interrelates as a team member with all church staff members, and members of the church leadership.

### **ESSENTIAL RESPONSIBILITIES:**

1. The Director of Worship Arts will work closely with the senior pastor to develop services that support and enhance the message of the day.
2. The Director of Worship Arts will also encourage the use within worship of the artistic gifts (music, drama, dance, writing, vocal & instrumental, décor, etc.) of individual members of the Faith Presbyterian community.
3. Be informed and supportive of the total ministry of the church.
4. Guide the congregation in their understanding of and participation in music and liturgy, including hymns, psalms, and other forms of expression.
5. Attend weekly church staff meetings, weekly meetings with the Senior Pastor, and other planning meetings as scheduled.
6. Hold music staff meetings once a month and individual staff as needed.
7. Participate in the music community in the Tallahassee area. This includes coordinating programs with other local churches, if deemed appropriate and helpful to Faith's members.
8. Supervise, and/or plan and direct all vocal and instrumental ensembles. Ordinarily, the Director of Worship Arts directly oversees the adult music programs. Other ensembles, including instrumental, may be delegated at the discretion of the Director of Worship Arts in consultation with the Pastor. Coordinating all ensembles includes:
  - a. Building and nurturing unity and community.
  - b. Maintain vestments for all adult, youth and children's choirs.
  - c. Recruiting new members.
  - d. Encouraging members of the music program to recruit members.
  - e. Select and/or approve all music to be sung by each choir or ensemble for worship and other events, under the supervision of the Pastor.
  - f. Scheduling of rehearsals and dates for choirs to sing in worship services.
  - g. Securing competent help and working with any of these choirs if needed.
  - h. Planning rehearsals
  - i. "Pastoral Care" of ensemble participants
9. Incorporate the arts into worship services where appropriate, by stimulating and encouraging drama, dance and visual arts personnel.
10. Plan for annual retreats/workshops for choirs and/or music staff as needed.
11. Supervise the maintenance and develop the music library.
12. Oversee the worship and music budget, working with the Worship Committee annually to review and/or revise the budget.
13. Keep the congregation informed through church publications, including the bulletin, newsletter and other forms of communication.
14. Work with the Directors of Christian Education and the Preschool to suggest ways that arts may be used to enrich the Christian Education ministry.
15. Approve all guest artists, including substitute organists.
16. Work with the Director of Christian Education to develop, implement, and conduct the music program for Vacation Bible School.
17. Produce annual Theatre Arts for Kids summer program.
18. Produce and direct productions and special music events and worship services throughout the year
19. Prepare liturgy for weekly bulletin.
20. Assist the Senior Pastor on various projects as assigned.
21. Help in areas of church need outside the job description, as would any member of the body.

22. Keep informed with new compositions and trends in worship and music.
23. If absent, due to illness, vacation, or study leave, work with Associate Music Director to handle the above day-to-day responsibilities.

#### EDUCATIONAL REQUIREMENTS:

Master's degree in music with a concentration in choral music and/or sacred music.

*Approved by Session September 2014, Revised July 2016*

## **POSITION DESCRIPTION**

### **Choir Section Leaders Soprano/Alto/Tenor/Bass**

**Duties:**

1. Attend and participate in weekly rehearsals of the Chancel Choir.
2. Lead sectional rehearsals as requested by the Director of Music.
3. Attend and participate in the 10:30am worship service.
4. Coordinate personal vocal solo opportunities in worship with the Director of Music (at least two for the duration of contract).
5. Attend monthly music staff meetings, as requested by the Director of Music.
6. Participate in special activities and services.

**Benefits:** None

**Vacation:** None (see below)

**Duration:** 9 months, August 1- May 31

**Status:** Part-time (3 to 4 1/2 hours/week), at-will employee. When absent, will be responsible for providing substitute and any necessary stipend.

*Revised December 2006; Revised March 2009; Revised August 2011*

**POSITION DESCRIPTION**  
**Contemporary Worship Musicians**  
**Piano/Percussion/Bass Guitar**

**Duties:**

1. Attend and participate in weekly rehearsals of the Praise Band.
2. Attend and participate in the 9:00am worship service.
3. Attend monthly music staff meetings, as requested by the Director of Music.
4. Participate in special activities and services as requested by the Director of Music.
5. Contribute repertoire and ideas that will enhance the worship service.
6. Worship as you work. Remain in a constant attitude of prayer as you do the technical hard work required for excellence.

**Benefits:** None

**Vacation:** None (see below)

**Duration:** 12 Months

**Status:** Part-time (4-6 hours/week), at-will employee. When absent, will be responsible for providing substitute and any necessary stipend.

*Revised December 2006; Revised June 2011*

## **JOB DESCRIPTION**

### **Associate Director of Music: Organist and Composer in Residence**

Under the direction of the Director of Worship Arts, the Associate Director of Music shall carry out the specified areas of responsibility and shall function in a supportive role with regard to all church programs.

#### **ESSENTIAL RESPONSIBILITIES:**

1. Accompany all rehearsals and performances of the Chancel Choir (10:30 a.m. worship service), and other ensembles as needed.
2. Prepare and rehearse all special music (soloists, ensembles, instrumentalists) for worship services and other church functions as requested by the Director of Worship Arts.
3. With the ministerial staff and the Director of Worship Arts, select and prepare the organ music for the Sunday morning worship services (i.e., prelude, postlude, offertory, communion, hymns). Service music is to be to the glory of God and must contribute to a worshipful atmosphere.
4. Accompany rehearsals and performances of any special music events and services throughout the year.
5. Provide music for member funerals. A fee will be paid directly to the Associate Director of Music for non-member funerals.
6. Provide music for weddings and wedding rehearsals, unless the Director of Worship Arts has approved another organist by special request of the wedding party. A standard fee is established by the Session and will be paid directly to the organist by the wedding party. In accordance with Session policy: the Director of Worship Arts must approve all wedding music.
7. The organist is to notify the church office and Director of Worship Arts with the music selected for worship services no later than the ten days prior to the worship service.
8. Work with the Director of Worship Arts in planning special music programs throughout the year.
9. Compose and arrange hymn descants, Anthems, Preludes, Postludes, and service music for Sunday worship and special services.
10. Attend a weekly meeting with the Director of Worship Arts.
11. Attend music staff meetings.
12. Under the guidance of the Director of Worship Arts, be responsible for the selection and up-keep of the music library. The music is to be selected according to the following criteria:
  - a. Be based on sound scriptural and doctrinal considerations and be coordinated with the worship services.
  - b. Be part of the development of musical skill and spiritual maturing.
  - c. Be a balance of musical styles and periods.
  - d. Be appealing as well.
13. Assist, when needed, with special worship services such as Easter, Christmas, Youth Sunday, ensemble performances and concerts.
14. Assist with the administration of policies concerning use of the organ (see organ guidelines)
15. Supervise upkeep on all church instruments.
16. Maintain and develop the music library.
17. Recruit guest artists, including substitute organists, in consultation with the Director of Worship Arts. Recruiting and hosting visiting performers or groups, as needed.
18. Responsible for coordination of visual/sound equipment and personnel for worship and all church events.
19. Maintain all sound equipment in good working order.
20. When the organist is unavailable for a specified performing responsibility, the organist must arrange for a substitute of sufficient skill, subject to the approval of the Director of Worship Arts.
21. Keep informed with new compositions and trends in worship and music.
22. Help in areas of church need outside the job description, as would any member of the body.

#### **EDUCATIONAL REQUIREMENTS:**

Master's degree in music with a concentration in Organ performance and/or sacred music.

*Revised August 200, Reviewed March 2007, Revised January 2009; Revised August 2011 Revised July 2016,*

## **POSITION DESCRIPTION**

### **Assistant Director of Music: Children's Ensembles**

**Duties:**

1. Direct Weekly rehearsals for Fantastichoir (1-5 grade) and Cherub Choir (3 years old to Kingergarten). This includes:
  - a. Building and nurturing choir unity and community.
  - b. Recruiting new members
  - c. Encouraging members of the choir to recruit other members.
2. Meet with Director of Music to plan worship participation.
3. Direct Fantastichoir and Cherub Choir in Worship at least once a month and for special occasions (when not preparing for a musical).
4. Attend monthly music staff meetings, as requested by the Director of Worship Arts.
5. Encourage children participation.
6. Under the guidance of the Director of Worship Arts, be responsible for the selection and up-keep of the music library as it relates to Fantastichoir and Cherub Choir. The music is to be selected according to the following criteria:
  - a. Be based on sound scriptural and doctrinal considerations and be coordinated with the worship services.
  - b. Be part of the development of musical skill and spiritual maturing.
  - c. Be a balance of musical styles and periods.
  - d. Be appealing as well as challenging to the Youth Choir members.
7. Rehearsal time should include: singing, movement, and instruments (hand chimes and orff instruments).
8. Prepare an annual Fantastichoir Musical.
9. When possible, plan outreach performances in the community. This may include but is not limited to Westminster Oaks, nursing homes, and assisted living facilities.
10. Establish and nourish a "support system" with the parents of choir members, to assist with Fantastichoir and Cherub Choir activities, place phone calls and have personal visits with parents to make them aware of the goals, needs and activities of the choir.
11. Attend weekly Chancel Choir rehearsals.
12. When absent, will be responsible for securing a substitute.

**Benefits:** None.

**Vacation:** None.

**Duration:** 10 months, August through May.

**Status:** Part-time (6 hours/week), Non-exempt.

*Established August 15, 2016*

## **POSITION DESCRIPTION**

### **Worship Leader**

#### **Professional Qualifications**

1. Experience: At least 1 year of leading a congregation in public worship,
2. Musical skills: Ability to lead worship while playing the guitar and singing.
3. A strong, mature, personal faith in Jesus Christ.
4. Demonstrates a keen sense of biblical awareness.
5. Knowledge of the liturgical year and the Presbyterian/reformed worship tradition is preferred.

#### **General Duties**

1. Work with the Music Director and Pastor to create a well planned and prayerful worship service.
2. In cooperation with the Director of Music, lead all musical aspects of the 9:00am worship service.
  - a. Lead praise band, singers, and congregation in worship at weekly Sunday morning worship service.
  - b. Any necessary rehearsals; likely a weekly evening rehearsal and Sunday morning warm-up/review, which will begin at 8:15am.
3. To oversee and coordinate the music binders for the Worship team and to recommend any purchases of sheet music.
4. Work with the Director of Music to create schedules for Worship teams (instrumentalists and/or volunteer singers).
5. Assist in recruiting new vocalists and instrumentalists.
6. Worship as you work. Remain in a constant attitude of prayer as you do the technical hard work required for excellence.
7. Any additional duties as agreed upon by the Director of Music and/or Pastor
8. Attend Contemporary Worship Planning Committee meeting as scheduled.
9. Coordinate the Youth Praise Band.

**Benefits:** None

**Vacation:** 2 Sundays per calendar year

**Status:** Part-time (4-6 hours/week), at-will employee. When absent, will be responsible for providing a substitute.

*Established June 2011/Revised January 2015*



**POSITION DESCRIPTION**  
**Director of Christian Education**  
**For Youth and Young Adult Ministry**

**Purpose:**

This full-time position is responsible for planning, developing, implementing, supervising and communicating the educational ministry of the youth and young adults in the church with the ultimate objective of growing disciples for Jesus Christ.

**Primary Responsibilities:**

**Youth Ministry:**

- ☐ Plan, implement, and supervise fellowship activities for youth (grades 6 through 12).
- ☐ Involve youth in church-wide and youth-specific service programs. Regular programs may include programs such as Sunday School, Youth Fellowship, mid-week Bible Study, confirmation classes, praise band, and choir. Special program may include events such as youth weeks, VBS, mission trips, retreats, Montreat trips, Rock the Universe, and special get-togethers.
- ☐ Provide opportunities for youth to plan and lead programs.
- ☐ Provide opportunities for parents of teens to study and engage in conversations related to current issues effecting teens.

**Adult Ministry:**

- ☐ Aid in identification and development of opportunities for spiritual enrichment of young adults (College age and up) including Sunday School classes and special study groups such as Lenten study series. College and young adult programs may include programs such as Sunday School, College Lunch, Supper Club, Women's Circle, and College Montreat.
- ☐ Support and connect with young adults while in college through college mouse ministry, care packages, or other resources.
- ☐ Bridge gap for high school graduates by contacting college ministries.
- ☐ Contact visitors that are college and young adult aged.

**Leader Development:**

- ☐ Recruit, train, and supervise leaders at all levels of Christian Education.
- ☐ Recruit, organize, and support adult volunteers for youth programs.
- ☐ Provide for spiritual enrichment of leaders.

**Program Development:**

- ☐ Work with staff and Session committees to establish Christian education goals.
- ☐ Identify and plan new programs that provide a basis for theological and biblical enrichment of the congregation.
- ☐ Develop holistic ministry the focuses on the entire church family.

**Administration of Programs:**

- ☐ Evaluate theological content and effectiveness of proposed and on-going programs.
- ☐ Plan a year-long calendar of Christian education programs/events.
- ☐ With church support staff, obtain resources necessary for successful delivery of all Christian education programs.
- ☐ Encourage and attend PCUSA sponsored programs, event, and retreats.
- ☐ Evaluate Christian education budget items and recommend changes if necessary.
- ☐ Volunteer with denominational ministries, such as Montreat Work Crew and Small Group Leader, Presbyterian Youth Workers Association Core Team, APCE Facilitator, and Presbytery Committees.

**Communication**

- ☐ Communicate with families with youth 6th through 12th grade, along with college and young adults, sending reminders of activities and encouraging participation of visitors and members.
- ☐ Send updates and event information through emails, newsletters, flyers, calendars, updates, and articles in the newsletter.
- ☐ Email visitors and new members that have youth or are college and young adult age with information regarding programs, the faith website link, and a personal invite to any activities.

☐ Send reminders of activities and stay in touch with youth, college students, and young adults via birthday cards, Facebook, and texts.

#### Pastoral Care

- ☐ Provide pastoral care to youth and their families when pastoral care is needed.
- ☐ Stay in contact with youth by attending games, plays, awards banquets, etc.
- ☐ Take youth to lunch or out for yogurt or coffee to continue to build relationships and to gain awareness of their needs.

#### Fundraising

- ☐ Create and coordinate youth fundraising opportunities.
- ☐ Coordinate annual Pumpkin Patch program, including youth working the patch, deliveries, publicity, desserts, openings and closings, and special events like Spooky Movie in the Patch, Jubilee, and Kickoff.

#### Relationships:

- ☐ This position is accountable to the Session under the direction of the Senior Pastor.
- ☐ The DCE works closely with Committees on Youth and Families and Adults and Families.
- ☐ The DCE interacts primarily with the DCE for Children's Ministry, Music Director, Associate Pastor, and Pastor.

#### Evaluations:

The DCE will receive an annual evaluation from the Personnel Committee in conjunction with the Senior Pastor.

*Established May 2005, Revised March 2007; Revised March 2009; Revised August 2011; Revised September 2016.*

## **POSITION DESCRIPTION**

### **Director of Christian Education for Children**

**PURPOSE:** This full-time position is responsible for planning, developing, implementing, and communicating the educational children ministries of the church with the ultimate objective of growing disciples for Jesus Christ. This position would be under direct supervision of Senior Pastor.

#### PRIMARY RESPONSIBILITIES:

##### *Children's Ministry:*

Oversee a comprehensive Christian Education program for children (birth to grade 5) and their families, including Sunday School classes, children's worship, vacation bible school, communion preparation and special worship/fellowship events including Wednesday Night Programs, Milestone workshops (3-year-old Bible class and presentation, Prayer Workshop and leadership in worship (preschool & kindergarten), 3<sup>rd</sup> grade Bible workshop and presentation, Mission workshop and work day for 4<sup>th</sup>/5<sup>th</sup> graders), Pumpkin Patch (Story Time coordination), and Acolyte Program, Living Lent Workshop and Easter Egg Hunt, Christmas Eve 5:00pm Children's service, Club 45 fellowship events, pool parties, summer activities, and Serve in Love (children's service project).

##### *Nursery Care*

Serve as supervisor for the church nursery and ensure that nursery supervisor and caregivers are meeting the needs of young families. Train nursery caregivers periodically in skill and policy and the Child and Youth Protection Policy, and schedule all nursery events and caregivers

##### *Faith Preschool*

- Serve as staff liaison to Preschool Board and Preschool Director.
- Foster relations between congregation and preschool families joint programs.

##### *Leadership Development:*

- Recruit, train and supervise leaders for children's programs.

- Provide for spiritual enrichment of leaders.

*Program Development:*

Work with staff and Session committees to establish Christian goals.

- Identify and plan new programs that provide a basis for theological and biblical enrichment of the children and families of the congregation.
- Develop holistic ministry that focuses on the entire church family.

*Administration of Programs:*

Evaluate theological content and effectiveness of proposed and on-going programs.

- Plan a year-long calendar of Christian Education programs/events.
- With church support staff, obtain resources necessary for successful delivery of all Christian education programs.
- Encourage and attend PCUSA sponsored programs, events, and retreats.
- With related nurture committees of Session, evaluate Christian Education budget items and recommend changes if necessary.

*Relationships:*

- This position is accountable to the Senior Pastor.
- This position will work closely with the Children and Families Committee.
- The Director will interact with the Preschool Director, Music Director, Associate Pastor, Pastor, and Director of Christian Education for Youth and Young Adults.

*Communication*

- Communicate with all families with children birth through 5<sup>th</sup> grade with emails
- Email visitors and new members that have children birth through 5<sup>th</sup> grade with information regarding programs, the faith website children's link, and a personal invite to any activities

*Pastoral Care*

- Make time for children and their families when pastoral care is needed (new baby, death, crisis, etc.)

*Revised June 2011 / August 2015*

# POSITION DESCRIPTION

## Sexton

### GENERAL RESPONSIBILITIES

This position requires an individual who is knowledgeable about building and yard maintenance and minor repairs who is not only physically capable of carrying out his/her responsibilities but flexible with his/her time because of the scheduling variables associated with church programming and building use. He/she will work 37.5 hrs. per week, Monday-Friday. He/she should exhibit those personality characteristics that enable him/her to work well with the church staff and members of the congregation, to carry out responsibilities using his/her own initiative with a minimum amount of supervision/direction. He/She works under the direct supervision of the Church Administrator and the Pastor.

### PRIMARY AREAS OF RESPONSIBILITY

1. Exterior
  - Empty trash in assigned rooms daily; check outside area trash cans weekly and empty as needed; switch out Recycle “Smart Carts” at least weekly; and empty blue recycle bins weekly.
  - Insure that both playgrounds (2) are kept clean.
  - Keep sidewalks blown off as necessary.
  - Keep exterior signs and walls clean.
  - Wash windows and keep screens clean (as time allows).
  - Replace light bulbs as needed.
  - Spray for insects/wasps as needed.
2. Interior
  - Unlock buildings as directed by Church Administrator.
  - Set up rooms and take down for classes and activities.
  - Clean all tile floors. Sweep-dust-mop; strip and wax.
  - Clean carpets as requested by Church Administrator.
  - Clean all corridors, assigned classrooms, parlor/library, Delta Court, and conference rooms weekly.
  - Clean the Fellowship Hall and stage. Both set up for church functions in the Fellowship Hall and dismantle. Both wash dishes and clean up kitchen when church groups fail to do so.
  - Storage closets are checked and cleaned periodically; store supplies upon delivery.
  - Clean walls, doors, baseboards in all areas on an as-needed basis.
  - Church Administrator is notified of all supplies and equipment that are needed.
  - Windows are washed and blinds dusted (as time allows).
  - Light bulbs are replaced as needed (except sanctuary).
  - Clean bathrooms in office area and administrative wing (both floors).
  - Clean Sanctuary – dust, vacuum, sweep between pews, clean balcony and choir loft, and change paraments.
  - Clean office and upstairs daily.
  - Report promptly any HVAC, plumbing or other problems or maintenance needs to Church Administrator.
  - Check all bathrooms for paper products and soap and replenish as needed.
3. Other
  - Do minor repairs as needed and coordinate vendor repairs.
  - Back-up for part-time sexton during illness, vacation, etc. and generally assist as needed.
  - Provide assistance to members and staff as needed and/or requested.
  - Set up for weddings and funerals.
  - Other duties as assigned by the Church Administrator, Head Pastor, or the Buildings and Grounds Committee.

*Reviewed August 2001, Revised April 2007; Revised March 2009; Revised August 2011*

## **JOB DESCRIPTION**

### **Part-time Sexton**

#### **GENERAL RESPONSIBILITIES**

This position is primarily responsible for cleaning preschool classrooms and the crib nursery and is an hourly position for 20 hours a week (generally four hours per day) when the preschool is in session. This person receives day-to-day instruction & supervision by the Preschool Director with general supervision by the Church Administrator. This position will also serve as the substitute Sexton when the full-time Sexton is out due to vacation or illness.

#### **PRIMARY AREAS OF RESPONSIBILITIES**

1. All bathrooms – daily – Pre-school wing including hallway restrooms and classroom restrooms including the restrooms used in the 2-year old classroom area and the preschool music room. Duties include mop, sweep, general cleaning of tile floors, walls, fixtures, cabinets, mirrors, window sills, stall partitions, and empty trash.
2. Kitchen  
Clean the large kitchen at least once per week; and spot check the kitchen for areas that need attention daily. Deep cleaning of kitchen should be done as arranged with the Church Administrator on days or weeks that the preschool is not in session.
3. Pre-school Wing - daily  
Offices, conference rooms, reception area, music center, all preschool classrooms including the music room and two-year old classrooms, corridors, and crib nursery. Vacuum, sweep, dust, empty trash, clean glass doors, furniture, fixtures, cabinets, water fountains, and window sills; clean blinds as time permits.

#### **OTHER AREAS OF RESPONSIBILITY**

1. Back-up for Sexton.
2. Other duties as assigned by Preschool Director or Church Administrator.

*Established August 2011*

## **POSITION DESCRIPTION**

### **Pastors' Assistant/Membership Manager**

The Pastors' Assistant/Membership Manager is responsible for providing administrative support to the Pastor and Associate Pastor; maintaining an up-to-date membership roll; and the maintenance of the Shelby data base. This is a full-time position that reports to the Pastor and Associate Pastor. Details of responsibilities are listed below:

#### **PASTOR/ASSOCIATE PASTOR ASSISTANT**

1. Assist the Pastor and Associate Pastor in a variety of ways that frees them for the tasks of ministry.
2. Attend to the administrative and development needs of the Pastor and Associate Pastor, e.g., correspondences, special programs/reports, minutes, phone calls, project development, etc.
3. Assist with special projects throughout the year.

#### **SESSION**

1. Communicate with session members deadlines for agenda consent items
2. Receive Action and Consent Items for session meetings.
3. Prepare monthly agenda with help of senior pastor, and distribute agenda and supporting documents electronically, along with session packet.

#### **DIACONATE**

1. Attend weekly Pastoral Care meeting providing the updated detailed report. Distribute assignments afterwards.

2. Maintain member(s) on hospital board. Receive monthly schedule from Hospital Visitation Coordinator and email to visitation volunteers.
3. Assist, create, develop, produce, and maintain all materials needed to support the Associate Pastor's Diaconate responsibilities, e.g, Angel Tree, Jubilee, Fellowship Luncheons, Habitat Build, Funeral Receptions, Thanksgiving Baskets, Shelter Meals, Manna on Meridian, etc.
4. Create and provide Deacon Notebooks for the new class of Deacons; and provide updates for the current classes of Deacons.
5. Attend monthly planning meeting with the Diaconate Moderator and the Associate Pastor.

#### FINANCIAL ASSISTANCE REQUESTS

1. Receive assistance requests from walk-ins and by phone - assist with completion of applications. If request is under \$350, process without supervision. If request is over \$350, process through Subcommittee.
2. Purchase gas and/or Publix cards, if needed. Maintain record of cards on hand.
3. Maintain record of assistance provided to who, when, for how much, for what, etc.
4. Balance to monthly budget.
5. Provide monthly financial report to Diaconate.

#### WITNESS COMMITTEE

1. Prepare mission (domestic and international) information/brochure and publish accordingly.
2. Help publicize special offerings and provide inserts/envelope materials to Communication Director to be inserted in the appropriate Sunday worship bulletins.
3. Assist, create, develop, produce, and maintain all materials needed to support the Associate Pastor's Witness Committee responsibilities.

#### Adult & Families

1. Assist, create, develop, produce, and maintain all materials needed to support the Associate Pastor's Adults & Families Committee responsibilities.
2. Produce semi-annual program brochure about adult formation opportunities.
3. Order books for small groups and facilitate the purchase of those materials for church members.

#### STEWARDSHIP AND MEMBERSHIP

1. Record in required places membership changes (i.e., new members, inactive members, transfers, drops, deaths, marriages, births, and baptisms).
2. Prepare letter for Stewardship Committee moderator's signature to member(s) who moves out of town advising member(s) of the PC(USA) churches and the Presbytery of that area; and letters to those churches and Presbytery advising of the member(s)' move to the area.
3. Record in Register the hire or termination date of Minister(s), Associate Minister(s), & Interim Minister(s).
4. Record in Register Elder and Deacons rotating off and new officers being ordained/installed.
5. Maintain computer data base for membership status changes.
6. Compile and submit information/recommendations of membership changes to Stewardship Committee for discussion, follow up, or action to be taken by Session.
7. Prepare monthly Membership Report and submit for Session packet.
8. Maintain filing system of Members' Information forms.
9. Prepare and submit annual Presbytery Statistical Report and Clerk's Annual Questionnaire.

## 10. Data Base Management

A. Maintain an up-to-date data base of members' addresses, phone numbers, and email addresses.

B. Email membership directory to congregation annually.

11. Work closely with the Stewardship Committee Membership Representative to follow up on members who have not participated in the life of Faith within the last 3 years and purge Active Roll.

12. Work closely with the Stewardship Committee Membership Representative to follow up with inactive members (2+ years on the Inactive Roll) and purge Inactive Roll.

13. Provide Church Registers for annual Presbytery review.

14. Publicize and prepare documents for Stewardship ministry.

Other:

1. Sign checks as needed (two signatures required on checks).

2. Complete bulk mail form for bulk mailings.

3. Respond to emails and calls from members or non-members with various requests.

5. Other duties as assigned or that arise weekly including weekly staff meetings.

6. Provide rotating telephone and other office coverage with other administrative staff.

### KNOWLEDGE, SKILLS, AND ABILITIES:

-Knowledge of Shelby Church Database (complex software, training required)

-Knowledge of Microsoft Word, Microsoft Publisher, and Office Creative Suite software

-Knowledge of church procedures and practices

-Knowledge of office principles and practices

-Dedication to the church program

-Ability to work independently

-Ability to plan, organize, and coordinate work assignments

-Ability to operate general office equipment

-Ability to communicate effectively verbally and in writing

-Ability to establish and maintain effective working relationships with others

-Ability to communicate with members of the congregation in an understanding, patient, and sympathetic manner

-Ability to maintain confidential information.

**MINIMUM QUALIFICATIONS** -High School Graduate required, college or technical training in computer software and hardware maintenance and usage required with related associate degree preferred; public relations, membership and/or computer experience preferred.

-General Office Skills (word processing, excellent typing abilities, phone etiquette) -Knowledge of Microsoft Word, Microsoft Excel, Microsoft Creative Suites, Microsoft Publisher, Microsoft Outlook required; knowledge of Shelby software desirable.

Revised January 2005, Revised March 2007, Revised March 2009, Revised June 2010, Revised February 2011, Revised September 2015. Revised March 2020

## **JOB DESCRIPTION**

### **Financial Manager**

This position is the chief financial staff position of the church and is responsible for maintaining all church financial records. This is a full-time position that reports to the Church Administrator.

#### **Areas of Responsibility:**

##### **Payroll**

- Completes employee payroll twice monthly.
- Prepares direct deposit to employees' financial institutions.
- Prepares quarterly 941s for both Church and Preschool.
- Prepares semi-monthly payroll taxes for the IRS.
- Prepares W-2s annually for both Church and Preschool staff.
- Monitors tax documents to ensure that Faith adheres to federal, social security, and state tax guidelines.
- Prepares Personnel Budget to assist with yearly budgetary request.
- Works with Personnel Committee to ensure pay and benefits changes are recorded and implemented.

##### **Contributions**

- Works with Stewardship Committee and Church Administrator during annual pledge drive including implementing a budget preparation time-line, preparing pledge cards, and other pledge drive activities as directed by the Stewardship Committee and Pastor.
- Coordinates weekly processing of contributions received from services, mail, walk-ins, and direct debit.
- Prepares quarterly member statements of contributions to ensure proper documentation of pledges.
- Prepares and distributes end of the year statements to members for tax purposes.

##### **Accounts Payable**

- Processes payments to vendors and reimbursements to members and employees.
- Processes in-house journal entries to post charges to individual committees.
- Provides monthly budgetary reports to committee moderators.
- Assists committees in processing payments and providing supporting documentation to assist in yearly budget preparation.

##### **Bank / Financial Investments**

- Reconciles all church bank statements.
- Processes bank transfers upon request from Session or Finance Committee.

##### **Financial Analysis**

- Monitors all financial transactions of the church; makes recommendations to Church Administration and Finance Committee regarding ways the church can save money or spending that may need oversight or attention.
- Recommends to Church Administrator and Finance Committee when monies should be moved to interest bearing accounts. Monitors all accounts so that the best return can be achieved for each account.
- Monitors off-budget line accounts and makes recommendations to Church Administrator and Finance Committee to keep off-line accounts to a minimum.
- Monitors pledges and advises Pastor and Stewardship Committee based on pledge and giving patterns.
- Reviews deposits and postings to the Shelby Database System.

##### **Finance Committee**

- Provides information to the Moderator of the Finance Committee and attends monthly Committee meetings.
- Prepares monthly financial reports for Finance Committee to be presented to Session members.



- Prepares end of the year financial documentation and reports.
- Works with Finance Committee on annual budget and implementation of approved budget.
- Implements directives from the Finance Committee and Session.
- Works with outside accountant for annual audit or review of financial records.

#### **Other**

- Ensures that financial documents are filed correctly and in a timely manner.
- Provides clerical support for church office including assistance to members, Church Administrator, and Pastor as requested.
- Provides telephone support as rotated by office personnel.
- Serves as back-up to Church Administrator in Church Administrator's absence including making facility maintenance calls and overseeing Sexton duties.

*Renritten & Revised 3/9/2005, Reviewed March 2007; Revised March 2009; Revised August 2011; Revised August 2012*

## **JOB DESCRIPTION**

### **Resident Caretaker**

#### **GENERAL RESPONSIBILITIES**

The resident caretaker reports to the Church Administrator with the oversight from two standing committees of congregation members (i.e., Personnel and Buildings and Grounds). The caretaker position provides nightly and weekend security presence at the church facilities. He or she shall live in the unfurnished apartment above the scout hut and will pay no rent. The church will pay for all utilities up to the amount stated in the Letter of Employment. The caretaker may not use the scout hut and may not clutter up the grounds. The caretaker is responsible for securing a replacement to perform duties when he or she cannot be there. The caretaker must submit the name, address, and contact information of any Substitute Caretaker and a signed Criminal Background permission form at least two weeks prior to the person being allowed to be the Caretaker Substitute; and the Church Administrator must approve any Caretaker Substitutes.

#### **PRIMARY AREAS OF RESPONSIBILITY**

Maintain security surveillance of church property, church grounds, and parking area.

1. Daily

- Secure the buildings no later than 10 p.m. unless notified of a late night church event. Check all exterior doors and windows to be sure they are locked; and lock all interior doors.
- Adjust thermostats in classrooms as needed (Church Administrator will instruct on how to make sure each thermostat is in programmed "Auto" mode).
- Turn on the breezeway lights.
- Turn off lights that have been left on in the buildings including restrooms.
- Room 210 is used by AA every Thursday at 8 p.m. and always needs to be unlocked (for example, during week of Christmas). It is permissible to leave that room unlocked on Thursday nights since they often stay late.
- Notify the Buildings & Grounds moderators, the person on-call, or the Church Administrator immediately when any major maintenance issues are noted. Also, call 9-1-1 or police if a break-in or potential break-in is noted.

2. Saturday Morning

A walk-through of all buildings should be done each Saturday morning and evening (even when there are no scheduled activities) to make sure members have not left doors unlocked and to make sure there has been no vandalism. The Church Administrator will email the caretaker weekly when there are special events and will instruct the caretaker on which doors need to be unlocked.

3. Sunday Morning

- Unlock buildings by 8:30 a.m. Blow off the side walks around buildings when necessary, particularly the sidewalk in front of the Sanctuary. Turn on AC/heat in all rooms if the programmed settings have been turned off [note: the Sanctuary and Fellowship Hall are computer controlled by the Church Administrator so only the other rooms need to be checked].
- Keep sidewalks, porches, and breezeways clear of any trash or limbs that may pose a tripping hazard (by either sweeping or using the blower), especially after a storm (a lawn care company cuts the grass and blows the sidewalks weekly, typically on Friday afternoons).

4. Caretaker Apartment Upkeep

The Caretaker is expected to keep the Caretaker apartment in good order including basic cleaning, changing the air filter on a regular basis, vacuuming vents and behind refrigerator and stove twice a year, and taking care of minor maintenance issues in the apartment. He or she is to report any major maintenance issues immediately to the Church Administrator. He or she is not to make any modifications to the Caretaker apartment without Buildings & Grounds Committee permission. The Caretaker is also asked to work with the scouts in keeping the outside area of the Caretaker House in good order with garbage being placed in the dumpster.

5. As Needed Assignments

Additional duties as assigned by the Pastor or Church Administrator.

*Revised July 2012*

## **POSITION DESCRIPTION**

### **Nursery Coordinator**

The nursery coordinator will be responsible to the staff assigned to the Nurture Committee. She/he will be a part-time employee of the church.

1. The Nursery Coordinator will be an individual who:
  - a. Is over 25 years of age.
  - b. Has experience and education in the care of infants, one and two-year olds, such as the HRS educational certification or its equivalent.
  - c. Has the ability to supervise a staff of other adults to work in the nursery complex.
  - d. Has the ability to work with parents and volunteers in the management of the nursery complex.
2. The Duties of the Nursery Coordinator will include:
  - a. Providing child care in the nursery complex on regularly scheduled events and coordinating or providing all child care for other events.
  - b. Sunday: 8:00 a.m.-12:20 p.m.: providing care and supervision in the nursery complex, supervising five individuals to assist and calling volunteers as needed. There will be a caregiver for every five infants, every 8 one-year olds, and every ten two-year olds.
3. Other regular scheduled care will be offered:
  - a. Wednesday evenings 5:30-7:30 or 8pm
  - b. Weekday mornings and evenings, as need requires.
4. Fee schedule: The coordinator who is the caregiver of choice will receive \$10.50 an hour.

*Reviewed August 2001*

## **Nursery Staff Policies**

### **Absences**

- Caregivers must find a substitute for all leave time from the designated substitute list. If one cannot be found, caregiver must inform the Nursery Supervisor and the Director of Christian Education for Children at least two weeks prior to your scheduled work day.
- If sick, caregivers should speak with Nursery Supervisor to confirm they will not be expected at work. If possible, caregiver should secure a substitute.
- Caregivers are allowed two sick days per year (calling out with illness within 48 hours of work)
- Nursery Supervisor is to report all absences and schedules weekly to the DCE.

### **Discipline/Dismissal Policy**

- In the event of policy violation, caregiver will receive a verbal warning.
- Second violation will result in written warning.
- Third violation may result in termination.

### **Dress Code**

- Wear comfortable clothing and shoes.
- Wear Faith Nursery staff T-shirt.
- Shorts are allowed during warm weather, but must be at least reach the lower thigh.

### **Employment Requirements**

- Paid caregivers must be a minimum of 18 years old.
- All nursery workers are to attend the Child and Youth Protection Policy within 2 weeks of employment and renew every 3 years.
- All background checks must be done 2 weeks prior to employment and repeated every 3 years.
- CPR is required to stay up to date. Periodic classes will be offered free of charge by Faith. Employees have 3 months to be certified and show proof of certification after being employed.
- Knowledge of diaper changing and willingness to change diapers.
- Physically able to hold, carrying and bend down with young children.

### **Employment Qualifications**

- Growing Christian
- Love for babies/toddlers
- Know/Willing to learn about baby/toddler characteristics
- Dependable
- Ability to get along with people
- Friendly and cheerful
- Willing to serve on a regular basis

### **Health & Hygiene**

- Caregivers may not work in the baby and toddler room(s) if they are coming down with a cold or have other illnesses.

- Caregivers must wear clean clothes and practice proper hygiene.
- Caregivers must wash their hands upon arrival to the nursery, after changing diapers and any trip to the restroom.
- Caregivers may not give medication to any children, even with parent permission.

### **Interacting With Parents**

- Always thank the parent for bringing their child. It is our privilege to serve them.
- Always smile (even when you are tired).
- Always tell the parents about any diaper or feeding events.
- Always follow sign out process.

### **Routine**

- Caregivers should arrive 15 minutes prior to scheduled program time.
- Upon arrival, caregivers should help get the room ready – put sheets and blankets on cribs, organize check-in materials, turn on pagers, take chairs off table, etc.
- Welcome parents and babies/toddlers in a friendly way and help with the sign-in procedures.
- Be sure diaper bags and other belongings are marked.
- Be involved with the care of the children by rocking them, talking to them, playing with them and so-on.
- Continually check for diaper change needs, and be aware of signs of hunger or of discomfort.
- Every child's diaper should be changed before parent's pick up. Potty training children should 'try' at least once.
- After the children leave, caregivers must clean and straighten the areas used to include:
  - Picking up toys
  - Wiping toys and surfaces with disinfecting wipes
  - Putting rocking chairs back in middle nursery
  - Remove sheets/blankets used
- Caregivers should report any concerns or ideas for improvement to the Nursery Supervisor or Children & Families contact.
- Caregivers should get to know parents and pray for them and for their children.

### **Safety & Security**

- Except for the caregivers and/or screened volunteers, no one else should be in the baby and toddler room(s) except in special circumstances decided upon by the Nursery Supervisor or DCE.
- Caregivers must not leave children alone at any time or allow a child to leave the room alone.
- Only paid caregivers may take a child to the restroom and/or change diapers.
- Caregivers should know the fire escape route.
- Caregivers are not to use cell phones for any reason while on duty unless it is designated for work purposes. (Stay focused on the children.)
- Whenever caregivers on "big" playground, they should have a walkie-talkie to ensure immediate communication channel with caregivers in nursery.

## Sunday Services

- Two designated caregivers are to report to work at 8:00am, two additional designated caregivers are to report to work at 8:30am, and two additional caregivers are to report at 10:30am.
- The middle infant room must be used for children 6 weeks to 11 months.
- The classroom is for children 12 months to 3 years. During 8:00am and 9:00am services, children through 4 years are allowed in the classroom.
- Enrichment is for ages 3 and 4 years old. This begins with a Bible story in a classroom and moved to the playground. If there is excessive heat, cold or other weather restraints, all enrichment is moved to a classroom to watch a Christian video or another quiet activity.
- Caregivers working with enrichment group should have a walkie-talkie to ensure immediate communication channel with caregivers in nursery.
- Caregivers should make a schedule with the Nursery Supervisor of which rooms they will be working in, and all employees must be active in watching and caring for children.
- Nursery Supervisor is to check all rooms extensively for items that are potentially dirty or dangerous.
- Snack should be served during 11:00 service. Snack should consist of no more than two servings of juice or water and no more than two servings of food item (Goldfish or cookie). Be aware of food allergies.
- Staff should utilize hallway door instead of main nursery foyer to enter classroom in order to avoid congestion during pick-up time.

## **Faith Presbyterian Church Nursery Policies**

### **Coverage**

Church events. No minimum for children. Must be requested at least two weeks ahead of time and include estimated number of children. If it is during a mealtime, plans for feeding children and nursery staff must be discussed.

### **Cost**

No cost to members. Personnel budget will pay salaries of nursery workers. All events will have a minimum of two staff present at all times.

In the event no child shows for a requested nursery time, the staff will remain in the nursery for 30 minutes past the program start time. After that, the staff is free to leave but will be compensated for the entire period nursery was requested for.

Should coverage need to be cancelled, there will be no cost (and no payments to staff) as long as the Nursery Supervisor is contacted to confirm at least 24 hours prior to the scheduled start time.

### **Emergency**

In the event of an emergency, staff will call 911 (if appropriate). Administer CPR and/or first aid, if necessary. Page parents. Contact DCE.

In the event of minor emergencies, staff will page parents first.

### **Fire Route**

Each room will have a fire escape route posted by the exits. The fire escape route will be practiced by staff at least twice per year.

### **Ratio**

There will be a minimum of two staff working in each room/area being utilized.

### **Sick Children**

Children should be kept at home if they've displayed any of the following symptoms in the past 24 hours without medicine: fever of 100 degrees or more, vomiting, diarrhea, cough and cold, widespread rash.

### **Staff Role**

Provide safe, secure, nurturing, clean and efficient care to our children. Ministry responsibilities include playing with the child or directing his play, reading to him, praying for each child, exhibiting Christ-like patience and love, and relating the events of the day to the lesson and theme in words the child can understand.

## PERSONNEL POLICIES

### 1. Personnel Philosophy

#### a. PURPOSE AND RESPONSIBILITY

The purpose and responsibility of the Personnel Committee is to manage the Church's human resources in a manner that results in trust between the committee and staff.

The Committee on Personnel shall be responsible for all matters pertaining to church employees and for giving support to the Pastor and Church Administrator in the administering of personnel policies and practices as set forth by the Session:

Duties:

Recommend to the Session all staff positions needed by the church, with the exception of those for the Preschool.

Formulate job descriptions for each staff position recommended; develop lines of authority, duties, areas of responsibility and qualifications.

Formulate a policy concerning terms of employment, compensation, allowances, and benefits for each recommended position.

Develop and execute appropriate evaluation procedures for each recommended position.

Present, relative to the approved budget, all salary recommendations relating to church personnel.

#### b. PERSONNEL COVERED

All full and part-time church personnel.

#### c. RESPONSIBLE FOR ADMINISTERING

Pastor, Church Administrator, and Personnel Committee.

#### d. POLICY

We shall treat every individual with concern, dignity, and fairness in terms of assigned job duties, working conditions, pay and benefits, and promotion consideration.

In return, we ask that you as an employee perform your jobs to the best of your ability and take responsibility for making suggestions to your immediate supervisor as to how we can better serve our congregation.

#### e. EQUAL EMPLOYMENT OPPORTUNITY

Faith Church will recruit and hire all persons in any job without regard to race, creed, color, national origin, sex, age, marital status, religious affiliation (except when, after careful study, religious affiliation is determined to be a bona fide occupational qualification), physical, mental, or medical disability unrelated to the ability to



perform the essential functions of the job with or without reasonable accommodation.

f. GENERAL RULES

In consideration of others, Faith Church maintains a smoke-free office environment.

g. HARASSEMENT OF EMPLOYEES

Harassment of employees will not be tolerated in any form and violation will result in disciplinary action. The term harassment includes, but is not limited to, slurs, jokes, other verbal, graphic or physical conduct relating to an individual's race, sex, religion, national origin, marital status, age, or handicap. The terms also include unwelcome sexual advances, request for sexual favors, and other physical contact of a sexual nature.

h. DRESS CODE

Employees will dress in a neat, clean, and professional manner appropriate to their particular position. All employees, whatever their job, reflect the image of the church.

i. POLICIES DO NOT CREATE CONTRACTS

These policies do not constitute an employment contract, nor is the language intended to imply that a contract exists. Employment exists at the will of the church, as do the terms of employment. The church may change policies or benefits with notice.

j. COMPUTERS/ELECTRONIC MEDIUM

i. Computer, E-mail, and Internet Policies

Faith Church owns and maintains control over all computers used by its employees. The computers are to be used in furtherance of the ministry of the church. Personal use of computers is to be limited and appropriate. Viewing of inappropriate material, such as pornography via the Internet will not be tolerated in any fashion. Viewing or otherwise accessing inappropriate material will result in immediate investigation and disciplinary action up to and including termination. Faith Church is hereby giving notice that the Administrator, Pastor or a designee may monitor computer, Internet and E-mail use by its employees and employees should have no expectations of privacy. Clergy who record pastoral care issues on the computer or communicate pastoral care issues over the Internet should ensure that information is kept confidential. An employee who downloads material from the Internet or imports material from E-mail onto Faith Church computers is responsible for the content of that material.

ii. E-mail

E-mail messages are subject to the same regulations as any other form of communication or conduct. E-mail users must realize that no E-mail communication is private or confidential, and that E-mail messages may be retrieved and may be subject to disclosure to third parties, including the press, the courts, and governmental agencies. Accordingly, such messages, like other communications, should be professional, comply with Faith Church's rules and policies, and reflect well upon the sender and the respected image of Faith Church.

iii. Encouraged use of E-mail and the Internet

E-mail and Internet users are encouraged to: transmit and receive correspondence and transfer documents that are not confidential; participate in discussion groups on job-related topics; pursue professional and career development; or communicate with work-related professional organizations.

iv. Inappropriate use of E-mail and the Internet

The following uses of E-mail and the Internet are considered inappropriate: engaging in unlawful and malicious activities; sending, receiving or accessing pornographic material; engaging in abusive profane, sexist, racist, homophobic or otherwise objectionable language; misrepresenting oneself or Faith Church; defeating or attempting to defeat security features on Faith Church's applications; engaging in commercial activities for personal profit; sending chain letters; causing congestion or disruption of Faith Church's network; or downloading music and burning CD's of pirated music.

v. Computer Viruses

In order to prevent the spread of computer viruses, employees shall not open attachments to E-mail unless the employee is expecting the E-mail with attachment. If the employee is uncertain about an E-mail or attachment, he or she should call and confirm the attachment from the sender.

vi. Use of Personal Software Prohibited

Only the Administrator, or a direct designee, may download software for use on Faith Church's computer system. Use of personal software applications or unlicensed/pirated software on Faith Church's computers is strictly prohibited.

vii. Prevention Techniques for Discouraging Unauthorized Use of Computers

All applicable Faith Church's employees shall have a password. Employees shall not share their passwords with anyone other than the Administrator. Faith Church employees should not sign on for any other person, nor allow anyone to work in the system using their password. All employees shall log-off their computers when leaving their workstations for any extended period of time. Employees are not to allow any unauthorized person to access to their computer. If any employee notices an unauthorized person at a computer station, that employee should immediately report this activity to the administrator. If another person becomes aware of an employee's computer password, that employee shall select a new password.

*Established May 2005, Revised April 2007*

## 2. Employment

### a. PURPOSE

To ensure that the most qualified job applicants are selected for employment that the church complies with federal and state employment laws, and that employee wage equity is maintained in the church's salary administration plan.

### b. PERSONNEL COVERED

All full and part-time personnel, ordained pastors, Director of Music, and Directors of Christian Education. Full-time is defined as those working a 37 1/2 hour per week. Part-time is defined as anything less than full-time. The Preschool is exempted.

### c. RESPONSIBLE FOR ADMINISTERING

Pastor, Church Administrator, and Personnel Committee.

### d. POLICY

i. NEW POSITIONS: Positions must be approved by the Personnel Committee and the Session.

ii. SUBSTANCE ABUSE OR SEXUAL HARASSMENT: If either prohibited activity is suspected, an investigation will be conducted by the Personnel Committee.

Substance abuse is defined as the use of illegal drugs and/or the abuse of legal drugs or alcohol.

If substance or sexual harassment abuse by an employee is substantiated after investigation, the Personnel Committee will make a recommendation to address the situation to the church officers after consulting legal counsel, if appropriate.

Such abuses by an employee may be grounds for dismissal.

iii. ABSENCES OR TARDINESS: All employees are expected to report to work regularly and on time. Excessive and chronic absences or tardiness may be justification for termination.

#### iv. BENEFIT PLANS:

1. Health Insurance Plan: It shall be the policy of the church to provide single health insurance coverage for all full-time employees. Employees are required to pay 20% of the employee cost of health insurance. Family coverage is also provided under the group plan with the employee paying the difference between the individual and family premium costs.

#### Policy for Employee Health Benefit:

a) It is the policy of the church that all employees who work 25 or more hours a week for at least 9 months out of the year must be covered by a health plan. Faith will cover 80% of the cost of this plan as a benefit to employees. On January 1, 2013, Faith implemented a Premium Only Cafeteria Plan that allows employees' portion of the premium to be pre-tax. The

document is on file in the Church Administrator's office and will be renewed annually.

- b) An employee may opt out of the church benefit plan by meeting the following criteria:
  - 1) First, if opting out by any number of employees does not reduce the benefit available to other employees, i.e., if opting out does not nullify the rate paid by the church for the current plan. (Opting out might nullify the rate paid by the church for the current benefit plan, thus increasing the church's cost for a health benefit plan or lowering benefits to other church employees.)
  - 2) Second, on an annual basis, the employee will provide to the Church Administrator certification of health coverage either through a plan for which they independently pay, or through another health plan which approximates coverage available through the church plan.
- c) In the past, employees who opted out of the health insurance plan were given \$2,500 to help pay for health insurance they obtained through another plan (e.g., a plan through their spouse's employer). This policy was discontinued on February 1, 2014. From that point forward, no current or future employees who opt out of the church's health insurance plan will receive this money. However, employees who were receiving the \$2,500 as of this date (in lieu of participating in the health insurance plan) will be allowed to continue receiving such payments as long as they choose to opt out of the church's plan. If these employees decide to participate in the health insurance plan in the future, but later opt out of the plan, they will no longer be eligible to receive the \$2,500 like they did in the past. *(Approved by Session January 2014)*
- d) An opt-out employee's health benefit cost reimbursement will have full Social Security and income tax consequences for the employee. If an employee chooses to opt out of the church health benefit plan, the church will deduct from the reimbursement amount, but will not bear any tax obligation.
- e) An opt-out employee's salary exclusive of benefits is based on Faith's budgeted amount for the position they hold.
- f) While a health benefit cost reimbursement is taxable to the employee who chooses it, this benefit is not considered salary compensation for the purpose of salary increases, the calculation of bonuses or other benefits, or use in wage/salary compensation studies.

#### Mini-Cobra:

Faith is not subject to the requirements of the Continued Omnibus Reconciliation Act of 1985 ("COBRA") for continued health care coverage for employees with certain "qualifying events," including termination, layoff or other change in employment status. However,

section 627.6692 of the Florida Statutes provides for continued access to affordable health insurance coverage for those employed by small companies following a qualifying event. Faith has chosen to ensure that this continuation coverage is available to its employees by notifying its health insurance plan provider that it is a small employer whose employees are entitled to coverage under this section, and by notifying its employees of the availability of this continued coverage. However, under the statute, it is up to the employee to notify the health insurance provider if he or she wishes to elect continuation of coverage, and it is up to the health insurance provider to contract with the employee for such coverage. *[This paragraph approved by Session July 2012]*

#### Flexible Medical Spending Account and Dependent Care Flexible Spending Account:

On July 1, 2013, Faith implemented a Flexible Medical Spending Account and a Dependent Care Spending Account as a benefit to any church employee who works at least 37.5 hours per week on an annual basis.

*[This paragraph approved by Session May 2013]*

2. Retirement: As of January 1, 2014, Faith contributes 6% of gross salary to the PCUSA Board of Pensions 403b retirement plan for all employees who work at least 37.5 hours per week on an annual basis, excluding ordained employees who are covered under the PCUSA Board of Pensions pension plan. Current employees at the adoption of this employer sponsored retirement plan may opt to be grandfathered in under the former retirement policy that allowed 5% of gross salary plus both sides of Social Security to be paid directly to the employee. *[This paragraph approved by Session August 2013]* As of January, 2014, for the 2014 Church Budget, Session approved an additional 1% retirement match through the PCUSA Board of Pensions 403b plan through Fidelity for employees who work at least 37.5 hours per week on an annual basis. The additional 1% is only provided by the Employer if the Employee also pays the 1% match.

3. Travel Allowance and Professional Development Funds: Shall be set forth annually as part of the budgeting process *[this sentence revised December 2011]*.

#### 4. Vacations:

a. Ordained, full-time program Exempt staff, and Administrative Exempt staff receive 13.5 hours per of vacation time per month for a total of 20.25 eight-hour days per year (accrued monthly). One vacation day counts as 8 hours for program or Exempt administrative staff. *[Revised March 2014 Session Meeting with the approval of Exempt Administrative Staff classification for Communication Director.]*

b. All other full-time employees receive 13 hours of vacation time per month for a total of 20.8 days per year (accrued monthly). One

vacation day counts as 7.5 hours due to the 37.5 work-week for support Non-Exempt staff.

*[This paragraph revised as of July 2009 Session Meeting; revised March 2014 Session Meeting]*

c. Paid vacation time accrued as described above may be used only at a time mutually convenient to the church and the employee. Only 40 hours of vacation may carry over into the next year *defined as February 1 through January 31 of the following year [approved Personnel Committee September, 2013]*. Requests to take paid vacation must be submitted (in writing or email) to the Senior Pastor or Church Administrator, preferably 30 days in advance of the desired vacation dates. At time of retirement and/or termination, the cash value of any accrued vacation shall be paid to the employee.

d. At the supervisor's discretion, an employee may be allowed to use annual vacation time or sick leave before the hours have been accrued to allow employees, particularly program staff, to take vacation time or sick leave, (for example, a planned minor surgery), during non-peak times of the year (such as summer months) so that key staff are not out during peak activity times of the church. If an employee terminates employment prior to leave time taken being accrued, the pay for the unearned leave taken will be deducted from the employee's last paycheck. An employee will NOT be granted early leave for more than the equivalent wages of one pay period.

#### 5. Sick Leave: (Excluding Pastor and Associate Pastor)

Sick leave is accumulated from one year to the next at the rate of eight hours per month for full-time employees only. For this purpose, sick leave is defined as absence due to illness or medical/dental appointments of the employee, or the employee's spouse, children, or parents. The Personnel Committee has the option to require certification of illness for extended illnesses. Upon retirement, resignation, or termination, an employee may receive 50% of accrued, unused sick leave to a maximum of 160 hours.

#### 6. Family Medical Leave: (Excluding Pastor and Associate Pastor)

Faith has a family medical leave policy whereby full-time employees who have been employed for at least one year are permitted to take a paid and job-protected family medical leave during the calendar year. This leave covers the birth of a child; the adoption of a child; care of a spouse, child, parent or grandparent with a serious health issue where the employee is the primary caregiver; and any debilitating medical issue impacting the employee.

Leave is granted for a period of up to 4 weeks, and can be used in conjunction with up to 2 weeks of accrued compensation, sick, and/or vacation leave (i.e., a maximum of 6 total weeks). Such leave must be applied for in advance and is subject to approval of the

senior pastor after evaluation of the circumstances. This leave will be granted only with the understanding that the employee intends to return to work at the end of the leave period. Also, the employee cannot take continuous leave of more than 6 weeks and cannot use other compensatory, vacation, or sick leave within one month prior to or after the 6 week family medical leave period. However, if the employee himself or herself is suffering a debilitating medical issue, and has unused compensatory, sick, or vacation leave, the senior pastor may authorize continuous leave exceeding 6 weeks.

Finally, unpaid, job-protected leave for catastrophic events and in excess of paid leave will be considered on a case-by-case basis and requires approval of the senior pastor, Personnel Committee, and the Session. However, such unpaid leave will not be granted if the employee has unused paid leave available.

*[This section approved by Session July 2012]*

## 7. Compensatory Time

Compensatory time is discouraged but inevitably necessary at several peak work times during the year. No more than 22.5 (three 7.5 hour days) hours of compensatory time can be accrued at any one time and no more than 52.5 hours of comp time can be earned during a calendar year. An employee's immediate supervisor must approve the need of any compensatory time over 37.5 hours per week. These limits of 22.5 hours accrual at any one time and 52.5 hour maximum per year can only be exceeded if permission is granted by both the Church Administrator and Pastor and only under emergency circumstances.

## 8. Holidays:

Each full-time and part-time employee is authorized to take the following twelve (12) holidays:

New Year's Day  
Martin Luther King's Birthday  
Easter Monday  
President's Day  
Memorial Day  
July 4th  
Labor Day  
Veteran's Day  
Thanksgiving Day and the day after  
Christmas Day  
Personal Day

Should a holiday fall on a Saturday or Sunday, the day observed will be determined by the Pastor and Church Administrator. If employees are required to perform duties on any of the above

holidays, compensatory days will be given. Should a holiday coincide with an employee's day off, the Church Administrator will have discretion to work out an alternative day off for that employee. The Pastor has the authority to grant leave between Christmas Day and New Year's Day with the assumption that employees may be called in to work in the event of a funeral or other urgent need.

9. Study Leave:

All ordained and full-time program staff will be granted two weeks of study leave a year after 3 months' employment. Such leave must be used in the calendar year or may be carried over for 30 days into the following year with Pastor approval. Unused study leave is not paid out upon resignation, termination or retirement. The context and timing of the study leave requires the prior approval of the Pastor.

10. Employee Monthly Leave Report:

All church employees must submit to his/her supervisor a Monthly Leave Report form at the end of each month. This report must be signed by the immediate supervisor and retained on file in the Church Administrator's Office. [this paragraph revised 12/11]

*Revised January 2008; December 2011*

v. GRIEVANCES:

If an employee wishes to file a grievance, he/she must first discuss the issue with his/her immediate supervisor. If the concern is not resolved, the employee should discuss the matter with the Pastor. If the concern is still not resolved, the employee may contact the Moderator of the Personnel Committee.

vi. TERMINATIONS:

Termination of Employment for Non-Ordained Employees

1. Dismissal For Cause: Employment may be terminated at any time at the discretion of Faith Presbyterian Church. Dismissal for cause will take place through notification by the employee's supervisor. No such action will be taken without the approval of the Pastor and the Personnel Committee. Session will be immediately notified of the action. A severance allowance may be paid at the discretion of the Pastor with approval of the Personnel Committee. Reasons for termination may include, but are not limited to, unsatisfactory performance, refusal to do work within the employee's position description, repeated unexcused absences, repeated tardiness, incompetence, or illegal, dishonest or unethical conduct.

2. Reduction in Workforce: Employees may be dismissed because of reorganization, retrenchment of program, or other circumstances arising out of no fault of the employee. In such situations, a severance allowance may be granted in relation to length of service.



3. Voluntary Resignation/Retirement: A non-ordained employee is expected to give notice of at least two weeks in advance of employment termination. An ordained employee is expected to give at least eight weeks in advance of employment termination. Retirement arrangements should be made with the Church Administrator a minimum of four weeks prior to retirement date.

e. PROCEDURE

f.

i. EMPLOYMENT: Applicants for an approved position must complete the appropriate Employment Application form, including permission for a criminal background check and fingerprinting. A “yes” answer to the question regarding misdemeanors, etc. does not eliminate the applicant from further consideration, but failure to answer the question truthfully will result in elimination. All applicants are to be interviewed by the appropriate person(s). Employment references (for at least the past five years of employment) must be investigated by the Personnel Committee or an appointed subcommittee using the Employment Reference Investigation form and/or the Employment Reference Inquiry form.

ii. NEPOTISM: To ensure fairness in hiring practice, no relative of an existing church employee may serve on the church or preschool staff. "Relative" means an individual who is related to a church staff member as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister. If an employee becomes related to another employee, those employees will be allowed to continue to serve in their position for up to six months, but will work with the Church Administrator to determine a time by when one of the employees will transition out of their position. (*Nepotism Policy adopted May 2010*). Part-time employees of the church and the preschool who work 10 or fewer hours per week are exempt from this policy. (*Nepotism Policy addition adopted September 2010*.)

iii. OFFER LETTER: After the above requirements have been satisfied, the Church Administrator will prepare an offer letter for the Pastor's signature. The Pastor or Church Administrator is responsible for signing and mailing *two copies* of the offer letter to the candidate selected for employment. The candidate must return a copy of the offer letter to the Church Administrator for filing in the employee's personnel file.

iv. PERSONNEL ACTION NOTICE: Any change in an employee's employment letter will be documented in writing to the employee with a copy being retained in the employee's personnel file.

v. PAY: All employees will be paid twice a month (the 15<sup>th</sup> and the last day of the month). Direct deposit is strongly encouraged.

*Established May 2005, Revised April 2007; Revised May 2010; Revised June 2011; Revised July 2012*

### 3. Salary & Performance Evaluation Administration

a. PURPOSE

To pay ordained and non-ordained staff competitively, fairly, and consistently, recognizing that such a process will enable our church to attract, motivate, and retain personnel.

b. PERSONNEL COVERED

All full and part-time personnel except the Preschool.

c. RESPONSIBLE FOR ADMINISTERING

Pastor, Church Administrator, and Personnel Committee.

d. POLICY

The church is committed to achieving the purpose stated above by paying employees a competitive wage. Employees are to be appraised by their supervisor annually with salary consideration annually.

Employees are to be appraised objectively, accurately, and fairly at the times prescribed by this policy and the church approved Performance Evaluation forms shall be used.

### Performance Evaluation System

Every employee is entitled to know how she or he is performing, as judged by their immediate supervisor. Different evaluation forms are utilized, as outlined below, to ensure that an employee understands how she or he is performing. New employees will be reviewed by the Pastor or Church Administrator within 3 months of the employee's arrival. All other employees will receive annual performance evaluations.

#### Performance Evaluation Forms:

1. "Non-ordained Staff"—for all hourly and salary non-ordained personnel.
2. "Ordained Staff"—for all salaried ordained personnel.
3. "Non-ordained and Ordained Staff"—for selected personnel working with goals.
4. "Alternate Employee Performance Evaluation"—See appendix Form J

#### Performance Definitions (for Forms 1-3 above):

Once a supervisor has evaluated an employee on each position factor and/or goal, the supervisor determines the "Overall Evaluation" of an employee.

1. **Outstanding (O):** Performance is substantially higher than required. This individual consistently makes superior contributions to the organization and requires minimal supervision.

Such an employee may be awarded a salary increase before the scheduled salary review date if the following guidelines are met. Early awards will receive close scrutiny and are for exemplary performance only if:

- a. The next scheduled salary review is six months or more away.
- b. Performance is clearly "Outstanding" as defined above.
- c. Making the award will not create a salary inequity among other church personnel.
- d. The salary increase is approved by the Pastor, the immediate supervisor recommending the increase, and the personnel committee.

2. **Excellent (E):** Performance is consistently above the position's requirements and is marked by initiative and high quantity and quality of work. The employee's judgment is sound and position knowledge is superior to most other employees in this position.

3. **Good (G):** Performance meets the position requirements.

4. **Marginal (M):** An employee is performing some position duties satisfactorily and others unsatisfactorily. A "Marginal" overall evaluation denotes performance deficiency and may constitute a first written warning.

Such an evaluation requires that the employee be appraised again in 30, 60, or 90 days (depending on the time required to rectify the performance deficiency and as determined fair by the supervisor and/or the Pastor). If, at the time of the second appraisal, performance has improved, the employee may be awarded a salary increase within the "Good" salary guidelines. Such a salary award recycles the next performance-salary review date. If, at the time of the second appraisal, performance has not improved, the evaluation constitutes a second warning and could result in termination of employment.

5. **Unsatisfactory (U):** The overall performance of an employee is judged to be below the requirements for the position and is unacceptable. Prior oral and/or written notice of "Unsatisfactory" performance may have been given to the employee. Prior to initiating termination action, the Pastor and/or the employee's immediate supervisor must obtain the approval of the Personnel Committee (see Discipline, Policy 603.0).

6. **Too Early To Rate (T):** An employee has not been in her or his position long enough to evaluate her or his performance.

#### **Salary Awards:**

As stated earlier, employees are reviewed annually with salary consideration, with increases to be effective January first of each year (or the first day of a new fiscal year). Employees who have not been employed 12 months but more than six months will receive a prorated wage/salary increase for the number of months employed.

Salary increases are based on the following conditions:

1. Overall job performance as indicated on the Performance Evaluation form for a given position.
2. Position of employee's salary within her or his salary range.
3. Date and amount of the last salary award.
4. Salaries of peers, subordinates, and supervisors.
5. Salaries of comparable positions.
6. Church's financial condition.

Salary increase amounts consistent with the church's budget are determined each calendar year by the Personnel Committee, and as contained within the approved budget.

#### **Promotional Salary Awards:**

Salary increases are given when an employee advances to a position of greater responsibility. In determining the amount of salary increase, a supervisor should consider the readiness of the employee to accept full responsibility for the new position, and the date and amount of any previous salary increase.

**Salary Adjustments:**

Salary adjustments may be granted for the following exceptional situations:

1. *Internal Salary Inequity:* The Personnel Committee determines that a salary inequity exists and the inequity cannot be corrected through the salary review process. The Personnel Committee must approve any action to correct a salary inequity and will notify the Pastor of their recommendation.
2. *Position Adjustment:* If the Personnel Committee determines that an employee's salary is significantly lower than another church's salary for a comparable position and the salary review process will not correct the inequity, a recommendation will be communicated to the Pastor.
3. *Demotion in Position:* When a demotion is deemed appropriate, the salary should be reduced by the amount of salary increase received at the time of promotion or an amount reflective of the position demoted to but that will not result in financial hardship for the employee. However, the demoted employee's salary will be governed by the salary range of her or his new position. The demoted employee should receive a scheduled salary review at his or her next annual salary review.

**Review of Compensation:**

A salary and benefit survey is to be undertaken annually by the Personnel Committee to determine the market value of each church position. Data from the Christian Ministry Resources, State Employment Security Commission, PCUSA denomination, and local churches may be collected.

**Prohibited Compensation:**

Full and part-time employees shall be prohibited from accepting individually funded contributions for services rendered to the church. Gratuities for weddings or funerals are exempt from this policy.

*Established May 2005, Reviewed March 2007; Revised November 2008*

#### **4. Employee Leave of Absence**

##### **a. PURPOSE**

To ensure consistency and fairness in the administration of employee leave of absences.

##### **b. PERSONNEL COVERED**

Full-time, non-ordained, and ordained staff.

##### **c. RESPONSIBLE FOR ADMINISTERING**

Pastor, Church Administrator, and Personnel Committee.

##### **d. POLICY**

Eligible employees may be placed on leave of absence with the understanding that the employee intends to return to work for the church at the conclusion of the leave of absence. A leave of absence for longer than three months precludes the church from assuring the employee that she or he may return to the position held at the time the leave of absence began. However, should a leave of absence continue beyond a three-month period, every effort will be made to employ the employee in any position opening for which she or he is qualified.

An employee not returning to work the day following the conclusion of an approved leave of absence may be terminated from employment.

##### **A. Types of Leave of Absences that may be requested for leave without pay:**

1. Personal: An absence of up to one month as approved by the Pastor, supervisor, and the Personnel Committee.
2. Medical and Family: See prior Family Medical Leave Section
3. Military: Absences of two weeks for National Guard summer camp or for an extended period of time for National Guard or Reserve members in the event of a national emergency as declared by the President.

##### **B. Wages and Benefits**

1. Wages: Regular wages will not be paid during a leave of absence, nor will vacation leave
2. Benefits: The church will pay the premiums of all benefits of eligible employees during an approved leave of absence.

Eligible employees may also utilize their accrued vacation leave during a leave of absence.

**C. Employment with another church/company or self-employment during a leave of absence:** Under no circumstance may an employee be employed by another organization or be self-employed while on a leave of absence. Such a violation of policy will result in termination of employment.

##### **e. PROCEDURE**

In the event of a medical, family, or parental leave of absence, the employee is required to provide her or his supervisor with a written statement from her or his doctor as to the reason for the leave of absence request and a projected date for returning to work.

A Personnel Change Notice form should be completed by the Pastor or supervisor of the employee to be placed on the leave of absence and given to the Personnel Committee for their approval PRIOR to communicating approval of such leave to the employee.

It is the responsibility of the employee on leave of absence to contact her or his supervisor in writing to request reinstatement of employment with the anticipated date of return to work. In the event of a medical, family, or parental leave, the employee's doctor is required to provide her or his supervisor with a written statement indicating a date when the employee may safely resume work.

*Established May 2005, Revised April 2007*

## 5. Sabbatical Leave Policy for Full Time Clergy and Program Staff

### Purpose:

As stated in the recommended policy of the Presbytery of Florida, "[t]he purpose of a sabbatical leave is to provide an opportunity for ministers/educators serving churches full time within the Presbytery of Florida to spend three months free from the demands of the parish engaged in a time of reflection, prayer and meditation, and/or study in order to gain deeper insight toward spiritual life and ministry." Sabbatical leave is an extension of the biblical concept of the Sabbath.

### Candidates:

The Faith Sabbatical program shall apply to ministers, educators and the director of worship, who are employed full time. A candidate shall become eligible for a sabbatical once they have served Faith for seven years in full time employment.

### Sabbatical:

The sabbatical term shall be three (3) consecutive months, including the two weeks of study leave already granted annually. Annual vacation leave shall not be impacted by the sabbatical and, with the permission of the Senior Minister and the Session, may be added to extend the sabbatical term. The candidate will continue to receive full salary and benefits during the sabbatical and there will be no change to a candidate's terms of call. Continuing education funds budgeted for the candidate in the year of the sabbatical may be used to defray costs incurred during the leave period.

### Process:

A candidate for sabbatical shall agree to continue to serve Faith for a minimum of one additional year after completion of the sabbatical leave. A proposal for sabbatical leave will be submitted in writing for approval by the Senior Minister, the Session and the Presbytery's Committee on Ministry at least six (6) months prior to the proposed sabbatical start. Proposals shall include a request for leave and its intended purpose. The Session shall have the authority to approve a candidate's leave. Upon completion of the sabbatical, the candidate shall provide a written report to the Session sharing details of the leave as well as reflections upon its value.

### Ad Hoc Sabbatical Committee:

A candidate shall develop his or her sabbatical proposal in consultation with an Ad Hoc

Sabbatical Committee appointed by the Session. The Ad Hoc Committee shall include the Senior Pastor (unless that person is the candidate) and members of relevant Committees such as Personnel, Children & Families, Youth & Families, Adults & Families and Worship & Music, as recommended by the Senior Pastor and appointed by the Session. The Candidate and Ad Hoc Committee shall be responsible for developing a proposal that addresses coverage of the candidate's responsibilities during the sabbatical leave.

*Established August 2020*

## **6. Employee Exit Interview**

### **a. PURPOSE**

To aid the Personnel Committee in determining and correcting causes of employee turnover and to ensure that employees are treated fairly regarding employment matters.

### **b. PERSONNEL COVERED**

Full-time, part-time, and all ordained and non-ordained personnel

### **c. RESPONSIBLE FOR ADMINISTERING**

Personnel Committee.

### **d. POLICY**

All personnel, as described above, resigning from the church are to be interviewed by the Personnel Committee before the resignation date, as possible.

An exit interview is normally not required for an employee terminated for cause. However, if an exit interview is deemed appropriate by the Personnel Committee and Pastor, an exit interview may be conducted.

### **e. PROCEDURE**

An employee who resigns must submit a resignation letter to his/her supervisor no later than two weeks prior to the resignation date. If an employee is terminated, a termination letter must be presented to the employee with a reasonable period of notice. Employment correspondence will be kept in an employee's personnel file.

The Personnel Committee prepares a written report of the exit interview findings within one week following the interview. Prior to finalizing the report, the interviewer will review the exit interview findings with the employee's immediate supervisor and the Pastor to ensure that the information given is factual from the perspective of the immediate supervisor.

After the above step is completed, the Personnel Committee will provide the exit interview report to the Pastor. A copy of the report will be given to the Church Administrator for placement in the employee's personnel file.

*Established May 2005, Reviewed March 2007*



## **FAITH PRESBYTERIAN CHURCH EMPLOYEE ANNIVERSARY POLICY**

All Staff, Pastoral and non-pastoral, shall be recognized for their service to Faith Presbyterian Church, in the following manner.

1. All Staff of Faith Presbyterian Church shall be recognized for each year of service by the listing of their name and length of service in the church bulletin, This Week at Faith email, and Faith newsletter during the month of their service anniversary.
2. All Staff of Faith Presbyterian Church shall be recognized upon the completion of their 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup>, and every 5<sup>th</sup> year thereafter according to the following guidelines:

### **ANNIVERSARY GUIDELINES**

Anniversary Year	Pastoral Staff	Full-Time Staff	Part-Time Staff
5	Recognition in Worship Cash gift of 0.5% of Salary	Cash gift of \$100	Cash gift of \$100
10	Recognition in Worship Cash gift of 1.0% of Salary	Recognition in Worship Cash gift of \$200	Cash gift of \$200
15	Recognition in Worship Cash gift of 1.5% of Salary	Recognition in Worship Cash gift of 1.5% of Salary	Cash gift of 1.5% of Salary
20	Recognition in Worship Cash gift of 2.0% of Salary and / or Love Offering from Church	Recognition in Worship Cash gift of 2% of Salary	Cash gift of 2% of Salary
25	Reception Recognition in Worship Cash gift of 2.5% of Salary and / or Love Offering from Church	Recognition in Worship Cash gift of 2.5% of Salary	Cash gift of 2.5% of Salary
30	Reception Recognition in Worship Cash gift of 3.0% of Salary and / or Love Offering from Church	Recognition in Worship Cash gift of 3% of Salary	Cash gift of 3% of Salary
35 and above	To be determined by Session and Personnel	To be determined by Session and Personnel	To be determined by Session and Personnel

3. The percentages used for the preceding monetary gifts are based on the staff's annual salary (including Housing allowances for Pastors) at the time of recognized anniversary date. All gifts are taxable income and will be recorded on the employee's Form W-2 at year end.
4. The Church Administrator will inform the Personnel Committee in January of all anniversaries to be recognized in that current calendar year (or in the first quarter of the following year) that will need the attention of the committee in planning receptions or a solicitation of a cash gift from the church.

*Added August 15, 2015*

**APPLICATION FOR EMPLOYMENT  
FAITH PRESBYTERIAN CHURCH**

**ALL POTENTIAL EMPLOYEES ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB RELATED HANDICAP OR ANY OTHER LEGALLY PROTECTED STATUS.**

Position Sought: \_\_\_\_\_  
How did you learn about the position? \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Cell or Other Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Social Security Number (required if hired): \_\_\_\_\_  
Date of Birth (required if hired): \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_ Desired Wage/Salary \$ \_\_\_\_\_  
Are you a U.S. citizen, or are you otherwise authorized to work in the U.S. without any restriction? [ ] Yes [ ] No  
Have you ever been convicted of a felony? [ ] Yes [ ] No If yes, please describe circumstances: \_\_\_\_\_

Have you ever been involuntarily terminated or asked to resign from any position of employment? [ ] Yes [ ] No  
If yes, please describe circumstances: \_\_\_\_\_

<b>EDUCATION</b>				
School Name	Location	# Years Attended	Degree Received	Major

Other training, certifications, or licenses held: \_\_\_\_\_

List other information pertinent to the employment you are seeking: \_\_\_\_\_

**EMPLOYMENT**

(Most Recent First.)

1. Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Supervisor \_\_\_\_\_ Supervisor Job Title \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Duties Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

2. Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Supervisor \_\_\_\_\_ Supervisor Job Title \_\_\_\_\_  
Duties Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

3. Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Supervisor \_\_\_\_\_ Supervisor Job Title \_\_\_\_\_

Duties Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

4. Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Supervisor \_\_\_\_\_ Supervisor Job Title \_\_\_\_\_  
Duties Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

(Use the back of this application to list any other employers)

#### **ACKNOWLEDGMENT AND AUTHORIZATION**

**Fair Credit Reporting Act Disclosure:** In making this application it is acknowledged that Faith Presbyterian may request information regarding my character, employment, and background from current or previous employers. I understand that false or incomplete information in this application is grounds for termination of employment consideration or employment, if already employed.

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*Established May 2005, Reviewed March 2007; Revised January 2009*

Faith Presbyterian Church  
**EMPLOYMENT APPLICATION SUPPLEMENT**  
Non-Ordained Staff  
Form B

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

Education (continued): If college or technical school graduate, note Degree/Diploma.

College/Technical School	City	Degree/Diploma
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Professional Registration(s): \_\_\_\_\_

**SELF DESCRIPTION**

1. Please write a brief description of yourself: \_\_\_\_\_

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2. What are your goals? **Professional:** \_\_\_\_\_

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**Personal:** \_\_\_\_\_

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3. What did you accomplish in your present or past employment(s)? \_\_\_\_\_

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4. Describe your most significant work-related accomplishment during the past twelve months:

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5. How do others view your business strength(s)? \_\_\_\_\_

6. How do others view your business "need for improvement" attribute(s)? \_\_\_\_\_

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7. To what do you attribute your business success? \_\_\_\_\_

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

TO BE COMPLETED BY CHURCH IF EMPLOYMENT OFFER MADE

Reporting Date: \_\_\_\_\_ Position \_\_\_\_\_ Salary \$ \_\_\_\_\_ By \_\_\_\_\_

*Established May 2005, Reviewed March 2007*

**Faith Presbyterian Church  
Employment Reference Investigation  
Form C  
(Phone)**

Applicant: \_\_\_\_\_

Co./Institution Contacted: \_\_\_\_\_ Person/Dept.: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Conclusion (Favorable or Unfavorable): \_\_\_\_\_

**QUESTIONS**

1. **Dates of Employment:** \_\_\_\_\_

2. Position at Separation? \_\_\_\_\_

3. Salary at Separation? \_\_\_\_\_

4. Work-Related Strengths? \_\_\_\_\_

---

5. Need for Improvement Areas/Weaknesses? \_\_\_\_\_

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6. Leadership Ability/Potential? \_\_\_\_\_

7. Relationship with Subordinates? \_\_\_\_\_

8. Relationship with Supervisor? \_\_\_\_\_

9. Attitude towards Position and Company? \_\_\_\_\_

10. Overall Work Performance Evaluation During Past Year (Based on Performance Evaluations)?

11. Eligibility for rehire?: Eligible Ineligible (Circle One). If "Ineligible" please state reason.

12. Other Questions/Comments? \_\_\_\_\_

*Established May 2005, Reviewed March 2007*

**Faith Presbyterian Church  
Employment Reference Inquiry  
Form D**

The below former employee, by signing this form, has given you permission to answer the following questions candidly:

Former Employee \_\_\_\_\_  
Given/Maiden Name(s)      Signature

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

1. Dates of Employment: \_\_\_\_\_

2. Position at Separation: \_\_\_\_\_

3. Salary at Separation: \_\_\_\_\_

4. Overall Work Performance Evaluation During Last Year of Employment: \_\_\_\_\_

5. Eligibility for reemployment: Eligible Ineligible (Circle one). If "Ineligible" please state reason (Please Use Back of Form if Needed): \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Name (Please Print)

\_\_\_\_\_  
Company/Institution

\_\_\_\_\_  
Address

*Established May 2005, Reviewed March 2007*

**Faith Presbyterian Church  
Sample Offer Letter  
Form E**

Mrs. Brenda Cope  
0000 Walnut St.  
Anytown, VA., 22980  
September 1, 1999

Dear Brenda:

On behalf of the search committee, officers, congregation, and pastor of Faith Presbyterian Church, this letter will confirm the verbal offer I made you to become our bookkeeper. This position reports directly to Jean, our administrative manager. Our search committee will serve in an advisory role to you during your first year of employment.

Your employment will commence on October 1, 1999.

Your beginning salary with us will be \$9.00 per hour for 20 hours per week. You will receive your first performance evaluation in June 2000, and every six months thereafter, by Jean, and a performance evaluation with salary consideration in December 2000.

You are eligible for 10 days unpaid vacation per year with the dates for same predetermined with Bruce, the pastor. Vacation may be requested for a two-week period or may be taken in one week increments.

You will receive two paid holidays, which are Thanksgiving and Christmas.

We are all excited about your becoming a *vital* part of our ministry at Faith Presbyterian Church! Please sign and return one copy of this offer letter in the enclosed, self-addressed envelope while retaining the other copy for yourself. If you have a further questions, please call me.

In Christ's Service,

Erwin Berry, Chair, Search Committee  
I understand and accept the above conditions of employment,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Copies: Pastor Bruce  
Personnel File of Brenda Cope  
Personnel Committee

*Established May 2005, Reviewed March 2007*

**Faith Presbyterian Church**  
**Sample Performance Evaluation and Improvement Plan**  
**Non-Ordained Staff**  
**Form G**

Employee: \_\_\_\_\_

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

Overall Rating: ( ) Outstanding  
 ( ) Too Early to Rate

( ) Excellent  
 ( ) Marginal

( ) Good  
 ( ) Unsatisfactory

Evaluator: \_\_\_\_\_

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

Next Evaluation Date: \_\_\_\_\_

Performance Factor	O	E	G	T	M	U	Improvement Plan/Comments
Personal Appearance							
Attendance							
Attitude Towards Position							
Working Relationship with Supervisor							
Knowledge of Job							
Quality of Work							
Quantity of Work							
Initiative							
Problem Solving							
Cost Control							
Effective Use of Time							
Other							
Personal Development Goals:							

*Established May 2005, Reviewed March 2007*



**Faith Presbyterian Church**  
**Sample Performance Evaluation and Improvement Plan**  
**Ordained Staff**  
**Form H**

Employee: \_\_\_\_\_

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

Overall Rating: ( ) Outstanding  
 ( ) Too Early to Rate

( ) Excellent  
 ( ) Marginal

( ) Good  
 ( ) Unsatisfactory

Evaluator: \_\_\_\_\_

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

Next Evaluation Date: \_\_\_\_\_

Performance Factor	O	E	G	T	M	U	Comments
Attitude Towards Responsibilities							
Working Relationship with Staff and Volunteers							
Working Relationship with Congregation							
Job Knowledge-Skills (Preaching; teaching; pastorate; administration; coordination; management)							
Increased Growth (Member spirituality, participation and membership)							
Increased Member Giving (Pledges							
Responsive to Congregation Needs							
Communication with Congregation, Staff & Officers							
Direction of Staff and Volunteers							
Judgment							
Community Involvement							
Personal Development							

Goals:

*Established May 2005, Reviewed March 2007; Revised June 2011*



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\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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**SALARY AWARD**

Annual Salary Evaluation or Promotion? (Please Circle)

\_\_\_\_\_  
Current Salary

\_\_\_\_\_  
Date of Last Award

\_\_\_\_\_  
Salary Award Recd

\_\_\_\_\_  
Salary Approved

\_\_\_\_\_  
Award Effective Date

Approvals:

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Officer/Date

\_\_\_\_\_  
Personnel Committee

Instructions:

1. Complete Evaluation form. If applicable, complete above salary data.
2. If Evaluation w/salary award obtain Personnel Committee approval PRIOR to conducting Evaluation.
3. Conduct Evaluation w/employee, have employee sign Evaluation & give copy to employee.
4. Return original Evaluation to Secretary/Administration Manager for filing in employee's Personnel file

*Established May 2005, Reviewed March 2007*

**Faith Presbyterian Church  
Alternate Employee Performance Evaluation  
Form J**

[Note: All persons including moderators who assign work to each employee will be asked to complete this form as well as the immediate supervisor.]

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

Job Title: \_\_\_\_\_

Reviewer: \_\_\_\_\_

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

**JOB PERFORMANCE**

In responding, give specific examples of strengths and weaknesses as often as possible.)

**General Quality of Work**

(Focus on accuracy, attention to detail, originality, timeliness, organization, degree of supervision needed to accomplish tasks.)

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**Job Knowledge**

(Focus on level of knowledge and skills required to master work required, willingness to take the initiative in tackling new tasks.)

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**Personality**

(Focus on cooperativeness, decision-making skills, ability to work for and with others, ability to handle confrontations)

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**Communication Skills**

(Focus on ability to use language effectively, ability to express ideas clearly and grammatically, command of oral and written language, ability to explain concepts to others)

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**Management Ability (If applicable to job description)**

(Focus on ability to identify problems; ability to creatively solve problems; ability to plan, assign, and schedule workload; ability to guide an individual or group to complete a task)

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**Other Job Requirements**

(Focus on specific needs of business or needs for individual improvement: public contact, self-development, quality control, ability to stay within cost guidelines)

### **PERFORMANCE SUMMARY**

What are the employee's outstanding and strongest points?

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What are the employee's shortcomings and weaknesses?

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---

Specific accomplishment and changes since last performance review.

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### **GOALS FOR IMPROVEMENT**

What can the employee do to be more effective or make needed improvements?

---

---

What additional training or equipment would be helpful?

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In what ways could the employee's job be changed to make better use of skills and abilities?

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### **EMPLOYEE FEEDBACK**

(To be completed by the employee)

What are your most important accomplishments on the job over the past 6 months?

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What are your weakest job performance areas or those most in need of improvement?

What steps can you take to improve?

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What can management do to support your efforts to improve?

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---

What are your supervisor's strengths and weaknesses in managing your work?

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Other work concerns you would like to discuss.

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**Employee Goals for Next Six Months based on Evaluation Feedback and based on Employee's Personal Goals---to be written in cooperation with Supervisor:**

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

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

*Approved by Personnel Committee July 2009*

**Faith Presbyterian Church**

**Staff Leave Request  
Form K**

**[An email and Monthly Leave Report supervisor signature can be used as documentation in lieu of this form.]**

**Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Time requested (dates, time, etc..)**

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**Reason for requesting leave:** \_\_\_\_\_

**Place or phone where you can be reached in case of emergency during leave.**

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**Additional Comments:** \_\_\_\_\_

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\_\_\_\_\_  
Staff Signature

**Approved**

**Not Approved**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

*Established May 2005, Reviewed March 2007*