

**DRAFT - Maplewood United Methodist Church**  
**Staff Policies and Hiring Process - DRAFT**  
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STAFF POLICIES:

1. Staffing Authority and Responsibilities:

- A. The Pastor is the supervisor of all church staff. At their discretion, the Pastor may delegate supervision of some or all staff to other member(s) of the staff.
- B. Requests for new work that is not within the current guardrails of the staff member's job description must be approved by the Pastor, or their designee, in advance.
- C. The Pastor will adhere to, and ensure staff adherence to the most recently published MUMC Employee Handbook which will be reviewed by the PPRC on an annual basis at a minimum.

2. Executive Limitations Policies

The Pastor shall not:

- A. Cause or allow conditions that are unlawful, unfair, undignified, or unclear to staff.
- B. Structure and equip the staff in a way that is not conducive to the accomplishment of the mission of the congregation.
- C. Neglect to provide clearly stated desired work outcomes for staff.
- D. Discriminate against any staff member for non-disruptive expression of dissent
- E. Stifle the creative expression of ministry with unreasonable expectations upon the staff
- F. Create or allow the existence of a hostile working environment.
- G. Cause or allow jeopardy to financial integrity or public image of Maplewood UMC.
- F. Dismiss a staff member prior to discussion with the Ad Council Chair and / or the PPRC Chair.

HIRING PROCESS:

1. In collaboration with the Pastor/Parish Relations Committee (PPRC) of the Administrative Council, the pastor will create or update a job description, including a summary of job responsibilities and supervisory relationship(s).

2. If the hire is for an existing position, salary maximum is set by the current budget. If the position is new or a salary increase is to be made, the salary must be approved by the Administrative Council in the budget approval process.

3. The PPRC chair will post the opening on relevant sites, such as [maplewoodumc.org](http://maplewoodumc.org), the Northeast District newsletter, and social media, and include instructions on how to apply.

4. Candidates should complete an online [application](#) form, and (if applicable) a resumé and cover letter expressing interest in the position. The PPRC Chair will maintain all application information (including non-hired applicants) for 1 year.

5. The pastor will collaborate with the PPRC chairperson to convene a search team relevant to the position in question. The search team will determine the schedule for candidate interviews. The search team will work toward consensus on the decision to hire. In the event that the search team cannot reach consensus, the final decision will be made by the Pastor, Ad Council Chair and PPRC Chair.

6. Once a hiring decision is made, the pastor or the PPRC chair will contact the candidate to make the offer, including proposed start date and pay rate.

7. After acceptance, the PPRC chair will contact the employee to schedule time to complete new hire paperwork including:

- [Federal Tax Withholding \(W-4\) form](#)
- [MO State Tax Withholding form](#)
- Section 1 of the [I-9 Employment Eligibility Verification form](#) (Section 2 is completed with employer)
- [Direct Deposit form](#)
- Employment Application
- Emergency Contact Form
- Background Check Consent (if required)
- Safe Gatherings Certification (if applicable)

8. Documents are sent electronically to the accounting firm (Robin Campbell at Linn & Campbell P.C.) for payroll purposes, and stored in an employment file in a locked drawer in the church office.