

**WESLEY UNITED METHODIST CHURCH  
PERSONNEL POLICIES MANUAL**

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## FUNCTIONS OF PERSONNEL POLICIES MANUAL

To Whom It May Concern:

This document is an outline of the basic personnel policies, practices, and procedures of Wesley United Methodist Church, hereinafter called Wesley UMC or the Church.

It is the philosophy of the Pastor Parish Relations Committee that personnel policies will be developed, maintained, and administered in a consistent manner. All rights are reserved to add to the policies or revoke or modify or make exceptions from time to time.

The minister or designee should contact the Chairperson of the Pastor Parish Relations Committee when guidance, advice, applications, etc. are needed on specific policies.

Wesley UMC Personnel Policies Manual, Revised December 2008

Pastor Parish Relations Committee Members

Sylvester L. Chase, Pastor  
Bobby Dickerson  
Cynthia Ellison  
Ken Harris-Chair  
Nancy Hawkins  
Evelyn McKee

Linda Moore Smith

Dawn Tisdale

*Wesley UMC Personnel Policies Manual, December 1995, Almaree Owens, Chairperson, Roy Harris, Nancy Hawkins, Helen Lee, LaVonne Mason, Tony Robinson, Candice Scott, Linda Moore Smith, Jodie Thompson*

## EMPLOYEE STATUS

Wesley UMC classifies employees for administrative purposes depending upon their regularly scheduled work hours:

Employee classifications are as follows:

- ◆ Full-time Full-time position for which the standard work week consists of 40 hours per week.
- ◆ Part-time Part-time position for which the standard work week consists of less than 20 hours per week.
- ◆ Regular Full-time or part-time positions budgeted in the Church's staffing pattern for an unspecified period of time.
- ◆ Temporary A position created for a period not to exceed 90 days to complete a specific project and/or task.
- Contract Those employees of the church working under a contract for a specified amount and time period.

## **EMPLOYMENT OF RELATIVES**

To avoid any potential conflict of interest, Wesley UMC does not encourage the employment of two related individuals (parent, child, brother, sister, spouse, in-law, cousin).

When there is cause for consideration, each incident will be evaluated on its own merits by the Pastor Parish Relations Committee.

## **REFERENCE INQUIRIES**

Wesley UMC responds to reference inquiries regarding current or former employees. The information provided will depend on the nature of the inquiry. All requests for personal employee information should be directed to the minister or designee.

### **Credit References**

Information released to institutions extending credit will be limited to position held, dates of employment and verification of quoted salary and social security number.

### **Employment References**

Information released to prospective employers of former Wesley UMC employees will be limited to the dates of employment, position last held and verification of quoted salary.

Official letters of references will not be given to employees leaving Wesley UMC.

### **Requests from Governmental Agencies**

Wesley UMC will cooperate with all subpoenas and legally binding requests for records and information issued by a court of law or government agency with jurisdiction.

### **Release of Additional Information**

Additional information may be released only if the employee submits a written and signed authorization to release such information. A record of this authorization, date, the specific information to be released, and to whom it will be released shall become a permanent part of the employee's records. However, all records remain the property of Wesley UMC.

## **Background Checks**

All paid Church Staff and any persons dealing with our children and Youth must have background checks as required by the District.

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## **JOB POSTING**

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Notice of a position vacancy will be posted in the Wesley UMC Sunday program for two consecutive Sundays and mailed to each board and committee chairperson to announce at respective meetings.

Additionally, the position vacancy will be posted on the Church bulletin boards, as well as announced in the Wesley UMC Newsletter, The Steeple.

A resume must be sent to the church office, minister, PPRC or designee for consideration.

## **CONFLICTS OF INTEREST**

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Wesley UMC prohibits employees from engaging in any activity, practice, or act that conflicts with, or appears to conflict with, the interest of the Church.

Employees are not to engage in, directly or indirectly any conduct that is disloyal, illegal, unethical, disruptive, competitive, or damaging to Wesley UMC.

Any employee or member should notify the Pastor Parish Relations Committee of situations that may cause or give the appearance of a conflict of interest.

## POSITION DESCRIPTION

Wesley UMC requires a position description for each employee regardless of employee status. The position description is an objective statement outlining the duties and responsibilities of a specific job and does not reflect individual employee ability, personality or performance.

The minister or designee is responsible for maintaining accurate and current position descriptions.

The position description is used to:

- Define the various responsibilities, duties and qualifications of the position;
- Describe job duties for purposes of recruiting and screening applicants and posting vacancies through the job posting;
- Begin the orientation process with new employees in understanding the requirements and responsibilities of a job;
- Provide a means for the employee and supervisor to reach a common understanding concerning the scope of the position and to plan for the future by establishing goals and standards of performance;
- Provide a means to measure job performance.

Reference Appendices for the position description for each of the following titles:

Senior Pastor  
Secretary  
Sexton  
Treasurer  
Financial Secretary

Director of Music  
Musician A  
Musician B  
Bass Guitarist  
Sound Manager

Asst Sound Manager  
Nursery Director  
Asst Nursery Director  
Drummer

## **PERFORMANCE PLANNING AND APPRAISAL**

Wesley UMC believes the most productive staff development occurs on the job in pursuit of challenging objectives, with regular or ongoing feedback and guidance.

In order to ensure that each employee benefits from this feedback and guidance, the minister or supervisor is required to review the performance of the employee regularly.

### **Performance Plan**

During the first month of employment the minister or designee and the employee will define and agree upon specific performance objectives. These written, measurable, performance objectives become the basis from which a performance appraisal is conducted.

### **Performance Appraisal**

The minister or designee will administer an employee performance appraisal in accordance with the defined period below:

- Six Month Appraisal
- Annual Appraisal\*

\*After 12 months of employment to coincide with the anniversary date of the employee.

Reference Appendices for performance appraisal forms for the Senior Pastor and Staff

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## **ATTENDANCE AND PUNCTUALITY**

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The Wesley UMC office hours are 9-5 p.m., Monday through Friday.

Whereas Wesley UMC expects regular attendance and punctuality, the Church recognizes that circumstances beyond the employee's control may occasionally require an absence from work; however, employees consistently late or absent may be subject to disciplinary action.

Employees are expected to report to work whenever scheduled. They should notify the minister or supervisor within one hour of their reporting time whenever they are unable to report to work by the scheduled starting time. Failure to notify Wesley UMC of any anticipated absence or delay may result in the loss of compensation during the absence, and may result in disciplinary action.

When excessive absenteeism or tardiness constitutes patterns of behavior, the minister or designee should try to assess the reason for this behavior and assist the employee in correcting the problem. It is equally important that these behavior patterns are documented by the supervisor. Excessive absences may affect the employee's job performance and subsequent appraisal review and may result in disciplinary action.

If an employee is absent from work for three consecutive days without proper notice or authorization the employee may be separated.

## HOLIDAYS

Wesley UMC observes twelve holidays during the calendar year. A listing of the exact holidays is provided below.

As a general rule, if a holiday falls on Sunday, the following Monday will be observed as the holiday. A holiday that falls on Saturday, will be observed on the preceding Friday.

Regular employees normally scheduled to work on the day the holiday falls will be paid in proportion to the number of hours they would have worked.

January	New Year's Day
January	Martin L. King, Jr. Birthday
April	Easter (Good Friday)
May	Memorial Day
June	Emancipation Day
July	Independence Day
September	Labor Day
November	Thanksgiving (Thursday & Friday)
December	Christmas (Eve, Day, Day After)

## VACATION

Wesley UMC grants vacation to regular full-time and part-time employees (pro-rated) in recognition of service. The schedule is as follows:

Years of Service:	Vacation Allowance:
Less than 6 months	None
6 - 12 months	1 week annual
12 months or more	2 weeks annual

Vacation may not be taken during the first six months of employment. An exception may be granted if approved as part of pre-hiring negotiations.

If a designated holiday falls during a vacation period, that day will be credited as a holiday. If an employee is on vacation and becomes ill, this time is charged to vacation.

When scheduling vacation, employees must complete a written vacation request to be approved or denied by the minister or supervisor.

Employees terminating employment will be paid unused vacation accrued through the last day of work, provided the employee submits at least two weeks notice.

Part-time employees are entitled to vacation on a pro-rata basis. Pay will be based on the employee's average number of part-time hours per week during the year.

## SICK

Wesley UMC grants sick leave to regular full-time and part-time employees (pro-rated) in recognition of service. The schedule is as follows:

<u>Years of Service</u>	<u>Sick Leave Allowance</u>
Less than 2 years	4 hrs. per month x 12 mos. = 48 hrs per year
More than 2 years	8 hrs. per month x 12 mos. = 96 hrs per year

No waiting period is required before an employee may take earned sick leave. An employee will accrue 4 hours of sick leave regardless of day of month hired.

An employee who is unable to report to work because of illness or injury must promptly notify the minister or designee. An employee who is unable to report for more than 1 day should ensure that the minister or designee is informed about progress and prognosis. An employee who becomes ill at work should notify the minister or designee before leaving the office, if possible.

To request sick leave, the employee completes and submits written request of authorization for leave, to the minister or designee.

An employee may take sick leave when the employee is ill or injured or when an immediate family member is ill or injured and needs the employee's care or assistance.

An employee who uses all accrued sick leave but is still unable to return to work must use vacation.

## **PERSONAL DAY**

Wesley UMC grants one (1) personal day per year to regular full-time employees. The personal day is not accrued and cannot be carried over into the new calendar year. Employees are not compensated for an unused personal day either at year-end or at termination.

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## EXPENSE REIMBURSEMENT GUIDELINES

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Wesley UMC reimburses employees for ACTUAL expenses incurred when traveling on Church business, and for reasonable purchases made in the exercise of an employee's duties. Requests for reimbursement must be submitted within 30 days.

The general guideline for employees incurring expenses is that every effort should be made to be conservative with contributor dollars that support the Church. The decision made to incur an expense should be consistent with the Church's status as a non-profit organization and with a moderate lifestyle.

Any questions about reimbursable expenses should first be discussed with the appropriate approving authority, i.e., minister, Pastor Parish Relations Committee, Finance Committee.

Expenses associated with travel, accommodations, etc. will be reimbursed in accordance with the following guidelines.

### **Airlines**

- Airline travel arrangements should be the "*lowest fare*", consistent with reasonable arrival and departure times. (The back copy of used travel tickets must be submitted with expense reports.)
- Airport parking is appropriate when costs are less than taxi service, or to avoid significant inconvenience (e.g. very early or late arrival).
- Airport porter or hotel bellman tips should not exceed \$1.00 per bag or box.

### **Automobile**

- Business use of any personal vehicle and related tolls and parking fees will be reimbursed. Mileage reimbursement will be based on a rate of \$0.28 (\$.52 is current gov. rate) per mile.
- When the business schedule allows, an employee may choose to drive a personal vehicle. Reimbursement will be the lesser of the standard mileage rate or round trip restricted airfare. Travel time in excess of reasonable air travel time will be charged to employee personal or vacation days.

## EXPENSE REIMBURSEMENT GUIDELINES

- Car rental is appropriate when there is a business need, when public transportation is either not available or more expensive, or when business courtesy warrants (e.g. transporting volunteers, special guests). Compact car rental rates should be obtained by the individual traveler.

When three or more persons are involved, intermediate size is appropriate.

### Accommodations

- Hotel charges must be itemized.
- Hotel maid service tips are not reimbursable.

### Other Expenses

- All expenses must be submitted within 30 days of incurrence on approved Church expense report form.
- Meal costs are reimbursable to a maximum of \$30 per day.
- Tips should not exceed 15% or the pre-tax bill for meals or taxi fares.

### Non-Reimbursable Expenses

- The following are examples of items that are not reimbursable, but not limited to:  
Laundry and dry cleaning  
Personal credit card fees  
Formal wear rental  
Personal entertainment (movies, golf, theater tickets, etc.)  
Meals of employee personnel at their regular work location  
Parties; birthday celebrations or gifts; special occasion flowers  
Traffic violations
- Loss of personal property.
- Charging personal purchases of products or services from Wesley UMC vendors to the Church's account is prohibited (i.e. personal flowers or gifts).
- Transportation costs for a personal side trip taken in conjunction with a business trip.
- Long Distance Personal Telephone Calls.

## Wesley United Methodist Church

### Payroll Schedule

POSITION	PAY FREQUENCY	EMPLOYEE TYPE
Financial Secretary	Monthly (1 <sup>st</sup> Sunday)	1099
Treasurer	Monthly (1 <sup>st</sup> Sunday)	1099
Music Director	Monthly (1 <sup>st</sup> Sunday)	W2
Sound Manager	Monthly (1 <sup>st</sup> Sunday)	1099
Asst Sound Manager	Monthly (1 <sup>st</sup> Sunday)	1099
Musician – A	Bi Monthly (2 <sup>nd</sup> & 4 <sup>th</sup> )	1099
Musician – B	Bi Monthly (2 <sup>nd</sup> & 4 <sup>th</sup> )	1099
Senior Pastor	Bi Monthly (2 <sup>nd</sup> & 4 <sup>th</sup> )	1099
Bass Guitarist	Monthly (1 <sup>st</sup> Sunday)	1099
Secretary	Bi Monthly (2 <sup>nd</sup> & 4 <sup>th</sup> )	W2
Sexton	Weekly	W2
Nursery Director	Bi Monthly (2 <sup>nd</sup> & 4 <sup>th</sup> )	1099
Asst Nursery Director	Bi Monthly (2 <sup>nd</sup> & 4 <sup>th</sup> )	1099

Wesley United Methodist Church  
Pastor Parish Relations Committee  
Pastor Evaluation

A. How are we doing as a congregation -pastor team?

- How are we doing in our worship as a congregation, both public and private worship (our personal spiritual formation)?
- How are we doing in the area of discipling, including Christian education for children, for youth, for adults?
- How are we in our caring for one another and nurturing one another in the faith?
- How are we in reaching out to the unchurched? In welcoming visitors? In assimilating new members?
- How are doing in service beyond ourselves and in our intentional involvement to make this world more like the world God intends it to be?
- How are we doing in the stewardship of our time, talents and money? As a congregation? As individual members?

B. What are the most appreciated talents and skills of the pastor?

C. What are the most appreciated gifts and characteristics of the pastor?

D. What are the most outstanding accomplishments of the pastor over the past 12 months?

E. What do you want the pastor to continue to make time to accomplish?

- F. What do we want to improve as a congregation/pastor team?
- What will the laity do to foster improvement?
  - What will the pastor do?
- G. Who will be responsible for making sure sufficient funds and time for continuing Education/study/renewal leave are available/recommended to the church council?
- What are the current plans of the pastor for her/his continuing education for the coming year?
  - When was the last study/renewal leave of more than a month (ideally two or three months) scheduled for the pastor?
  - When is the next study/renewal leave of more than a month (ideally two or three months) scheduled for the pastor?
  - If a study/renewal leave is scheduled within the next year, have the SPRC and the pastor worked together to identify the learning or renewal goals? In what ways will this congregation and future congregations served by this pastor benefit from this study/renewal leave?
- H. What can the District Superintendent, Bishop and Cabinet do to help your congregation/pastor team?

**WESLEY UNITED METHODIST CHURCH  
PERFORMANCE EVALUATION**

EMPLOYEE NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PERFORMANCE CYCLE FROM: \_\_\_\_\_ TO: \_\_\_\_\_ DATE HIRED \_\_\_\_\_

(1) OUTSTANDING	(2) MORE THAN SATISFACTORY	(3) SATISFACTORY
(4) IMPROVEMENT NEEDED	(5) UNSATISFACTORY	

JOB RESPONSIBILITIES	COMMENTS AND OBJECTIVES	CIRCLE ONE
		1 2 3 4 5
		1 2 3 4 5
		1 2 3 4 5
		1 2 3 4 5

		1 2 3 4 5
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**OVERALL EVALUATION: CIRCLE ONE**

(1) OUTSTANDING

(2) MORE THAN SATISFACTORY

(3) SATISFACTORY

(4) IMPROVEMENT NEEDED

(5) UNSATISFACTORY

**COMMENTS**

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**FUTURE PLANS AND ACTIONS**

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SUPERVISOR SIGNATURE	DATE
*EMPLOYEE'S SIGNATURE	DATE
PPRC REVIEW	DATE

\*YOUR SIGNATURE INDICATES NEITHER AGREEMENT NOR DISAGREEMENT WITH THE EVALUATION, BUT IT DOES INDICATE THAT YOU HAVE READ THE EVALUATION, AND IT HAS BEEN DISCUSSED WITH YOU. IF YOU WISH, YOU MAY COMMENT IN THE SPACE BELOW.

**EMPLOYEE COMMENTS**

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