

**Crozet United Methodist Church
Personnel Policies and Procedures**

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OUR MISSION STATEMENT: The mission of Crozet United Methodist Church is to LOVE God and others and GROW in wisdom and devotion, so that we can GO forth to serve in Christ's name.

As Jesus passed along the Sea of Galilee, he saw Simon and his brother Andrew casting a net into the sea—for they were fishermen. And Jesus said to them, “Follow me and I will make you fish for people.” Immediately, they left their nets and followed him.

Mark 1:16-17

This document provides staff members and the members of the congregation with an informational guide to the relationship that exists between Crozet UMC and the staff members who support the ministry of the church as the congregation seeks to follow Christ.

This manual is not an employment contract, but it does serve as a description of what staff and the church may expect from one another as long as the employment relationship continues. Neither a member of the staff nor Crozet UMC is bound to continue in the employment relationship if either chooses to end the relationship at any time. Given the relationships involved in paid work within a church congregation, every effort should be made on the part of both the church and the staff members to conduct the employment relationship with a spirit of Christian respect and care.

This manual will be reviewed from time to time by the Church Council and any changes will be made known to staff. Requests for variances from these policies may be addressed to the Church Council if special circumstances arise, and the Church Council will consider those requests carefully.

The Church Council is grateful for the excellent support and leadership shown by the staff at Crozet UMC as the church goes about its mission to make disciples of Jesus Christ for the transformation of the world.

Church Staff Organization

The Crozet UMC staff team works together as colleagues in ministry working for the good of the kingdom, each with responsibilities for particular areas of work.

Pastor

The pastor of the church is appointed by the Bishop according to the guidelines of the United Methodist Book of Discipline.

Church Staff

Crozet UMC staff are hired with the approval of the Church Council.

Preschool Staff

The Kingswood Christian Preschool Board establishes the Preschool Staff Policies and Procedures for the teachers, assistants and administrators. The SPPRC will have final approval for the staffing of the preschool Director.

Appropriate job descriptions are available for each of these positions upon request.

Beginning the Employment Relationship

The Church Council hires new staff, in consultation with the pastors and relevant ministry area leaders and approves any new staff positions. Temporary contractors may be engaged with the approval of supervisors and/or pastors.

The hiring procedure is:

1. The Church Council receives input from ministry area leaders or the pastors about the need for the position in question and creates/updates the job description as needed.
2. The Church Council researches relevant sources to identify a competitive salary offer.
3. The Church Council advertises the position and requests resumes from interested individuals.
4. The Church Council (or a specialized task force designated by the Council) reviews resumes and conducts interviews as appropriate in order to make a recommendation.
5. Once a consensus has been reached to approve the recommendation of the successful applicant, the Church Council contacts him or her and offers the position. When each party has agreed on hours, responsibilities, salaries and

benefits, the Church Council will issue a letter to the new staff member detailing the agreed-upon terms and other applicants will be notified that the position has been filled. This letter will also be copied to the Supervisor and Bookkeeper.

6. The Church Council will take appropriate steps to notify the congregation of the new staff position.
7. The new staff member will meet with the Supervisor to go over pay policies, tax documents, timesheets (if applicable), security access to the building, benefits available, background check requirements and procedures and other relevant matters to the new employment relationship, including receiving a copy of their job description.

The Church Council will ensure equal opportunity to all applicants for employment. Opportunities exist without regard to race, color, national origin, gender, physical disabilities, age, marital status, family responsibilities, sexual orientation, or political affiliation. The Council does expect that staff members will be active in their faith lives and works to ensure an environment free from discrimination and harassment.

Compensation and Benefits

1. Pay Periods. Employees are paid on a semi-monthly payroll schedule, with a standard workweek running from Sunday to Saturday. Paydays are on the 15th and the last day of the month.
2. Health Insurance. Individual health insurance is available to all staff positions working in excess of 29 hours/week through the Virginia Conference of the UMC. Crozet UMC covers 60% of the health insurance premium. The employee portion is paid through an automatic payroll deduction. Information about health plans is available through the Conference Office, at www.vaumc.org. Staff members who wish to enroll in a different level of coverage beyond basic coverage are responsible for any difference in premium. Staff members who wish to obtain health insurance under a different plan or a family member's plan are welcome to do so and should notify their Supervisor of their intended enrollment status.
3. Retirement and Pension. Clergy retirement funds are calculated through the Virginia Conference. Lay employees who work at least 1040 hours per year, are at least 21 years of age, and have at least one year of permanent service will receive 100 percent vested pension benefits of at least three percent of compensation.
4. Travel and Mileage Expenses. Clergy staff have accountable reimbursement funds to cover travel and mileage expenses (as well as other work-related expenses), and those funds have IRS guidelines for calculating amounts and keeping records. Lay staff may submit receipts or a mileage log for travel and mileage expenses incurred while performing job responsibilities. Mileage will be reimbursed at the current IRS rate and paid out of the appropriate budget line.

5. Continuing Education. Funds are budgeted for continuing education for a number of staff positions where continuing education is especially relevant. Staff members are expected to put these funds to good use each year to enhance their ministry work at Crozet UMC. In consultation with their supervisor, each staff member with a continuing education budget line should determine classes, workshops and/or events that will enhance skills, build connections and inspire them in their ministry area. Discussion of continuing education events and the fruit that results from them will be expected in annual evaluation conversations.
6. Salary levels. The Virginia Conference sets a minimum salary for appointed pastors. The Church Council establishes salaries as described in "Beginning the Employment Relationship" above. Staff salaries for both lay and clergy staff positions are reviewed annually and may be adjusted based on merit, job changes and/or available funds. Salary ranges may be established for various positions. Appointed clergy salaries must be published and voted on at Charge Conference.

Expectations of Staff Members

1. Work Commitment Expectations. Staff are expected to work their assigned hours, while special events or seasons may require additional hours. Except in cases of emergency, hourly staff members must obtain preapproval before working more than 29 hours per week.
2. Days Off. Clergy and lay staff who are required to work on Sundays should choose a weekday as their regular day of rest and Sabbath renewal. This scheduled day should be approved by the staff member's supervisor and communicated to the church office. If an employee is scheduled to work on an otherwise regularly scheduled day off, the employee and supervisor should agree on another day during that workweek for the employee to be off work. (Any extra days worked are not banked as vacation time.)
3. Church Hours. The Church Office is open 9-1, Monday-Friday. Access to the building during other hours may be requested through the Church Administrator and/or Pastor. A supervisor should approve the work schedule for each staff member. Some aspects of ministry happen in varied places and on unusual schedules; each staff member's supervisor and the church office should be aware of staff work schedules and locations, if outside the church.
4. Collegiality. Staff members are expected to work with each other as a team in ministry together and to address challenges in a constructive manner. Conflicts should be first addressed with the party in question, then brought to a supervisor/pastor, and then ultimately brought to the Church Council if they cannot be resolved.

5. Character. Staff members are expected to be active in their faith life and live out practices of honesty, respect, personal integrity, forgiveness, and dedication to their work. Those staff members who will work with or in the vicinity of children, youth or vulnerable adults must have a background check on file with the church. Please see CUMC's Child, Youth and Vulnerable Adult Protection Policy for details.
6. Clergy Expectations. Clergy staff are evaluated and held accountable by the District Superintendent to the Expectations of Pastoral Leadership, available at: <http://www.vaumc.org/ncfilerepository/BOM/SPRC/ExpectationsOfPastoralLeadershipFall2010-WebRead.pdf>

Staff Evaluations

Each staff member will be given a copy of their job description when they begin the employment relationship. Their supervisor will go over job expectations and requirements with them and set goals with them for the coming year. Supervisors and employees should communicate openly throughout the year about progress and performance toward these expectations, requirements, and goals. Annually, staff members will receive written feedback on their job performance for the year from their supervisor and a representative of the Church Council. In every annual review, highlights and challenges will be discussed and any deficiencies will be noted, along with plans and, if applicable, timelines for any necessary improvements. A staff member may request an opportunity to meet with a representative of the Church Council to discuss concerns they may have within their employment at Crozet UMC.

Vacations and Holidays

Clergy staff vacation policies are set by the Virginia Conference. In setting vacation schedules, every effort will be made to have one member of the clergy staff accessible at all times.

All lay staff members who work in excess of 16 hours per week will be eligible for paid vacation. Vacation time will accrue based on a staff member's normal work week. (e.g., a staff member who works 20 hours per week and gets two weeks of vacation per year would have 40 hours of vacation time (two of their work weeks) available as paid vacation over the course of the year. Vacation may be taken on an hourly basis for those who work on an hourly basis. During the first year of employment, the pastor must approve vacation leave. The number of vacation days an employee receives is determined by how many years they have been in the workforce.

0-2 Years of Service	10 workdays (2 workweeks)
3-4 Years of Service	15 workdays (3 workweeks)
5+ Years of Service	20 workdays (4 workweeks)

Vacation days do not roll over from year to year and are calculated on a calendar year basis.

All vacation time for clergy or lay staff members must be scheduled with a staff member's supervisor in advance and submitted on a Vacation/Leave Form to the supervisor, who will submit it to the Bookkeeper. Attention should be given to the number of Sundays included in the vacation request as well as relevant special events in the life of the church (VBS, Holy Week, Confirmation, etc.). If a scheduled holiday, noted below, occurs during a scheduled vacation, it will not be counted as a vacation day.

Scheduled Holidays

New Year's Day	Martin Luther King, Jr. Day
President's Day	Easter Monday
Memorial Day	Independence Day
Labor Day	Columbus Day
Veterans' Day	Thanksgiving Day & the day after
	Thanksgiving

Christmas Day and the day after Christmas (except when Christmas falls on a Sunday, then the holiday will begin the Monday following)

The pastor has the discretion to close the office on any day between Christmas and New Year's Day.

Hourly staff members who work over 16 hours per week will be paid for scheduled holidays that fall on the employee's regularly scheduled workdays.

Sick Leave

Paid sick leave is available for all staff members who work in excess of 16 hours per week. Notification of absence from work must be communicated immediately to a staff member's supervisor. Notification of the use of paid sick leave must be communicated by submitting the Vacation/Leave Form to the supervisor, who will submit it to the Bookkeeper. Crozet UMC urges ill staff members to stay at home to care for their own health and to protect fellow staff and congregants from infection.

Staff members who work in excess of 16 hours per week will have a total of 12 workdays of sick leave per year, which will accrue at a rate of one day per month.

Paid sick leave in excess of twelve days per year may be granted, as well as unpaid sick leave, on a case-by-case basis.

Sick days will carry over from year to year, up to a 30 day maximum.

Employees working more than 16 hours per week will be eligible to use Family Medical Leave pursuant to the Family Medical Leave Act.

Other Leave

1. Parental Leave. Maternity, Paternity and Adoption Leave are available for eight workweeks of paid leave for all staff members who work in excess of 16 hours per week [any additional leave will be unpaid and at the discretion of the pastor]. Health benefits will continue during all weeks of parental leave. Requests for parental leave should be made as soon as possible. Requests for additional leave or additional coverage of benefits may be granted on a case-by-case basis.
2. Disasters and Inclement Weather. Hourly employees will be paid for hours missed when the Pastor(s) close the church for the sake of safety.
3. Civic Duties. Staff members may be granted time off to vote or perform other civic responsibilities such as jury duty, National Guard service, or Reserve Duty. An employee summoned for temporary active duty or training in the US Armed Forces will be granted paid military leave, calculated by taking the employee's salary minus any sums paid by the government. Military leave will not count against any other type of leave.
4. Professional Development. Clergy staff have two workweeks' continuing education leave according to Virginia Conference policy. Lay staff with continuing education budget lines have one workweek's continuing education leave, as approved and scheduled with their supervisor. Staff may also be granted paid professional leave for connectional church conferences and duties. The Senior Pastor will approve these days.
5. Bereavement. All staff members may be granted five days of paid bereavement leave necessitated by the death of a loved one, as approved by their supervisor. Bereavement leaves in excess of five days may be granted by the Church Council.
6. Other Leave. Other requests for paid or unpaid leave must be submitted to the Senior Pastor and the Church Council, including sabbaticals and extended personal leaves of absence.

Ending the Employment Relationship

1. Resignation. Crozet UMC asks that a staff member who wishes to resign would give one month's written notice of their intention and participate in an exit interview with their supervisor and a representative from the Church Council.
2. Layoffs. For financial, ministry or missional reasons, a staff member's employment relationship with Crozet UMC may need to be ended involuntarily. In such cases, every effort will be made to give sufficient notice and support to the staff member.
3. Termination. The employment relationship with staff members whose work is unsatisfactory will be terminated. An action plan to address deficiencies may be implemented with specific goals and a specific timeline for improvement, but the employment relationship may also be terminated immediately when necessary. When their supervisor and/or pastor(s), in consultation with the Church Council, determines that the employment relationship is no longer sufficiently fruitful and does not have a reasonable expectation of becoming so, the staff member will be notified orally and in writing of their employment termination by their supervisor and a representative of the Church Council.
4. Unused vacation and sick time are not compensated in the event of layoff, resignation, or termination. However, if an employee retires from CUMC, unused sick time will be compensated at a rate of \$10 per day up to a 30 day maximum.