

Eastminster Presbyterian Church of the Presbyterian Church (U.S.A.)

311 Haines Rd., York, PA 17402

(717) 755-6222

Website: Eastminster-york.org



Church Staff Handbook

Effective April 17, 2017

Vision Statement

Eastminster Presbyterian Church seeks to become the church of choice

In the community for those who desire to:

Nurture their spirit - Deepen their faith - Challenge their minds - And open their hearts

Table of Contents

SECTION 1 – PREFACE	3
SECTION 2 – STAFF CATEGORIES	3
SECTION 3 – EQUAL EMPLOYMENT OPPORTUNITY	5
SECTION 4 – AMERICANS WITH DISABILITIES	5
SECTION 5 – HIRING OF RELATIVES	5
SECTION 6 – UNEMPLOYMENT COMPENSATION INSURANCE	5
SECTION 7 – PROBATION PERIOD	6
SECTION 8 – PAY PROCEDURES	6
SECTION 9 – WORK WEEK DEFINITIONS	6
SECTION 10 – COMPENSATION & BENEFITS	7
SECTION 11 – BENEFIT PLAN	7
1) Health Insurance Plan:	7
2) Retirement Plan:	7
SECTION 12 – VACATION	7
SECTION 13 – USE OF VACATION DAYS	8
SECTION 14 – OTHER TIME OFF	8
Holidays	8
Bereavement	9
Jury Duty.....	9
Personal/Sick Time	9
Personal Leave of Absence	10
SECTION 15 – CONTINUING EDUCATION	10
SECTION 16 – STAFF RELATIONSHIPS TO THE SESSION	11
SECTION 17 – RELATIONSHIP OF STAFF MEMBERS TO THE HEAD OF STAFF	13
SECTION 18 – RELATIONSHIP OF THE HEAD OF STAFF TO STAFF MEMBERS	14
SECTION 19 – ORGANIZATIONAL STRUCTURE	16
Head of the Church	16
Denomination.....	16
Session	16
Committees	16
Officers	17
Head of Staff	17
APPENDIX 1 – COMMITTEE TASKS CONCERNING STAFF	17
APPENDIX 2 – ATTACHMENTS	18
US Wage and Hour Division, Fact Sheet #17A: Exemptions Overview.....	18
US Wage and Hour Division, Fact Sheet #23: Employee Overtime	18
Staff’s Acknowledgment of Staff Handbook	19

SECTION 1 – PREFACE

Eastminster Presbyterian Church is a congregation of the Presbyterian Church (USA) and as such its primary goal as an organization is the proclamation and witness to the principles of the Christian Faith. Among these principles are the following:

- 1) Demonstrating the equality, dignity and value of all persons as beings created in God's image in the context of our relationships with one another and with the congregation.
- 2) That integrity is maintained within the personhood of every individual and within the community as a whole (the values of the faith are reflected in our business, social, communal and familial relationships).
- 3) That each person is responsible for his/her own behavior, feelings and reactions / responses to others and will be held accountable for same.
- 4) That all people are to honor the self and others in the integrity of their relationships. We are to be truthful to self and others within the context of all our relationships.
- 5) That we are to trust one another unless there is overwhelming evidence that the responsibility of such trust cannot be met in the context of relationship with another.
- 6) That in all our relationships, we seek to build trust and offer reconciliation and redemption to one another, even when it becomes necessary to provide correction to another through the application of the disciplines set forth in this handbook.
- 7) That the standards and authority of Scripture as understood and interpreted by the Constitution of the Presbyterian Church (USA) shall be the ultimate authority in matters of our personal, business, social and familial relationships. These standards shall be the foundation of all staff relationships. Acceptance and adherence to these standards shall be assumed in one's agreement to become a staff member and/or employee of Eastminster Presbyterian Church.

SECTION 2 – STAFF CATEGORIES

All staff members shall fall under one, and only one, of the following three categories:

- 1) **Ordained Staff**
(Contracted employment) The terms of employment are given in the Book of Order and in the terms of call approved by Donegal Presbytery. Generally this handbook is not intended to address ordained staff except in regards to their function and responsibilities as Head of Staff.

Ordained staff includes teaching elders (Pastors) and ruling elders commissioned to pastoral service.

2) Salaried Staff (Exempt from overtime)

(Exempt employment; see US Department of Labor Fact Sheet #17A): Those who work on a set salary and with general and specific responsibilities for key programs and functions. Those in this category of employment may not have set hours of work; however, all staff members should have, and generally keep, a weekly schedule of hours that they are normally available, at the church, to the public and the congregation. There is no over-time pay given to employees in this category. Should there be a significant or consistent change to the time required to fulfill the responsibilities of the position, consultation with the Head of Staff and the Administration and Personnel Committee should be sought prior to its implementation.

Salaried (Exempt) staff positions include Director of Music and Preschool Director.

3) Hourly Staff (Subject to overtime)

(Non-exempt employment; see US Department of Labor Fact Sheet #23): Those who work at a set hourly wage and have set work schedules. An example of this would be a staff person who is asked to work Monday through Friday from 8:00 until 5:00 with an hour for lunch at the rate of \$12.00 per hour. This would equal 40 hours per week or eight hours per day, five days per week. Staff members who are employed in this category shall receive over-time pay at the rate of one and one-half their regular hourly wage for any time worked beyond 40 hours in any given week. No employee in this category shall be allowed to work more than 70 hours in any given weekly period. ¹All overtime work shall be approved by the direct supervisor of the employee.

Hourly (Non-exempt) staff positions include positions not indicated in #2 above.

The determination of a staff member's status in regard to being salaried or hourly shall be made on the basis of the level and scope of stated responsibilities of the position. Such responsibilities may include but not be limited to defining tasks for others, creating and implementing programs, recruiting and delegating tasks to volunteers to ensure important operations do not breakdown.

¹ requires action by committees (paragraph 3)

SECTION 3 – EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Eastminster Presbyterian Church to base its employment decisions on merit, qualifications, and abilities. Eastminster will not discriminate in employment opportunities or practices on the basis of race, color, religion (except religious affiliation when after careful study, religious affiliation is determined to be a bona fide occupational qualification), sex, national origin, age, disability, or physical, mental, or medical disability (including non-sighted) unrelated to the ability to engage in job related activities, or any other characteristic protected by law.

Eastminster will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

SECTION 4 – AMERICANS WITH DISABILITIES

Eastminster Presbyterian Church follows an equal employment opportunity policy that provides qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others. It prohibits discrimination in recruitment, hiring, promotions, training, pay, social activities, and other privileges of employment. It restricts questions that can be asked about an applicant's disability (except when, after careful study, it is determined to be a bona fide occupational qualification) before a job offer is made, and will make reasonable accommodation to the known physical or mental limitations of otherwise qualified individuals with disabilities, unless it results in undue hardship.

SECTION 5 – HIRING OF RELATIVES

It is the policy of the Church not to employ two or more members of an immediate family, or individuals who live in relationships as if they were immediate family, where one member would be in a position to directly supervise other members of the immediate family. Immediate family is defined as: spouse, child, sibling, parent, in-laws, stepparent, and stepchild.

Further, it is the policy of the Church not to employ two or more members of an immediate family, or individuals who live in relationships as if they were immediate family, where one member is employed in a confidential position with Eastminster. Confidential position is defined as: Pastor, Associate Pastor, and Treasurer.

SECTION 6 – UNEMPLOYMENT COMPENSATION INSURANCE

The Church is not required to, and does not, pay premiums to the state unemployment insurance fund in order to provide unemployment insurance for its employees. In the event that employment is terminated, depending on previous employment, an employee may not be able to collect unemployment compensation.

SECTION 7 – PROBATION PERIOD

All salaried and hourly staff members shall be hired for a probationary period of three months. The purpose of this probationary period is to provide a reasonable amount of time for new staff to determine if EPC is consistent with their expectations. It is also an opportunity to ensure an appropriate compatibility of the person hired to the position filled in regard to skills and aptitude; as well as to ensure an amicable acceptance within the social structure and culture of the congregation and existing staff.

During this period, the new employee will receive frequent supervision, support and communication to clarify expectations and evaluate performance and general suitability for EPC employment. All critical consultation, especially warnings, shall be documented and included in the employee's personnel file.

Following this period of probation, the staff member shall meet with their direct supervisor to review performance and compatibility during this period and to ensure this employment will have the greatest probability of success. The Head of Staff shall be part of this process along with the ²moderator of the staff member's affiliated committee, as well as any other staff person whose position includes a supervisory function of the newly hired person.

SECTION 8 – PAY PROCEDURES

Church Staff Members will be paid on a bi-weekly basis (every 2 weeks). Pay day will be the Tuesday following the end of the pay period.

The pay period starts on Monday and ends on the second Sunday following the start of the pay period.

The Church takes all reasonable steps to ensure that staff members receive the correct amount of pay in each paycheck and that they are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the staff member should promptly bring the discrepancy to the attention of the Head of Staff so that corrections can be made as quickly as possible.

SECTION 9 – WORK WEEK DEFINITIONS

- 1) Full-Time – Normally scheduled for 32 to 40 hours per week
Part Time – Less than 32 hours per week.

² requires action by committees (paragraph 3)

SECTION 10 – COMPENSATION & BENEFITS

All staff members shall be paid on a two week cycle.

All ordained staff members shall be compensated per the requirements of Donegal Presbytery as negotiated with the candidate/employee in consultation with the Committee on Ministry and as approved by action of Donegal Presbytery.

Changes in salaries, benefits or Continuing Education allocation for any salaried or hourly staff, shall take effect only after Session approval as recorded in the minutes.

SECTION 11 – BENEFIT PLAN

1) Health Insurance Plan:

All full-time staff members may participate in the health insurance plan after three months employment. The church pays a portion of the staff member's cost for full-time and up half-time staff; family members may be enrolled in the group plan, with the cost paid by the staff member.

2) Retirement Plan:

After one year of employment, all full-time staff members are eligible to participate in the Retirement Savings Plan (RSP) of the Presbyterian Church (U.S.A.). It is a tax-deferred, defined contribution, retirement income account under Section 403(b) (9) of the Internal Revenue Code. At its discretion, EPC may also contribute to participating employees' accounts on their behalf. Details concerning the maximum contribution employees can make can be found at:

<http://www.pensions.org/AvailableResources/BenefitsOverviews/Documents/pts-600.pdf>

SECTION 12 – VACATION

Vacation is intended to promote an employee's mental, emotional and physical health by offering an opportunity to rest, relax, recover and be restored. As such, all EPC staff members are strongly encouraged to take full advantage of this benefit. Vacation time cannot be accrued or carried forward beyond the year for which it has been earned nor can wages be paid as an alternative to taking the time off except in the case of termination of employment.

Days that are normally scheduled to be available at the church are eligible to be used as vacation days. Holidays, Personal/Sick days and days that are not on a staff member's nominal weekly schedule of availability are not eligible to be used as vacation days.

EPC will make every effort to accommodate each employee's requested schedule for vacation. However, in some situations, additional factors must be considered. These may include but are not limited to the need to staff the facility and programs of EPC in a manner that meets the needs of the congregation and the community, prior approval for other staff to be away during the same schedule and an urgent need by an employee to have the time off. As such, it is important to schedule vacation as far in advance as possible. Requests for vacation should be written and must be approved by the Head of Staff.

ANNUAL VACATION DAYS

Less than five years of service

Vacation days accrue at a rate of 1.54 hours per pay period for full time employees. This equates to 40 hours or 5 paid vacation days per year.

Part time employees who work at least 20 hours per week shall accrue vacation days at a rate of .77 hours per pay period. This equates to 20 hours or 2 ½ days paid vacation days per year.

Over five years of service

Vacation days accrue at a rate of 3.08 hours per pay period for full time employees. This equates to 80 hours or 10 paid vacation days per year.

Part time employees who work at least 20 hours per week shall accrue vacation days at a rate of 1.54 hours per pay period. This equates to 40 hours or 5 days paid vacation days per year.

Over 10 years of service

Vacation days accrue at a rate of 4.62 hours per pay period for full time employees. This equates to 120 hours or 15 paid vacation days per year.

Part time employees who work at least 20 hours per week shall accrue vacation days at a rate of 2.31 hours per pay period. This equates to 60 hours or 7 1/2 days paid vacation days per year.

Over 20 years of service

Vacation days accrue at a rate of 6.16 hours per pay period for full time employees. This equates to 160 hours or 20 paid vacation days per year.

Part time employees who work at least 20 hours per week shall accrue vacation days at a rate of 3.08 hours per pay period. This equates to 80 hours or 10 days paid vacation days per year.

SECTION 13 – USE OF VACATION DAYS

The total amount of vacation time does not have to be taken all at once. All vacation leave, and the manner in which vacation time shall be taken (in full consecutive days, or in individual days over an extended period of months) shall be approved for all staff members by the employee's direct ~~supervisor~~Because supervisor Because vacation days are not allowed to be carried over from one year to the next, Head of Staff has the option to approve vacation requests which may result in a temporary deficit in vacation days so long as the number of days approved will not exceed the yearly maximum allowed for each employee.

SECTION 14 – OTHER TIME OFF

Holidays

Holidays are days that the church office is not generally open for business (Worship service and other events may still be held). On these days staff members are paid as if they were working their normal schedule for that day~~-.~~ . If a holiday falls on a Saturday or Sunday, the following Monday will be the paid holiday.

Inclement Weather

In the event the church is closed due to inclement weather all staff members scheduled to work that day shall be paid as if they were working their normal schedule for that day.

SALARIED AND HOURLY STAFF HOLIDAYS		
New Year's Day		
Martin Luther King Jr. Day		
President's Day		
Monday after Easter		
Memorial Day		
Independence Day		
Labor Day		
Columbus Day		
Veterans Day		
Thanksgiving Day		
The Day after Thanksgiving		
Christmas Eve Day		
Christmas Day		

Bereavement

Salaried and Hourly Staff are allowed to receive their normal wage for up 3 days in the case of the death of an immediate family member (husband, wife, parent, parent-in-law, child, sibling or grandparent). This time off should be coordinated with the Head of Staff so appropriate arrangements can be made in their absence.

Jury Duty

All staff members are allowed to receive their normal wage for up to two weeks annually while serving on Jury Duty. If a staff member is summoned to Jury Duty the summons shall be shared with the Head of Staff at the soonest opportunity so appropriate arrangements can be made in their absence. When the employee is released from responsibility to the courts, he/she shall make arrangements with the Head of Staff to return to work as soon as is reasonable.

Personal/Sick Time

Personal/Sick time is offered to allow staff the opportunity to attend to personal matters when they would otherwise be working. These may include but are not limited to doctor visits, children's school functions, and funerals. Furthermore, it allows an employee, should they become ill, to take the needed time to rest in order to make a full recovery. This benefit shall pay the employee at his/her normal wage and may be used in hourly, half day or full day increments. However, wages cannot be paid as an alternative to taking the time off. Requests for Personal/Sick time must be approved by ~~The the~~ employee's direct supervisor.

ANNUAL PERSONAL/SICK TIME ACCRUAL RATES		
<i>FULL-TIME</i>	<i>Part Time/ 20 hours</i>	
80 hours	40 hours	

This benefit can be accrued and carried forward to a maximum of 240 hours.

Personal Leave of Absence

Eastminster Presbyterian Church (the Church) may offer an unpaid Personal Leave of Absence to employees who have been employed with the Church for at least one year and have demonstrated satisfactory performance. The Personal Leave of Absence is at the sole discretion of the Church prior to taking a Personal Leave of Absence, the employee must first use all of his or her paid time off, including personal days, sick days, and vacation days. At the conclusion of the leave, the Church will use reasonable efforts to return the employee to the same or a substantially similar position that the employee held prior to taking leave. Sometimes the needs of the Church may change in unexpected ways unrelated to the Leave taken by the employee. In such a circumstance, the employee may not be returned to employment if the position is eliminated, and the employee may not be returned to the same or a similar position if the position is changed.

Where the Personal Leave of Absence is granted for other than medical reasons, the leave will not exceed six months, and the length of the Leave granted by the Church will be in the sole discretion of the Church after considering the request, the reasons for the request and any supporting documents, and the needs of the Church. During the leave, the employee must communicate with the Church to confirm his or her date of return to work on the following schedule: one month before returning, again two weeks before returning, and again one week before returning, unless this notice schedule is modified by the Church in writing.

Where the Personal Leave of Absence is taken for medical reasons, the Church will engage in an interactive process to determine the length of the leave and the ability of the Church to accommodate the Leave requested by the employee. A Personal Leave of Absence is part of, and not in addition to, any rights that an employee may have under the Americans with Disabilities Act, the Workers Compensation Act, and other applicable laws pertaining to leaves of absence. The Church shall have the right to obtain medical information from the employee and his or her medical treatment providers documenting the need for Leave... Prior to returning to work, the employee shall provide the Church with a fitness for duty certification from a licensed physician. During the leave, the employee must communicate with the Church to confirm his or her date of return to work on the following schedule: one month before returning, again two weeks before returning, and again one week before returning, unless this notice schedule is modified by the Church in writing.

Regardless of the reason for the Leave, it is the employee’s responsibility to timely apply for Leave in writing, explaining the reason for the request, the anticipated length of the leave, and providing supporting documentation for the leave. Alternatively where Leave is sought as an accommodation under the Americans with Disabilities Act or as part of a Workers Compensation claim, or under any other applicable statute, the employee shall follow the procedure required by the applicable statute, law or regulation to make the request for leave. Requests for Leave shall be submitted to *[position, not name]* as soon as the need for the leave is known or reasonably expected.

If the employee fails to report for work on the first day he or she is scheduled to return, except for reasons beyond the control of the employee, the employment relationship will be terminated for cause as of the date the employee was scheduled to return to work.

SECTION 15 – CONTINUING EDUCATION

Eastminster Presbyterian Church encourages all staff to grow as a person, to advance their career and, of course, to perform the functions of their positions in new and creative ways by obtaining further education and training. This education may range from procuring and studying resources on a particular subject to attending a one day workshop, from taking an on-line course to taking a class at a local college or university, or it may involve a seminar of a few days to a few weeks.

For salaried and hourly staff, Continuing Education allocations are not employee benefits, though CE is often beneficial to both the employee and EPC. Rather, they are expenses associated with the programs of Eastminster Presbyterian Church and as such, are not part of merited compensation to be tabulated at employee separation.

³ requires action by committees (paragraph 2)

Supervisors must approve all continuing education requests in advance. Supervisors shall consider whether the educational program will be beneficial to the church in addition to the staff member, and whether there are sufficient funds available for the educational program in deciding whether to approve the request...

SECTION 16 – ⁶STAFF RELATIONSHIPS TO THE SESSION

Staff members and the Session shall have a relationship defined in two primary ways. In matters of administration, The Head of Staff, Administration and Personnel Committee or the Clerk of Session shall be the preferred points of interaction. In matters of programming or areas of responsibility Session committees with whom the staff member is affiliated shall be the preferred point of interaction. This does not in any way preclude interaction with any Elder serving on Session or the Session as a body.

⁴ requires action by committees (paragraph 2)

⁵ requires action by committees (paragraph 4)

⁶ requires action by committees (section 16)

There shall be a standing invitation but not a requirement for Staff to attend Session meetings where they may be asked for their perspective on certain issues or to give reports about the programs or areas they are responsible for. They are also strongly encouraged to attend any and all meetings of their affiliated committee in order to be a resource and provide council. Clear and open lines of communication are encouraged outside of meetings as well.

Session committees and their moderators are expected to take advantage of the skills, talents and expertise of the staff members they are affiliated with. However, only in coordination with the Head of Staff, and the Administration and Personnel Committee, may specific staff members be expected to accept new or modified tasks or responsibilities.

The Administrative Assistant shall relate to the Session through an affiliation with the Administration and Personnel Committee. Annual evaluations shall be initiated by the Moderator of the Administration and Personnel Committee.

The Director of Music shall relate to the Session through an affiliation with the Worship Committee. Annual evaluations shall be initiated by the Moderator(s) of the Worship Committee.

The Youth Ministry Coordinator shall relate to the Session through an affiliation with the Christian Education Committee. Annual evaluations shall be initiated by the Moderator(s) of the Christian Education Committee.

The Facilities Manager shall relate to the Session through an affiliation with the Facilities Management Committee. Annual Evaluations shall be initiated by the Moderator of the Facilities Management Committee.

The Custodian shall relate to the Session through the Facilities Manager and an affiliation with the Facilities Management Committee. Annual evaluations shall be initiated by the Facilities Management Committee Moderator(s) and the Facilities Manager.

The Director of the Preschool and all preschool staff shall relate to the Session through an affiliation with the Preschool Board. Annual evaluations of the Preschool Staff shall be initiated by the Moderator of the Preschool Board.

The Preschool Staff shall relate to the Session through the Director of the Preschool and an affiliation with the Preschool Board. Annual evaluations shall be initiated by the Preschool Board Moderator and the Director of the Preschool.

The Nursery Attendant shall relate to the Session through an affiliation with the Worship Committee. Annual evaluations shall be initiated by the Christian Education Committee Moderator.

SECTION 17 – RELATIONSHIP OF STAFF MEMBERS TO THE HEAD OF STAFF

It is expected that all staff members shall work to establish and maintain collegial and supportive relationships with one another. It is also expected that all staff members will work together, under the leadership of the pastor as Head of Staff, to ensure that the goals and objectives of the ministry program of Eastminster Presbyterian Church shall be accomplished within the context of the congregation being Stewards of God's good gifts. Building a team spirit within the staff and providing support appropriate to build staff morale shall be the responsibility of all members of the staff of Eastminster Presbyterian Church.

All staff members are expected to attend all staff meetings unless specifically excused by the Head of Staff. The Head of Staff shall preside over all meetings of the staff unless a request is made by the Head of Staff for another staff member to provide leadership, or if there is a church officer present who has been designated by the Session (or higher authority of the church) to provide leadership at a given meeting, or meetings.

All staff members are expected to keep the Head of Staff, informed of their work and up to date on the status of all projects. In this context it is the responsibility of each staff member to ensure that they have coordinated their work responsibilities with the Head of Staff, in such a way as to ensure the efficient operation of the congregation's ministry program and the highest possible level of staff morale.

In general, staff shall use their discretion to decide whether to accept assignment requests from members of the congregation and/or officers of the church, and/or committee moderators. Only the Head of Staff, each staff member's affiliated committee and the Session, as the governing body, ⁷have the authority to make work assignments to staff members. Such work assignments are to be made in consultation and coordination with the Head of Staff. In this boundary, common sense is expected to prevail. For small tasks in which a staff member may be asked for assistance it is expected that such assistance shall be given, in accordance with the principles of providing support, friendship and service to one another in the Spirit of Christ. It is expected that, if a staff member is in doubt about any work request, they will contact the Head of Staff for clarification and respond accordingly to the request.

If situations of disagreement and/or conflict should arise between any staff member and the pastor, the staff member is expected to submit to the authority of the pastor, especially in the context of a meeting with members of the congregation and/or the public. If a staff member reaches a conclusion that the Head of Staff, is not providing appropriate leadership, is asking for work to be accomplished that falls outside the parameters of the staff member's job scope, the staff member shall contact the Moderator of the Administration and Personnel Committee and/or ⁸the appropriate Moderator(s) of the staff member's affiliated Session Committee and/or the Clerk of Session at the earliest possible moment, to seek correction within the given situation.

⁷ requires action by committees (paragraph 4)

⁸ requires action by committees (paragraph 5)

Staff members shall respond in a timely manner to all work requests/assignments made of them by the Head of Staff. Failure on the part of any staff member to comply with such requests/assignments may result in disciplinary action up to and including termination. Any questions about the appropriateness of a given request/assignment made by the Head of Staff shall be shared first with the Head of Staff for clarification, then with the Moderator of the Administration and Personnel Committee and/or the appropriate Moderator(s) of the staff member's affiliated committee.

Any work requests/assignments made of a staff member by the Head of Staff that are shown to be inappropriate shall be dealt with under the terms outlined in this handbook in the section governing the Relationship of the Head of Staff to Staff Members.

SECTION 18 – RELATIONSHIP OF THE HEAD OF STAFF TO STAFF MEMBERS

As designated by Session, Pastor of Eastminster Presbyterian Church shall serve as Head of Staff. All staff members shall be accountable to the Pastor as such. As Head of Staff the pastor shall be responsible for:

- 1) Assuring a supportive, harmonious, just, safe and secure work place and environment for all staff members.
- 2) Adjudicating conflicts between staff members.
- 3) Working supportively with those responsible for imitating Annual Staff Reviews and Evaluations.
- 4) Enforcing the work standards and policies of Eastminster Presbyterian Church.
- 5) Serving as an advocate for the congregation to the staff and as an advocate for the staff to the congregation.
- 6) Working with the staff as is fitting of a Minister of the Word and Sacrament of the Presbyterian Church (USA) and as one who follows the example of Jesus, as the Christ, who said: "I have not come to be served, but to serve."
- 7) Consulting with the Session, who serves as the employer, and working to support the reality that it is the Session, not the Pastor, who is ultimately responsible for setting the boundaries of work goals and objectives of individual staff members. The Head of Staff shall represent the Session in its responsibility for the ethics of the work environment and legality of all employment of staff for Eastminster Presbyterian Church.
- 8) Overseeing the work schedules of the staff to ensure an appropriate level of efficiency and a timely completion of all work performed by the staff.

- 9) Coordinating the work of the staff to ensure that the program of ministry and mission of Eastminster Presbyterian Church is managed to reach the goals and objectives set by the Session.
- 10) Review and approval of any work requests, other than those from Session and the appropriate Affiliated Committee that are within the boundaries of the staff member's Position Description, to any staff member and/or the staff as a whole.
- 11) Overseeing vacations, days off and sick leave/personal time, to ensure that these times are in keeping with the terms of each staff member's employment with Eastminster Presbyterian Church.
- 12) Reporting excessive tardiness or absence from work by any staff member to the Administration and Personnel Committee.
- 13) Ensuring that all staff members are taking needed breaks, time off and vacations to promote their health and wellbeing.
- 14) Reporting to and consulting with the Session, who serves as the employer, on critical matters concerning staff and personnel.
- 15) Communicating with the Administration and Personnel Committee and the appropriate Moderators of each staff member's affiliated committee regarding their work performance.

If the Head of Staff is found to be arbitrary, unjust or unethical (as determined by the Administration and Personnel Committee and/or Session) in regard to his, or her, working relationships with individual members of the staff, or the staff as a whole; the Session shall take appropriate disciplinary action. All such action shall be reported to the presbytery's Committee on Ministry for consultation and further disciplinary action and/or training/counseling, as it may deem necessary. Contact with the Committee on Ministry shall be made regardless of how minor any infraction might seem to be on the part of the pastor.

Since the Head of Staff, is the employee with the greatest authority, the standards of conduct in relationship to other staff are to be maintained at the highest level possible.

Establishing and maintaining a positive relationship with the Committee on Ministry shall be the responsibility of the Session, through the moderator of the Session's Administration and Personnel Committee.

SECTION 19 – ORGANIZATIONAL STRUCTURE

Head of the Church

Christ calls the Church into being, giving it all that is necessary for its mission in the world, for its sanctification, and for its service to God. Christ is present with the Church in both Spirit and Word. Christ alone rules, calls, teaches, and uses the Church as he wills.

Denomination

EPC is part of the Presbyterian Church USA Christian denomination. Its form of government is a representative democracy. Decisions are reached in councils through deliberation, discernment and majority vote.

General Assembly is the national council which meets every other year and sets priorities for the work of the whole church. It consists of equal numbers of Teaching Elders (Pastors) and Ruling Elders (Lay Persons) as commissioners from all presbyteries.

Presbyteries are councils made up of several congregations within geographic boundaries which meet monthly and consist of equal numbers of Teaching Elders (Pastors) and Ruling Elders (Lay Persons) as commissioners from all congregations. Presbyteries care for and ordain ministers and organize new churches. EPC is part of Donegal Presbytery.

Session

The governing council of EPC is the Session. It consists of 9 to 18 Ruling Elders who are annually elected by the congregation for three year terms (in thirds). This body generally meets monthly on the third Monday of the month and is moderated by the Pastor. It is responsible for the mission and governance of the congregation and has ultimate responsibility over all parts of EPC through delegation of authority or direct deliberation.

Presbyters (Ruling Elders) are not simply to reflect the will of the people, but rather to seek together to find and represent the will of Christ.

Committees

There are a number of standing committees and boards under the Session that are responsible for deferent areas in the life of the congregation. Among them is the Board of Deacons who is responsible for the care of congregational members, the Board of Trustees who are responsible for financial and legal concerns of EPC, The Preschool Board of Directors who oversee Eastminster Preschool, wholly owned subsidiary of EPC and other various committees.

Officers

Members of Session (sitting Ruling Elders), members of the Board of Deacons, members of the Board of Trustees and members of the Preschool Board of Directors are all elected by the congregation and are all officers with specific duties and responsibilities.

Additionally, the Session annually appoints two other officers. The Clerk of Session is primarily responsible for record keeping including Session and congregational meeting minutes and roles as well advising and coordinating appropriate organizational procedures. He/she works closely with the Head of Staff and the Session. The Treasurer is responsible for all day-to-day pecuniary and financial transactions including receipts, payments and payroll. He/she works closely with the Board of Trustees.

Head of Staff

The Head of Staff (normally the Pastor) is responsible for the day-to-day supervision of all paid staff. However, it is appropriate and customary to delegate supervisory responsibility to the Facilities Manager for custodians, to the Preschool Director for Preschool staff and other EPC staff for various volunteers. It is important for the Head of Staff to be aware of the goals, priorities and projects of committees that each staff member is affiliated with to avoid conflicting messages and direction to the staff.

APPENDIX 1 – COMMITTEE TASKS CONCERNING STAFF

These footnotes are specific tasks that require attention/action by committees in regards to staff.

- Page 4, footnote 1, section 2, sub-heading 3
- Page 6, footnote 2, section 8, paragraph 3
- Page 12, footnote 3, section 14, paragraph 2
- Page 14, footnote 4, section 15, paragraph 2
- Page 14, footnote 5, section 15, paragraph 4
- Page 14, footnote 6, section 16
- Page 16, footnote 7, section 17, paragraph 4
- Page 16, footnote 8, section 17, paragraph 5

APPENDIX 2 – ATTACHMENTS

US Wage and Hour Division, Fact Sheet #17A: Exemptions Overview

US Wage and Hour Division, Fact Sheet #23: Employee Overtime

Staff's Acknowledgment of Staff Handbook

(Signed original will be maintained in the church office.)

The employee hereby acknowledges receipt of a copy of the current Staff Handbook on the date shown below.

The Staff Handbook has been written to highlight the basic Personnel Policies of Eastminster Presbyterian Church. The Handbook is not intended to serve as a contract between the church and the employee.

From time to time it may become necessary to change the policies, procedures or benefits described in this Handbook. Staff will be informed of any changes and will be provided with copies of the changes.

If you have any questions about the information in this Handbook, please ask the Head of Staff or your supervisor.

Employee's Name (Print)

Date: _____

Employee's Signature