

MAPLEWOOD UNITED METHODIST CHURCH

Staff Policy Manual



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STAFF POLICY MANUAL

Revised *DATE*

1 - INTRODUCTION

1.1 OVERVIEW

The mission of Maplewood United Methodist Church (“MUMC”) is to create spaces where people can have authentic encounters with Christ, discover their Spiritual gifts, and use them for God’s glory.

This staff policy manual was developed to describe the covenant relationship between and among the congregation and its staff members, by providing a summary of the policies, rules and guidelines adopted by MUMC. We are all called to ministry, and these policies have been created to ensure the fulfillment of that vocation.

This manual cannot anticipate every situation or answer every question about your employment with MUMC, nor shall it be construed as a contract between staff members and MUMC.

Information contained in this manual may be modified and/or updated periodically. It is your responsibility to regularly review the most current version of the manual and become familiar with the information contained herein.

Enforcement of this policy manual is the responsibility of the Pastor. The Administrative Council is the governing body of the congregation. The Pastor is the supervisor of all church staff.

If there is a conflict between the policies in this manual and State and/or Federal regulations, then the State and/or Federal regulations shall prevail.

1.2 VALUES

All staff members are expected to uphold the following core values: community, authenticity, diversity, and service.

- Community: “Therefore encourage one another, and build up each other” (1 Thessalonians 5:11). Ministry does not happen in silos, with “departments” that operate independently of one another. At MUMC, staff members work collaboratively with one another and with church members to accomplish the congregation’s mission.

- Authenticity: “The tree is known by its fruit” (Matthew 12:33). Staff members will do their work with honesty and integrity. The work of the church requires discernment of the particular ways people are gifted, and a willingness to use that array of gifts in ways that contribute to the good health and growth of the congregation.

- Diversity: “Now there are varieties of gifts but the same Spirit” (1 Corinthians 12:4). Diversity is a strength at MUMC. Staff members celebrate the diversity of the community and honor the differences among us.

- Service: “The Son of Man came not to be served, but to serve” (Mark 19:45). Following the example of Christ, MUMC staff members assume the hearts of servants in their work. Service to God, service to the mission of the church, and service to the people of the community characterize the work of MUMC staff members.

2 - EMPLOYMENT

2.1 EXEMPT and NONEXEMPT STATUS

· Exempt Status – any staff member who is in a position that qualifies as “exempt” from overtime payment under the Fair Labor Standards Act.

· Non-Exempt Status – any staff member who is in a position not “exempt” from the overtime payment provisions of the Fair Labor Standards Act. Non-exempt staff members are required to accurately report their actual hours worked and they are eligible for overtime payment equal to one and one half times their regular hourly earnings for any hours worked over 40 hours in a work week.

2.2 EQUAL OPPORTUNITY EMPLOYMENT

It is MUMC’s policy that all applicants and staff members will be treated equitably and without regard to race, color, gender, national origin, ancestry, age, disability, protected veteran status, gender identity, sexual orientation, or on any other basis prohibited by law. MUMC does reserve its rights, as a religious organization under federal law, to make employment decisions based upon religion.

2.3 AMERICANS WITH DISABILITIES ACT

As a part of MUMC’s commitment to being an equal opportunity employer, we will fully comply with the Americans with Disabilities Act. We will not discriminate against a qualified individual with a disability because of such disability in regard to job application procedures, hiring or discharge, compensation, advancement, training, or any other term or condition of employment. In accordance with our obligations under the Americans with Disabilities Act, we will make modifications or adjustments to a job or to the work environment, which will enable a qualified applicant or staff member with a disability to perform essential job functions so long as such accommodations do not impose undue hardship.

2.4 GENETIC INFORMATION NONDISCRIMINATION ACT

As a part of MUMC’s commitment to being an equal opportunity employer, we will fully comply with the Genetic Information Nondiscrimination Act of 2008. GINA protects applicants and staff members from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically

allowed by this law. “Genetic information,” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

2.5 EMPLOYMENT AT WILL

Employment with MUMC is voluntary and at the mutual consent of MUMC and the individual staff member. Either party may terminate this relationship at any time, with or without cause, and with or without advance notice.

2.6 EMPLOYMENT PROCESS

Internal and external applicants for employment will express their interest by completing an online application form, and (if applicable) a resumé and cover letter expressing interest in the position. Reference checks, testing and criminal background checks will be completed as required prior to beginning employment with MUMC.

MUMC relies upon the accuracy of information contained in the employment application and/or resumé, as well as the accuracy of other data presented throughout the hiring process and employment tenure. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in MUMC excluding the individual from further consideration for employment or, if the person has been hired, termination of employment.

2.7 PROVISIONAL EMPLOYMENT

All newly hired staff members, as well as current staff members transferring within MUMC to a new position, will be considered probationary for the first six months of employment in their new position. This period may be increased or decreased in certain circumstances at MUMC’s discretion. During this period you are expected to adapt to your new work environment and MUMC will become acquainted with you and your knowledge, skills and abilities. Should you or MUMC decide, for any reason, that you are not adaptable to one another, your employment may be terminated. Following this initial probationary period your employment with MUMC will continue on an employment-at-will basis.

2.8 STAFF CONDUCT

- The staff members of MUMC are called to ministry, and should live a life “worthy of the calling” to which they have been called. Staff should conduct themselves in ways that are respectful of themselves, church property, and others with whom they are serving. Staff will avoid actual or potential conflicts of interest and behave in ways that build others up in love. (See section 3.6 and 3.7 of this policy book for more specific guidelines.)
- Each staff member will act in a way that is supportive of the mission of the congregation, and reflects the values outlined above (section 1.2).
- The Pastor reserves the right to determine when a staff member’s activities represent a conflict with regard to the congregation’s interest and to take whatever action is necessary to resolve the

situation. Staff members may be disciplined, up to and including possible termination, for poor job performance, inappropriate behaviors, or actions deemed detrimental to the mission of the congregation as determined by the Pastor and members of the Pastor-Parish Relations Committee (PPRC).

2.9 HOURS

- “Full-time” = 35+ hours/week; “Part-time” = 20-34 hours/week; “Other” = 19 hours or less/week
- Non-exempt staff will be scheduled, with all work hours set and approved by the pastor and the chair of the PPRC. Non-exempt staff will not work more hours than scheduled without specific authorization of the pastor.
- Exempt staff are not required to track their actual number of hours worked, however, they should be mindful of their assigned responsibilities and duties and be willing to work whenever and for as long as necessary to ensure assigned responsibilities and duties are successfully completed. It is difficult to calculate required weekly hours when serving in ministry. There are seasons in which more than forty hours will be required, and seasons in which less than forty will suffice. Rather than keep track of hours, exempt staff are responsible for the outcomes of ministry tasks as outlined by the Pastor.

2.10 COVENANT RENEWAL (Evaluations)

All staff will participate in a Covenant Renewal process at or near the end of each trimester of work (the months of May, September, and January). Each staff member will complete a self-evaluation and meet one-on-one with the pastor to review the previous trimester’s ministry, evaluate successes and failures, and establish goals for the upcoming trimester.

2.11 PROMOTION / SALARY ADJUSTMENT

Promotions and salary adjustments may be awarded annually in conjunction with MUMC’s budgeting process. The Pastor will work with the PPRC to recommend to the Ad Council any salary changes and staffing adjustments deemed appropriate and fiscally responsible.

2.12 TERMINATION OF EMPLOYMENT

A. **Voluntary** (Resignation) – Any individual who wishes to voluntarily resign from their current position with MUMC must do so in written form to the pastor a minimum of two weeks prior to their last day worked. The minimum notice period must be working time; vacation or other paid time-off may not be substituted for the notice period. Failure to give the requested minimum working notice will result in the employee being classified “not eligible” for rehire by MUMC.

B. **Involuntary** – Any employee who willfully violates MUMC policy, the law, or applicable regulations may be immediately placed on administrative leave by the Pastor. Failure to resolve the situation may lead to involuntary termination, at the consensus of the Pastor, the PPRC Chairperson, and the Ad Council Chairperson. Poor performance, excessive absenteeism, and other performance related issues may also result in termination.

2.13 CONFLICT RESOLUTION

Any grievance should first be brought to the Pastor. The Pastor will then work to resolve the conflict through intentional acts of healing and reconciliation.

If no resolution can be reached, or the grievance is applicable to the Pastor directly, the grievance should be brought to the PPRC Chairperson. If no resolution can be reached through the mediation of the PPRC Chairperson, or the grievance is applicable to the PPRC Chairperson directly, the grievance may be brought to the Administrative Council via the Council Chair or the Lay Leader. The Administrative Council's decision will be final in conflicts among staff members or among staff members and members of the congregation.

If the grievance is applicable to the Pastor directly, and no resolution can be reached after exhausting the process outlined above, the District Superintendent may be contacted.

All grievances are to be given in writing for clarity and accountability.

3 – POLICIES

3.1 DRUG AND ALCOHOL POLICY

- Use, possession, sale, distribution, manufacture, or presence of illegal drugs or alcohol is prohibited in the workplace.*
- Reporting to work or being at the workplace under the influence of illegal drugs or alcohol is prohibited.

** "In the workplace" or "at the workplace" is defined herein as: Anytime a staff member is on MUMC property, including all grounds or facilities and structures; other non-Church work sites where staff members may be assigned; in attendance at a work-related conference, seminar or training session; driving or riding as a passenger in a MUMC vehicle or vehicle rented or being used by the MUMC; or while receiving pay for work or "on-call" status regardless of physical location.*

3.2 TOBACCO FREE POLICY

MUMC does NOT permit the use of tobacco or tobacco products on the church campus, or in, on, or around any MUMC owned, leased, or rented vehicle at any time. "Tobacco" and/or "tobacco products" for purposes of this policy includes cigarettes, cigars, pipes, any other smoking product, dip, chew, snuff, snus, any other smokeless tobacco product, and nicotine delivery devices, such as e-cigarettes and vaporizers. FDA-approved nicotine replacement therapy products that do not involve smoking and that are used for tobacco cessation are excluded from this definition. Staff members wishing to use tobacco can do so on their own time, and not on the work time or property of MUMC.

This Policy applies equally to all staff members, church members, and visitors. Instances of violation of this policy should be immediately reported to the Pastor or the PPRC Chairperson.

3.3 LACTATION/BREASTFEEDING

Any staff member who is breastfeeding their child will be provided reasonable break time(s) to express milk and/or nurse their child. The staff member must communicate the need for reasonable break time(s) with the Pastor and be accommodating with regard to the needs of their assigned position and responsibilities. MUMC will designate a private area for use by the staff member while they are expressing milk and/or nursing their child.

3.4 ANTI-HARASSMENT POLICY

Discrimination and harassment of MUMC staff members by anyone (management, supervisors, co-workers, or non-employees, including vendors, contractors, or church members) on the basis of race, color, gender, national origin, ancestry, age, disability, protected veteran status, gender identity, sexual orientation or any other basis protected by law is prohibited.

Prohibited conduct includes any unwelcome conduct, whether verbal, physical, or visual, that is based on or relates to an individual's race, color, gender, national origin, ancestry, age, disability, protected veteran status, gender identity, sexual orientation or any other status protected by law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affecting an individual's employment opportunities.

Examples of prohibited conduct include but are not limited to, epithets, slurs, negative stereotyping, written or graphic material, including e-mails, that denigrates or shows hostility toward an individual, or any other threatening or intimidating act that relates to race, color, gender, religion, national origin, ancestry, age, disability, protected veteran status, gender identity, sexual orientation or any other status protected by law.

Sexual harassment may include any unwelcome behavior of a sexual nature such as: sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, physical or visual conduct of a sexual nature where: 1) submission to such conduct is an explicit or implicit condition of employment; or 2) submission to or rejection of such conduct is used as a basis for employment-related decisions such a promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, abusive or offensive working environment.

This Policy applies universally to all MUMC staff members in their dealings with each other and to third parties in their dealings with MUMC staff members. Any staff member who violates this policy will be subject to corrective action up to and including termination. A staff member may be disciplined, up to and including termination, for engaging in behavior that is disrespectful or disruptive or otherwise prohibited by this policy without that behavior rising to the level of harassment prohibited by law.

Staff members who feel they have witnessed or experienced behavior prohibited by this policy in connection with their employment with MUMC, or who have questions, concerns or complaints of discrimination, including a complaint of harassment, should immediately report the circumstances or incident to the Pastor, or to the PPRC Chairperson.

Any staff member who opposes discrimination or harassment, makes a good faith complaint of discrimination or harassment and/or participates or cooperates in a discrimination or harassment investigation will be protected from retaliation.

Upon receipt of a complaint under this policy, MUMC will conduct an investigation, and appropriate action will be taken based on the circumstances. Confidentiality will be maintained to the maximum extent possible under the circumstances.

3.5 DRESS CODE

All Maplewood United Methodist Church staff members are expected to practice good grooming and appropriate dress (dictated by one's primary duties and working environment) at all times. Care should be taken not to offend others through personal carelessness, inappropriate dress, or poor hygiene.

3.6 CONFLICT OF INTEREST

Any conflict of interest with regards to your employment and/or position with MUMC is to be avoided. A conflict arises anytime a staff member or their family member has an interest in a matter which may influence a decision or recommendation that must be made in the discharge of one's job responsibilities. In the event that a possible conflict does arise, its full nature and extent should be disclosed immediately to the Pastor.

3.7 GENERAL CONDUCT:

As a staff member of Maplewood United Methodist Church, you are to demonstrate the highest level of professionalism, integrity and ethical standards. (See section 2.8 of this policy book for general parameters.) As such, the following behaviors are prohibited. Violation of these prohibitions will result in appropriate disciplinary response, up to and including termination of employment (See section 2.12.B above). Please note, this list is illustrative of the type of behavior that will not be permitted and is not intended to be all-inclusive:

- The use of unwelcome profanity or abusive language with a co-worker, supervisor, manager, church member, vendor, or visitor;
- The possession of firearms or other weapons at the workplace;
- Insubordination, or the refusal by an employee to follow reasonable instructions or directives concerning job-related matters;
- Harassment or physical assault of a co-worker, supervisor, manager, church member, vendor, or visitor;

- Theft, misuse or willful destruction of a co-worker's, supervisor's, church member's, vendor's, visitor's or MUMC property;
- Theft or embezzlement of any money or property whether MUMC's or entrusted to the custody or care of the MUMC;
- Falsification of any MUMC record/document, including time card records and applications for employment, or tampering with equipment or systems to cause falsification;
- Any immoral or indecent act or any misconduct inside or outside of working hours that results in grave consequences to MUMC.

3.8 - INTERNET POLICIES

A) "CONGREGATIONAL MINISTRY PAGES"

The creation of a page or website specific to a particular ministry or event must be approved by a ministry leader or staff member, and a ministry leader or staff member must be added as an administrator of the page or website. There may be circumstances in which an administrator will be designated. In such cases, the staff member or ministry leader is still accountable for the appropriate usage of the ministry page.

In order to be welcoming to all people, the page must be "open," meaning available for anyone to view and participate. Inappropriate participation will be blocked by the administrator of the page or site. Closed online groups to which individuals are invited to participate are not appropriate as congregational ministry pages.

B) "APPROPRIATE LINKS"

As much as possible, diligence must be observed to ensure that inappropriate links are eliminated from all online communication. Inappropriate links comprise but may not be limited to sites that include pornography, violence, criminal activity, drug and alcohol abuse, and other activity that is inconsistent with the teachings of the church. While it is impossible to trace every link to its culmination, reasonable efforts shall be made to ensure appropriate links only are maintained.

C) "PICTURES"

Permission must be given in order to post pictures of individuals online. If the individual is under 18, this permission must be given by a parent or legal guardian. This permission should be in written form if possible, though verbal permission witnessed by two ministry leaders and/or staff members is permissible in certain circumstances.

D) "SOCIAL MEDIA NOTIFICATIONS"

Learning of a need in the congregation via a general notification on social media should not be considered an official notification to the church of said need. Only direct communication from the one in need should be considered.

4 - COMPENSATION and BENEFITS

4.1 PAYDAYS

All staff are paid on the 14th and 28th of each month. If a payday falls on a holiday, Saturday, or Sunday, paychecks will be issued on the business workday immediately preceding the pay date in question.

MUMC is committed to ensuring that all staff members are paid fully in accordance with their established salary or hourly rate and to fully comply with all applicable federal, state and local laws. MUMC does not condone improper deductions from a staff member's pay and strives to ensure that the improper docking of pay, unauthorized pay deductions and payroll errors do not occur. Staff members who believe that they have been subject to improper deductions or believe they have not been paid correctly should immediately notify the PPRC Chairperson or the Pastor so that the discrepancy can be researched and, if merited, corrected. Staff members raising concerns regarding their pay will not be subject to any form of retaliation.

4.2 DIRECT DEPOSIT

Direct deposit of individual paycheck is available. Please make arrangements with the PPRC Chairperson.

4.3 TIME OFF

Days off are offered for vacation, continuing education, medical necessity, bereavement, parental leave, jury duty, illness, and other situations that may arise, pending supervisory approval.

- Staff members should make every effort to notify the Pastor two weeks prior to their requested absence.
- Paid vacation time: 1 week after one year of employment
2 weeks after 2 years of continuous employment
3 weeks after 5 years of continuous employment
4 weeks after ten years of continuous employment.
- Paid sick leave: 10 working days per year. If an employee is ill more than 72 consecutive hours, a doctor's release may be requested prior to returning to work.
- Parental leave: up to 8 weeks for the birth or adoption of a child or the placement of a foster child.
- Leave of absence: Personal leaves of absence may be requested in writing through the Pastor, with approval to be determined on a case-by-case basis following established policies and practices.

4.4 CONTINUING EDUCATION

All staff members are encouraged to participate in continuing education events. Participation in professional development programs will be approved by and arranged through the Pastor. Funds may be available to support participation in meaningful continuing education experiences.

5 - SHARED SPACE and EQUIPMENT

All staff members are expected to share building space and MUMC equipment graciously. No single space or item "belongs" to any one particular ministry or class or other group within the congregation. All space should be considered shared space; all equipment is shared equipment.

5.1 SCHEDULING

The church calendar is managed by the Administrative Coordinator. Groups, both within the church and outside groups, will schedule activities through the main office, according to the Ad Council approved "Facility Use Policy."

5.2 SET-UP and CLEANING

Per the MUMC "Facility Use Policy," staff members and ministry leaders in charge of events are responsible for arranging set-up and cleaning of rooms used. Staff and ministry leaders will make every effort to ensure that spaces are left in a condition at least as good, if not better than they were found. Equipment should be carefully put away in the same state it was initially found.

5.3 PERSONAL ITEMS and SUPPLIES

It is inappropriate to store personal items and supplies in shared spaces. Any items present in shared spaces are considered shared items, and as such they are the property of MUMC. If a staff member recognizes a personal item in a shared space, the owner will be notified and asked to either remove the item or allow it to be used as needed in the ministries of the congregation.

5.4 PROCEDURES

- a) In order to add, take away, or re-arrange furnishings in any shared space, or add to, take from, or adjust storage of supplies in any shared space, the Pastor will convene representatives of the ministries utilizing the space to collaborate to reach a decision that will be most supportive of all the ministries involved.
- b) All decisions regarding furnishings, arrangement, and storage in any shared spaces will consider the mission, core values, and vision of the congregation as the primary guiding principles. Scheduling, set-up, and custodial needs will also be considered in the collaborative decision making process.
- c) If the representative staff members are unable to arrive at a satisfactory arrangement, the Pastor will make the final decision.

6 - Other

6.1 SAFETY

MUMC will comply with the requirements of the 1970 Occupational Safety and Health Act by providing a safe and healthy working environment. All staff members are expected to cooperate fully in observing all safety procedures as well as reporting any perceived safety hazard when identified.

Be careful and observant at all times. If your position requires the use of any equipment, you must follow all safety instructions during its operation. The removal of any safety device from a piece of equipment is expressly prohibited. When lifting or moving any object, seek the assistance of others and practice safe lifting techniques. Keep all work areas clear and hazard free. If you cannot safely remove an object or hazard, immediately report the problem to your immediate supervisor or Business Administrator. If you, a fellow staff member, church member,

vendor, or guest are injured, no matter how slight, report the incident immediately to your supervisor or the Business Administrator.

6.2 PERSONAL POSSESSIONS

Staff members should keep all personal possessions, especially purses and wallets, in a secured area when not in use. MUMC facilities are open to the public, making it impossible to have absolute control over who accesses these areas. MUMC will not accept liability for any personal item you report lost, stolen, or damaged. Please take the time to safeguard all personal items, including automobiles, when arriving for your shift. If a mishap does occur, notify the Pastor or the PPRC Chairperson.

6.3 DRIVING ON MUMC BUSINESS

Wearing a seat belt is the law in Missouri, as such, MUMC requires that all staff members wear a seat belt when operating any motor vehicle on church business.

The use of mobile communication devices to send or receive electronic messages while operating a motor vehicle is not permitted while on church business (whether driving your personal vehicle or operating a MUMC owned, leased or rented vehicle).

Any staff member driving a motor vehicle on church business must comply with all applicable federal, state and local motor vehicle laws and have a valid motor vehicle operator's license (appropriate to the vehicle being operated – note, some staff positions may require a specialized motor vehicle operator's license A, B, C or E. please consult with your supervisor for additional details).

If a traffic violation occurs while operating a motor vehicle on church business, the staff member operating the vehicle assumes sole responsibility for any and all fines, judgments and other associated costs. Operating a motor vehicle on church business while under the influence (DUI, DWI, etc...) and/or any other type of felony violation will result in immediate termination of employment. All vehicle accidents, vehicle damage, personal injury and tickets issued (whether a moving or other violation) while operating a motor vehicle on church business are to be immediately reported to the Pastor and/or the PPRC Chairperson.

Addendum A: Staff Structure
(Separate document)