



# **FLORENCE METHODIST CHURCH**

## **STAFF MEMBER HANDBOOK**



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# **FLORENCE METHODIST CHURCH**

## **STAFF MEMBER HANDBOOK**

### **INTRODUCTION**

We are a Global Methodist Church community.

The church staff is a ministry team serving Christ, His church and the community. The value of each individual team member must be recognized, nurtured, and guided so that the effectiveness of the total team can be achieved. The responsibility for the personnel lies with the Staff-Parish Relations Committee (SPRC) that takes its authority from The Bylaws of Florence Methodist Church (FMC). It is the policy of the FMC to provide staff members with challenging, rewarding, and meaningful job opportunities while providing fair treatment and compensation.

The FMC Staff Member Handbook is a compilation of best practices personnel policies, and procedures established by the SPRC. This handbook serves as a source of information providing a standardized approach for the administration of personnel policies. This approach is intended to reduce potential difficulties which might arise from reliance on unwritten policy, inconsistent policy, or lack of proper communication. FMC reserves the right to change, modify, withdraw or add to its policies, procedures, benefits, and/or terms and conditions of employment described in this handbook at its discretion and without prior notice, consideration, or approval by any staff member. This handbook does not constitute a legally binding contract. FMC is an "At-Will" employer; which means that a staff member or FMC may sever their employment relations at any time.

The effectiveness of FMC ministry programs depends on the quality of work performed individually and in a collaborative team environment by its staff members. All staff members must have high moral character and profess a firm belief in Jesus Christ as Lord and Savior. Staff members perform their assigned duties and responsibilities in accordance with their approved Position Description and the policies and procedures enumerated in this handbook. All staff members will promote respectful and professional relations with other staff members, church members, pastors, and visitors. The SPRC believes all staff members must work seamlessly together as an effective team while ensuring meaningful ministry programs are available in the name of Jesus Christ.

All employee questions concerning personal policies in this handbook will be addressed to their immediate supervisor and/or the Senior Pastor for an explanation and/or clarification of staff member policies. In all cases, the written policies in this handbook are referred to in explaining and/or clarifying staff member policies. The SPRC will resolve matters involving the interpretation of personnel policies and procedures referred to them for resolution.

## **FMC STAFF MEMBER POSITIONS**

It is the FMC's policy that the duties and responsibilities for staff members are assigned, directed, and reviewed by the Senior Pastor and/or their immediate supervisor based on a written position description outlining their duties and responsibilities. Each staff member will have only one supervisor to whom they report to in performing their daily duties and responsibilities. The Senior Pastor is the primary link between the SPRC and the church's staff. The Senior Pastor communicates to the staff the goals and policies of the FMC's Staff Member Handbook and, in turn, advises the SPRC regarding any suggestions, and /or recommendations from the of staff. However, each staff member has the right to appear before the SPRC regarding any matter concerning his or her employment and/or conditions/terms of employment. The SPRC may occasionally invite staff members to attend an SPRC meeting to review and discuss matters of his or her employment and/or conditions/terms of employment.

### **AREAS OF SERVICE**

As FMC continues to grow, it is imperative that our staff be organized in and trained to best support our congregation fulfill its mission statement. To achieve our mission statement, church staff positions are categorized into three areas of service – clergy, program support, and administrative. Clergy are ordained, specifically trained to provide for the ministerial needs of the FMC. Program staff members direct and manage the wide variety of programs offered by the FMC. Administrative staff members are responsible for the daily business tasks and obligations of the FMC and for manning the Church office.

#### *Clergy*

The Senior and Associate Pastors are hired in accordance with the Bylaws of the FMC by the SPRC in coordination with the Church Council and approval by a Church Conference. In the event of a pastoral vacancy, the Church Council directs the SPRC to conduct a timely search for a new pastor, so the vacancy can be filled as quickly as possible. The SPRC provides candidate(s) to the Church Council and once the Church Conference selects the person to fill the position, the SPRC completes the hiring process, communicating the salary, benefits and housing options approved by the Church Conference to the pastoral candidate in a hiring document completed by SPRC. A similar process is followed for hiring an associate pastor.

For the Associate Pastor, the Senior Pastor is involved in the interview and nomination process with the SPRC. A Pastoral Search Committee may be appointed by the Church Council to fill a pastoral vacancy. The Church Council, in coordination with the SPRC, determines the composition of the pastoral search committee. The pastoral appointments have no length of service restrictions. The Senior Pastor and the Associate Pastor serve until they resign their positions and/or the SPRC terminates their employment contracts in coordination with and approval of the Church Council.

The SPRC chairperson is responsible for the Senior Pastor's orientation. The Senior Pastor is responsible for the orientation of the Associate Pastor.

### *Program Staff*

The SPRC is responsible, in consultation with the Senior Pastor, for the recruitment, employment, and termination of program staff members.

Program staff positions cover a broad range of functional and programmatic responsibilities. They are part-time staff positions working between 10 to 20 hours per week, supporting worship services and other ministerial programs as assigned. The SPRC is responsible; in consultation with the Senior Pastor and the supervisor of the prospective program staff member, for recruitment, employment, and termination of these staff members. Orientation and evaluation of program staff members is the responsibility of their designated Supervisor.

### *Administrative Staff*

The administrative staff includes the Administrative Assistant, and the Church Administrator. The SPRC, in coordination with the Senior Pastor, is responsible for the recruitment, employment, and termination of administrative staff members. The number of administrative staff members needed to support the church's ministerial positions is the responsibility of the Senior Pastor.

The SPRC approves the administrative staff position(s), interviews applicants, selects an applicant to fill a position, and budgets for the associated personnel costs. No employment offer can be extended without the SPRC's approval.

The FMC's employment policy goals are to provide equal employment opportunities to all job applicants and staff members without regard to race, color, national origin, gender, age, disability, and/or veteran status. The FMC accepts employment applications at any time, even if there is no staff vacancy to fill. All applications are routed through the SPRC and are retained on file for six months and reviewed anytime a staff vacancy is filled.

### Staffing:

(1) Two clergy positions are full-time salaried, 12-month positions, staffed by a Senior Pastor and Associate Pastor.

(2) Church administrative/office staff are full-time salaried positions, working between 25 and 35 hours per week, staffed by an Administrative Assistant and a Church Administrator.

(3) Program staff are part-time positions, working between 5 to 20 hours a week, staffed by the following: Traditional Music Director, Contemporary Music Director, Audio and Media Director, Organist, Pianist, Community Relations and Discipleship Director, Youth Director, Children's Ministry Assistant, Nursery Coordinator, and Custodial/Maintenance personnel.

## **EMPLOYMENT PRACTICES**

The FMC's activities and community outreach programs are extensive and on-going, so appropriate staffing levels are critical to the success and effectiveness of these programs and activities in supporting our community outreach efforts. Therefore, staff members must be retained who are consistently reliable, trustworthy, and conscientious in the performance of their assigned duties and responsibilities.

### **PROBATIONARY PERIODS**

It is the FMC's policy that all new staff members, and all current staff members promoted to a new position, are placed on probation. The probationary period is established at the time of employment or promotion and lasts for a period of one to six months depending upon the position held. Newly hired staff members are not eligible for paid absences or vacation days during their probationary period.

During the probationary period, the staff member's job performance is closely observed by their immediate supervisor. Deficiencies noted in the staff member's performance of their assigned duties and responsibilities must be brought to their attention in a timely manner designed solely to promote an observable improvement in their job performance. All counseling sessions are conducted in a professional and respectful manner while promoting an observable improvement in the staff member's job performance. A written record of all counseling sessions conducted during a staff member's probationary period is filed in their personnel folder.

New staff members whose job performance is rated as unsatisfactory after reasonable efforts to improve their job performance have been made, can be terminated at any time prior to completion of their probation period. A written evaluation by their immediate supervisor plus a statement of actions taken to assist the staff members in improving their job skills and performance is prepared and submitted to the SPRC for a final employment decision. Staff members terminated during their probationary period have no rights of appeal.

Any staff member may be placed on probation for up to three months when his or her job performance is rated marginal or unsatisfactory and the supervisor wants to impress upon the staff member the importance of their job performance improving. Staff members, whose job performance improves satisfactorily during the probationary period, may be restored to regular employment status. Staff members failing to perform their duties and responsibilities in a satisfactory manner during their probationary period may be terminated. Staff members placed on probation are eligible for paid holidays but may not take any previously unscheduled vacation days during the probationary period. Any vacation days scheduled prior to the employee being placed on probation are permitted.

## SEPARATION BY RESIGNATION OR DISCHARGE

It is the FMC's policy to terminate staff member's employment because of resignation, discharge, or retirement or because of a permanent reduction in the number of staff positions for any reason. Termination of staff members can be for any reason not prohibited by law, including a staff member's misconduct or unsatisfactory job performance. In the absence of a specific written agreement, a staff member is free to resign at any time, and the FMC reserves the right to terminate employment with or without cause.

All staff members will give written notice of their intent to resign.

- a. Ministerial and full-time salaried staff members will give at least four weeks' notice.
- b. All other staff members will give at least two weeks' notice.
- c. Failure to give written notice in the time specified can result in forfeiture of staff member's benefits and ineligibility for future employment with FMC.

Any staff member who is absent from work without notifying their immediate supervisor of the reason for their absence is considered to have resigned their staff position after three consecutive days of unexcused or unapproved absence.

The FMC will make every effort to have a terminated staff member's final paycheck available on their last day of employment. Terminated staff members will return any keys or other church property issued to them before receiving their final paycheck. Vacation pay accrued up to the date of employment termination is paid to terminated staff members.

Termination and discharge procedures are unofficial printed guidelines and do not constitute a legal contract between the FMC and its staff members. In addition, the specified grounds for termination are not all-inclusive since the FMC has the right to terminate staff members for any reason. The normal termination process is:

- a. Following a first offense, a verbal warning is given along with a written action plan outlining the steps to be implemented to correct unsatisfactory performance or unacceptable behavior.
- b. Should unsatisfactory performance and/or unacceptable behavior persist, the staff member is placed on probation and a written STAFF MEMBER WARNING NOTICE is issued outlining specific actions required to correct job performance deficiencies and/or unacceptable behavior.
- c. If unsatisfactory job performance and/or unacceptable behavior persists following the probationary period and the issuance of a STAFF MEMBER WARNING NOTICE, the staff member's employment is terminated.

It is the SPRC's responsibility to know the employment status of all FMC staff members. No staff member is terminated unless approved by a majority vote of the SPRC. If a staff member's actions are so grievous that his or her employment termination is compelling, then the Senior Pastor will suspend the staff member without pay until the SPRC can meet and vote to terminate the staff member's employment. A video teleconferencing program (ZOOM, Microsoft Teams) can be used to facilitate the

SPRC meeting to address time sensitive staff member conduct and/or job performance matters to include termination.

### **PERSONNEL FOLDER**

The Church Administrator maintains a separate personnel folder for each ministerial staff member as well as each program and administrative staff member. The staff member prepares the initial paperwork/information filed in the folder on his or her first day of employment. Employment history, training records and appraisals are filed in the folder. Since personnel folders contain confidential information, only the Senior Pastor, the staff member, and his or her immediate supervisor have access to the employee's personnel folder. The SPRC reviews an employee's personnel folder when required to facilitate their oversight responsibilities of the church staff.

### **WAGES AND SALARIES**

The FMC's policy is to pay wages and salaries to our staff after careful consideration of comparable salaries and wages paid by other churches to their staff in the local area coupled with an understanding of the breadth and scope of the duties and responsibilities performed by our staff. Salary increases are intended to reward above average job performance and are not given based on length of service and/or tenure alone.

All wages and salaries will be reviewed in the fourth quarter of the calendar year to determine whether existing salary ranges are competitive and whether the salaries of our individual staff members accurately reflect their job performance and responsibilities. The Senior Pastor recommends salary adjustments for staff members to the SPRC in conjunction with the staff member's annual performance appraisal. Cost of living adjustments, superior job performance ratings, and/or increased job responsibilities are considered by the SPRC at the time of the annual wage and salary reviews. There is no automatic annual cost of living adjustment to wages and salaries.

New staff members normally are hired at the minimum compensation level assigned to their job. During their probationary period, however, the SPRC may recommend a lower compensation level. A higher starting compensation level can be recommended by the SPRC, based on the new staff member's experience, critical competencies and/or education. Budgetary limitations do influence all staff member's compensation levels.

### **JOB DESCRIPTIONS, DUTIES, AND GOALS**

At FMC each staff position has its own position description that outlines the specific duties and responsibilities the staff member performs in supporting our mission. The immediate supervisor and the staff member will annually review and evaluate the duties and responsibilities of the staff position and suggest changes or modifications to the staff member's position description as warranted. It is each

staff member's responsibility to take an active role in assessing and updating their duties and responsibilities. It is their immediate supervisor's and Senior Pastor's responsibility to assist each staff member in this review and approve any changes or modifications to the scope of their duties and responsibilities. A copy of each staff member's position description, duties, and goals are forwarded to the SPRC for their review and approval.

### **PERFORMANCE APPRAISAL PROCEDURES**

An annual written performance appraisal for each staff member is essential in ensuring the duties performed are being assessed and evaluated. The appraisal is an effective tool used to improve job performance and promote enhanced communication between supervisors and their staff members. The appraisal cycle begins on September 15<sup>th</sup> and is completed not later than September 30<sup>th</sup>. Before evaluating a supervisor's performance and completing their performance appraisal, the Senior Pastor will review each performance appraisal conducted by a supervisor on their staff members for accuracy and completeness and amend/change a staff member's appraisal as needed. If changes are made to a staff member's appraisal by the Senior Pastor, the Senior Pastor will meet with each staff member and their immediate supervisor to discuss the changes made to their performance appraisal. Once the appraisal review is completed, the Senior Pastor, the supervisor, and the staff member will approve and sign their performance appraisal. The signed copy of the staff member's annual performance appraisal is filed in their personnel folder. The Senior Pastor presents a review of staff members' appraisals at the SPRC's October meeting.

Additional performance appraisals are written when a staff member completes any probationary period.

## **WORKING CONDITIONS**

FMC strives daily to provide all its staff members with a pleasant non-threatening environment that facilitates an efficient, productive, and creative workspace.

### **HARASSMENT POLICY**

The FMC does not tolerate verbally abusive or physically abusive conduct by any staff member. Conduct or behavior which disrupts or interferes with another staff member's workspace or interrupts the performance of their duties and responsibilities or which intentionally creates an intimidating, offensive, or hostile environment for them will not be tolerated.

The FMC does not tolerate sexual misconduct and/or sexual harassment of its staff members. A validated/substantiated sexual misconduct and/or sexual harassment complaint will lead to strict disciplinary action, including termination. The FMC has adopted "A Policy Relating to Sexual Misconduct and Sexual Harassment for Florence Methodist Church," found in the back of this handbook. All staff members are required to read, sign, and strictly adhere to this policy.

Any staff member who believes that the actions or words of another staff member constitute sexual misconduct and/or sexual harassment has a responsibility to immediately file a complaint with their immediate supervisor, the Senior Pastor and/or the SPRC chairperson. All sexual misconduct and/or harassment complaints are investigated promptly and in an impartial and confidential manner by the SPRC. In all cases, the staff member is informed of the findings and conclusions of the investigation. After a thorough investigation, any staff member who engaged in sexual misconduct and/or sexual harassment of another staff member is subject to disciplinary action, up to and including termination.

### **CONFIDENTIAL INFORMATION**

Because of the sensitive nature of information handled and reviewed by the church's staff members in performing their duties and responsibilities, staff members must treat all such information as confidential. Disclosing or discussing any confidential information with **anyone** including but not limited to other staff members and/or members of the congregation may result in immediate employment termination. Confidential information includes but is not limited to personal information regarding church staff members or members of the congregation, conversations with staff member's immediate supervisor, and/or with the Senior Pastor regarding their or another staff member's employment, behavior, job duties and responsibilities, or compensation.

### **GRIEVANCES**

Understanding and acknowledging organizational dynamics, the FMC understands that incidents, conflicts and issues can occur that cause conflicts among its staff members. To mitigate and address the potential for conflict, the FMC established a staff member's grievance procedure. Unresolved staff problems or grievances between staff members are a serious concern to the daily business and professional management of the FMC. The grievance procedure is designed to quickly address conflicts

and provide a speedy and logical process for presenting and addressing staff members' grievances in order to provide a fair and equitable resolution to the conflict and issues identified.

All Staff members are encouraged to present any grievances or problems they have promptly to their immediate supervisor, so corrective measures are implemented as necessary to eliminate possible friction or misunderstandings in the future. Grievances that cannot be resolved by the staff member's immediate supervisor are presented to the Senior Pastor for resolution. If the grievance cannot be resolved by the Senior Pastor, it is presented to the SPRC for review and resolution.

#### **SPEAKING WITH THE MEDIA**

The Senior Pastor is the FMC's official spokesperson. No staff member may speak for the FMC to any news media as an official or unofficial spokesperson unless it is approved by the Senior Pastor. All news media inquiries are referred to the Senior Pastor. Staff members who receive a media inquiry, should respond: "I have no authority to respond to your request. You should refer your questions to the Senior Pastor".

#### **SMOKING AND VAPING POLICY**

All FMC facilities and vehicles supporting FMC sanctioned activities are considered smoke-free/vape-free. The church has designated specific areas outside the building as smoking areas. Staff members smoking and/or vaping inside the Church building, or in vehicles supporting FMC sanctioned activities face disciplinary actions, up to and including employment termination.

#### **ALCOHOL AND DRUG-FREE WORKPLACE**

FMC is strictly an alcohol-free / drug-free workplace. Possession, use, manufacturing, selling, or reporting to work with illegal drugs or alcohol in your system is strictly prohibited. Staff members violating this policy are subject to immediate dismissal. Staff members, under a doctor's care, and required to take over-the-counter medications and/or prescription drugs for medical reasons that may potentially jeopardize their safety or the safety of other staff members in the workplace, and/or affect staff member's job performance or behavior, are required to use sick leave and be absent from their workplace while taking these medications.

#### **OUTSIDE ACTIVITIES**

FMC recognizes the right of its staff members to spend their non-working time away from their staff positions as they choose. FMC does, however, require that activities engaged in away from their FMC workplace must not compromise the church's interests or adversely affect the employee's job performance and/or ability to fulfill all their staff-related responsibilities and/or the terms and conditions of their FMC employment.

FMC's policy allows staff members to hold a second job while employed by FMC, subject to the restrictions outlined below. Full-time staff members are not encouraged to hold a second job. However, with prior approval and at the discretion of the SPRC, a full-time staff member may hold a second job.

Before seeking or accepting a second job, staff members are cautioned to carefully consider the demands that such additional employment responsibilities create and how those additional demands may impact their FMC job performance. Having an approved second job must in no way negatively impact on the staff member's duties and responsibilities. Outside employment is not an excuse for poor job performance, absenteeism, tardiness, leaving work early, refusal to travel, or refusal to work overtime or different hours. Staff members must understand that if outside employment has a negative impact on their FMC job performance then they must discontinue their outside employment. Failure to adhere to this policy will subject a staff member to possible disciplinary actions, up to and including employment termination.

Staff members requesting permission to accept outside employment, including self-employment or employment at Creative Beginnings Christian Preschool, must submit their requests in writing to the SPRC. The request should identify the name and address of the employer, the nature of the job, and the days and hours of employment. The SPRC reviews and approves or disapproves outside employment requests in a timely manner. If a request is disapproved, the SPRC provides the staff member with a reason or reasons in writing for their decision.

In reviewing staff members' requests for outside employment, the SPRC will refuse those that:

- a. May reduce the employee's efficiency in working for the church;
- b. May involve working for an organization which operates in a manner inconsistent with FMC's goals and policies.
- c. May adversely affect FMC's image in the community.

Employees who have the SPRC's approval for outside employment are not eligible for paid sick leave or personal absence leave when the absence is used to perform work for their outside employer or is the result of an injury sustained from work performed for another employer.

#### **DRESS AND APPEARANCE**

Staff members routinely interface with and come in direct contact with members of our congregation and with the public. With these considerations in mind, it is important for FMC staff members to always present a pleasing and professional appearance. Dress requirements vary depending on the staff position held but for most normal business days, business casual attire is worn.

Staff members and lay volunteers directly engaged in leading worship services must adhere to the following dress and appearance guidelines. Clothing should not be revealing/provocative in areas pertaining to cleavage, skirt length, tightness, or transparency. Accessories should not be overly flashy or distracting. Hats will not be worn. Any jeans should have limited rips/tears and be in acceptable taste. Shorts are not to be worn. Clothing patterns should generally not be overly busy/crowded so they don't distract from the worship service and interfere with camera recording.

## **INCLEMENT WEATHER**

Staff members are expected to report to work when scheduled. However, if it is impossible or unsafe to travel because of ice, snow, or other inclement weather conditions or dangerous road conditions, staff members should arrive at work as soon as it is safely possible to do so. Staff members are contacted via a phone notification tree if the church office is closed for any reason. If the church office is closed due to inclement weather, staff members are not required to report to work.

If weather conditions become hazardous during working hours, staff members may request permission from their supervisor to leave early. If the church office is open, staff members may take vacation leave for any time absent from work because of inclement weather. If the church office is closed due to inclement weather, no penalty is assessed against employees for being absent from work. The Senior Pastor determines when and if the church office is closed.

## **BENEFITS**

### **SICK LEAVE**

FMC encourages good attendance and punctuality on the part of its staff members. It recognizes that circumstances beyond the staff member's control may cause him or her to be absent from work for all or part of a workday. However, unauthorized absence or tardiness are not tolerated and may result in disciplinary action.

Staff members are expected to report for work when scheduled. They must notify their immediate supervisor in advance whenever they are unable to report to work. When feasible, staff members should provide as much advance notice as possible when they are absent from work. If their supervisor is unavailable to answer the staff members call, the staff member must contact the church office. Failure to properly provide notification regarding any unscheduled absence or delay in reporting for work may result in a loss of compensation for the time absent and may result in disciplinary action.

Excessive absenteeism and chronic tardiness are unacceptable patterns of behavior. The staff member's immediate supervisor must note/document these behavior patterns and make every effort to determine the reason for this behavior, and to assist the employee in addressing and correcting their behavior. It is important that the supervisor documents these behavior patterns. Excessive absenteeism results in disciplinary action. Cases involving staff member's excessive absenteeism for any reason are reviewed and evaluated by the SPRC on a case-by-case basis.

All staff members are on a calendar year (1 January – 31 December) for sick leave determination. Each employee with over one full year of continuous service is granted 6 compensated sick days per calendar year. Staff members with less than 1 full year of service are allocated one half day of sick leave per month or a total of 6 sick days per year. Unused sick leave may not be accrued. For hourly and part-time employees, a sick day will be determined by a six-month average of hours worked per week. For example: if a staff member averages 4 hours worked a day for 6 months, then their sick day compensation is 4 hours.

Days absent due to illness that exceed the staff member's allocated sick leave days are charged to normal vacation time or personal days. If there are no normal vacation time and personal days available, the day(s) absent are deducted from the staff member's pay. The Church Administrator maintains sick leave records and informs the staff member and his/her immediate supervisor when their absence from work for illness will soon exceed their allocated sick leave days. Staff members must submit the "FMC Absent From Work Form" to their immediate supervisor immediately upon returning to work. Sick leave is granted for a medically validated illness, medical appointment, or care of a family member during illness or medical appointment. Any illness requiring a staff member to use more than three consecutive days of sick leave, requires a physician's note. Staff members absent from work for three consecutive days without a physician's note and without giving proper notice to their immediate supervisor are considered as having resigned from their staff position. A staff member whose illness lasts over 30 days will have their employment status reviewed at the discretion of the SPRC.

## **PERSONAL DAYS**

Full-time staff members are allowed one personal day off every six months to conduct personal business, celebrate a birthday, or celebrate a wedding anniversary. The personal day must be coordinated and scheduled in advance with the staff member's immediate supervisor. Personal days cannot be accumulated or used in conjunction with vacation leave or sick leave.

## **FAMILY LEAVE**

FMC allows eligible staff members family leave for two weeks (10 working days) of paid leave and an additional four weeks (20 working days) of unpaid leave for the following reasons: the birth or adoption of a child; a serious health condition; a serious health condition involving the staff member's child, parent or spouse. Sick leave, Personal Days, and Vacation Leave are used at the beginning of any Paid Family leave period. The SPRC may review each request on a case-by-case basis.

An "eligible" FMC staff member is someone continuously employed for at least twelve months and who has worked at least 1,250 hours during the previous twelve-month period. Staff members are required to notify their immediate supervisor of the need for family leave to care for a family member with a serious health condition or because the employee has a serious doctor certified health condition.

## **VACATION LEAVE**

Vacation leave for all employees is based on a calendar year (1 January - 31 December). Vacation leave may not be accumulated from calendar year to calendar year and unused vacation leave has no cash payment value.

Pastors receive four weeks of vacation leave based on Global Methodist Church guidelines.

The following vacation leave policy applies to all full-time FMC staff members. All vacation leave requests are coordinated with the Senior Pastor.

- 1-6 years of employment receives two weeks of vacation leave.
- 7-13 years of employment receives three weeks of vacation leave.
- 14-21 years of employment receives four weeks of vacation leave.
- 22 years and more of employment receives five weeks of vacation leave.

The following vacation leave policy applies to all part-time FMC staff members. All vacation leave requests are coordinated with the staff member’s immediate supervisor and the Senior Pastor.

- 1-6 years of employment receives two weeks of vacation leave.
- 7-13 years of employment receives three weeks of vacation leave.
- 14-21 years of employment receives four weeks of vacation leave.
- 22 years and more of employment receives five weeks of vacation leave.

### **HOLIDAYS**

The Church observes the following holidays. The church offices are closed on those days.

	<u>If the holiday falls on</u>	<u>the holiday is observed on:</u>
New Year’ Day	Saturday	Friday
Martin Luther King Day		
Good Friday		
Memorial Day		
Independence Day	Saturday	Friday
	Sunday	Monday
Labor Day		
Thanksgiving Day and		
Thanksgiving Friday		
Christmas Eve and Christmas	Saturday/Sunday	Friday/Monday
	Sunday/Monday	Monday/Tuesday
	Friday/Saturday	Friday/Monday

Note: The Holiday Schedule as outlined may not always apply to clergy and staff members participating in and leading special worship services and/or other holiday related church activities. In these instances, a staff member may take the next scheduled non-Sunday workday as their holiday.

### **JURY DUTY**

A staff member summoned for jury duty and chosen to serve on a jury are excused from their staff duties and responsibilities while serving on jury duty. The staff member is entitled to receive juror duty pay as well as their regular church compensation during the time they perform jury duty. When summoned, the staff member will notify his or her supervisor immediately, and the staff member is

expected to perform their normal staff duties and responsibilities except for the time they are physically in the court room.

### **PENSION**

It is FMC's policy to not provide pension benefits for staff members. Ordained clergy members are provided pension coverage as outlined in Bylaws of the Florence Methodist Church, Florence, Kentucky and Global Methodist Church guidelines.

### **INSURANCE**

FMC does not provide insurance coverage for staff members. Ordained clergy members are provided insurance coverage in accordance with the policies and directions outlined in the By Laws of the Florence Methodist Church, Florence, Kentucky, and Global Methodist Church guidelines.

#### *Workman's Compensation Insurance*

FMC provides workman's compensation coverage to staff and clergy members as required by Kentucky State law. Staff members injured on the job regardless of the circumstances must immediately report the incident and injury to their immediate supervisor and the Senior Pastor. All appropriate and required workman's compensation insurance claim forms are provided at the time of the incident and injury. These claim forms are to be completed in a timely manner.

### **SEMINARS**

From time-to-time seminars important to FMC's ministries are available that promote the professional competencies of FMC staff members. Staff members with the approval of their immediate supervisor and based on the availability of funds, are encouraged to attend seminars designed to improve their professional skills sets that will enhance their abilities to support FMC's programs and ministries. FMC may pay expenses associated with registration, travel, food and lodging or registration depending on the availability of funds to support staff members professional education. Requests for funding professional seminars are submitted by the staff member's immediate supervisor to the Senior Pastor for approval.

**A POLICY RELATING TO SEXUAL MISCONDUCT AND SEXUAL HARRASSMENT  
FOR FLORENCE METHODIST CHURCH  
AND  
STAFF MEMBER POLICY FORMS**

## **A POLICY RELATING TO SEXUAL MISCONDUCT AND SEXUAL HARASSMENT FOR FLORENCE METHODIST CHURCH**

### **I. STATEMENT OF EXPECTATIONS and STANDARDS OF CONDUCT**

A. Sexual misconduct, harassment, and abuse are not acceptable behaviors. The Florence Methodist Church (FMC) will intervene anytime there are allegations of sexual misconduct, harassment, and abuse according to the procedures set forth in The Bylaws of Florence Methodist Church, Florence, Kentucky.

B. FMC is committed to providing an environment free from sexual harassment and intimidation. The church council is also committed to providing a church environment where parishioners have opportunities for worship, access to God, and clergy/parishioner relationships free of inappropriate or sexualized behavior.

C. Suspected cases of child abuse or neglect are not protected under any clergy or staff confidentiality policies so they must be reported in an expedited manner as required by civil law.

### **II. PURPOSE OF THIS POLICY**

This policy serves to guide and instruct pastors, supervisors, staff members, and laity in matters related to reporting incidents of sexual harassment and/or sexual abuse. All persons who serve and attend FMC and its programs and ministries fall under the guidance and expectations of this policy. Persons covered by this policy include clergy members (ordained and licensed), staff members, and laity. Policy guidance is given for all persons affected by incidents of sexual harassment or sexual abuse. In these incidents, people normally are cast into various roles. These roles include but are not limited to persons identified as victims, persons who are accused of sexual harassment or abuse, and persons who work to bring resolution and healing. This policy addresses each of those roles.

The policy objectives, in combination with FMC's complaint procedures policies, provide practical guidance that ensures a just and fair resolution for all persons involved in the incident is reached while promoting, when possible and practical, reconciliation and healing for all involved persons. Even in cases where a formal complaint is received, all reasonable efforts are made to bring healing to the various people impacted by the incident.

FMC officials are expected when responding to all allegations to closely follow this policy. Failure to follow this policy can jeopardize the due process rights of all persons involved. Two fundamental principles of this policy are: (1) All allegations and claims of sexual harassment or sexual abuse warrant a timely, appropriate response and objective investigation; and (2) the presumption of innocence is assumed until the respondent is determined to be guilty or admits guilt.

### **III. THEOLOGICAL REFLECTIONS**

A. One of the ongoing tasks the FMC community must understand is our life theologically. Like other areas of human relationships, human sexuality and its associated behaviors are powerful ways for expressing love and commitment to God and other persons. These behaviors can, if exercised inappropriately, have the potential to be abusive and unlawful. This policy addresses these abusive and unlawful behaviors and how to correctly respond to incidents of this behavior when noted or reported.

B. FMC affirms that:

1. God creates persons in His divine image, male and female.
2. Women and men are equal in the eyes of God.
3. The human body is a good and special part of the divine creation. It is the temple in which the Holy Spirit dwells and a place where the Word is made flesh.
4. Human sexuality is an integral part of our humanity. While profoundly personal, it has social dimensions as well. It's physical, emotional, and spiritual expressions in relation to others ought to be based on a loving commitment and accountability to God and the other person.
5. God calls persons to wholeness through Jesus Christ and to participate in the Body of Christ, the community of faith whose central quality is redemptive love.
6. The whole Church receives and accepts the call of God to embody and carry forth Christ's ministry in the world. There are persons within the church community whose gifts, graces, and promises of future usefulness are observable to the community, who respond to God's call and offer themselves in leadership for specific ministries. In this role, persons are entrusted with responsibility to care for those they serve or supervise and not to misuse this role to the detriment of others.
7. Sexual misconduct, harassment, and abuse are violations of the integrity of the Body of Christ. Scripture specifically states that we are one connected body in Christ, created equally. When one part of the body is injured, physically, emotionally, or spiritually, the entire body is rendered less than God's intended potential wholeness. Violation of the pastoral relationship by sexual contact is a sin against God, the victim, and the redemptive community.
8. We believe in justice for all people. Sexual misconduct, harassment, and/or abuse are dehumanizing by their lack of respect for the victim coupled with the unjust use of status and power; these sinful behaviors violate the teachings of the Church.
9. Because of God's grace and forgiveness, healing can occur for the victim, the perpetrator, and the community of faith.

#### IV. DEFINITION OF TERMS

**Sexual Misconduct** is an abuse of power. It is defined as "behavior of a sexualized nature that betrays sacred trust, violates the ministerial role, and exploits those who are vulnerable in that relationship. It is absent of meaningful consent."

*Meaningful consent assumes that both parties have equal power in the relationship. In a pastoral/counselor relationship, the power is always imbalanced on the side of the pastor/counselor. Therefore, the pastor/counselor is always responsible for keeping the relationship free from sex or sexual innuendo since the difference in roles makes meaningful consent impossible.*

**Sexual Abuse** occurs when a person within a ministerial role of leadership (lay or clergy, pastor, educator, counselor, youth leader, or other position of leadership) "engages in sexual contact or sexualized behavior with a congregant, client, staff member, coworker, or volunteer."

**Sexualized Behavior** is that which "communicates sexual interest and/or content. Examples include, but are not limited to, displaying sexually suggestive visual materials; making sexual comments or innuendo about one's own or another person's body; touching another person's body, hair, or clothing; touching or rubbing oneself in the presence of another person; kissing; and sexual intercourse."

**Sexual Harassment** is defined as "any behavior that intimidates, demeans, humiliates, or coerces. These behaviors range from the subtle forms that can accumulate into a hostile working, learning, or worshipping environment to the most severe forms of stalking, assault, or rape."

The Equal Employment Opportunity Commission (EEOC) guidelines deal clearly with sexual harassment: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual;
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment."

**V. If you are experiencing sexual harassment:**

**1. Inform the person.**

a. Tell the person clearly at the time(s) of the harassment that you do not want the behavior. This action, in many cases, will resolve the issue.

b. Keep copies of all written materials you complete in reference to the harassment. If you receive any written letters, cards, or memos of a suggestive nature from the person, keep them. Note the date received and how it was received (mailed to your home, left on your desk, etc.). Have someone (another staff member) initial and date the document.

**2. Report the behavior to your immediate supervisor, unless the person is your supervisor. Then go to the person's supervisor or the Senior Pastor**

**3. If the alleged harassment is unresolved, and a formal complaint is filed:**

a. Clergy: Follow the Grievance and complainant processes in The Bylaws of Florence Methodist Church, Florence, Kentucky.

b. Laity: File/take formal sexual harassment complaint to the SPRC Chair or a SPRC member.

**VI. COMPLAINT PROCEDURES**

Complaints of Sexual Misconduct are reported in writing to the SPRC Chair and to the Church Council Chair.

**Staff Member Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# FLORENCE METHODIST CHURCH

## ABSENT FROM WORK FORM

I was absent from work on \_\_\_\_\_, \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ for the following reason(s):

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Signed \_\_\_\_\_

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(PLEASE DO NOT WRITE BELOW THIS LINE)

\_\_\_\_\_ Hours deducted for Sick Leave

\_\_\_\_\_ Hours deducted for Vacation Leave

\_\_\_\_\_ Hours deducted for LWOP (Leave Without Pay)

Signed \_\_\_\_\_

**STAFF MEMBER WARNING NOTICE**

Please Print

Staff Member Name \_\_\_\_\_

Date of Warning \_\_\_\_\_

**TYPE OF VIOLATION**

Attendance	Carelessness	Insubordination
Tardiness/Leave Work Early	Failure to Follow Instructions	Violation of Safety Rules
Rudeness to Staff Member/Customers/Church Members	Willful Damage to Material/Equipment	Working on Personal Matters during duty hours
Unsatisfactory Work Quality	Violation of Policies or Procedures	Other

**PREVIOUS WARNINGS**

	ORAL	WRITTEN	DATE	BY WHOM
1 <sup>ST</sup> Warning				
2 <sup>nd</sup> Warning				
3 <sup>rd</sup> Warning				

**SUPERVISOR'S STATEMENT**

Date of incident \_\_\_\_\_ Time \_\_\_\_\_

**STAFF MEMBER'S STATEMENT**

\_\_\_ I agree with Supervisor's statement

\_\_\_ I disagree with Supervisor's description of violation for these reasons:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_

**Staff Member Signature / Date**

ACTION TO BE TAKEN \_\_\_ Warning \_\_\_ Probation \_\_\_ Suspension \_\_\_ Dismissal \_\_\_ Other

Consequences if this incident occurs again \_\_\_\_\_

**I have read this employee Warning Notice and understand it.**

**Signature of Staff Member/ Date** \_\_\_\_\_

**Signature of Supervisor who Issued Warning/ Date** \_\_\_\_\_

**FLORENCE METHODIST CHURCH**

**EXIT INTERVIEW CHECKLIST**

Staff Member's name & Staff Position held

If applicable, obtain the following from staff member:

- Keys to the building
- Signed letter of resignation / termination
- Copy of employee manual
- Credit Cards
- New address & phone #
- Other

Give the departing staff member the following:

Record of employment (sheet with dates of employment and position(s) held), final paycheck (including vacation pay, if applicable), and other employment-related items.

Feedback from departing staff member:

What is your reason for leaving?

What did you like or dislike about your job?

Were you treated fairly? If no, please explain.

What suggestions could you provide that would make FMC a better place to work as a staff member?

Permission to release reference information:

I do  I do not give permission to release reference information regarding my employment with FMC.

**Interviewer's signature and title** \_\_\_\_\_

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

**Staff member's signature** \_\_\_\_\_

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

**RECEIPT OF STAFF MEMBER HANDBOOK**

I received a copy of the FMC Staff Member Handbook and have either read it or had someone read it to me. I understand the handbook serves as a source of information about the working environment at FMC and its staff member employment policies and benefits. The FMC SPRC reserves the right to change or modify personnel policies at any time which would lead to modifications to this handbook. I understand that I will be notified in writing of changes or modifications to this handbook.

I understand that there is no guarantee of employment for any staff member, either expressly or implied, in this handbook. The handbook does not constitute a legally binding contract between FMC and any staff member.

I understand that by signing below, I am acknowledging that this Staff Member Handbook, dated June 15, 2025, supersedes all previous versions of the FMC Staff Member Handbook.

**Staff Member signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Staff Member's name (printed)** \_\_\_\_\_

**Supervisor signature** \_\_\_\_\_

**Receipt of Addendums**

<b>Title of Addendum</b>	<b>Date Received</b>	<b>Staff Member's Signature</b>
SEXUAL MISCONDUCT & SEXUAL HARASSMENT POLICY		
ABSENT FROM WORK FORM		
STAFF MEMBER WARNING NOTICE		
EXIT INTERVIEW CHECKLIST		
RECEIPT FOR STAFF MEMBER HANDBOOK		