

Personnel Policies & Procedures

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PERSONNEL COMMITTEE POLICIES & PROCEDURES

Updated: 9/1/2023

Session Approved 11/19/2023

I. EMPLOYMENT OF NON-PASTORAL STAFF

A. EQUAL EMPLOYMENT OPPORTUNITY: The Guilford Park Presbyterian Church will recruit, hire, call, and promote all persons in all job classifications without regard to race, creed, color, national origin, gender, age, marital status, religious affiliation (except when, after careful study, religious affiliation is determined to be a bona fide occupational qualification), or physical, mental, or medical disability unrelated to the ability to engage in activities involved with the job.

B. It is the policy of Guilford Park Presbyterian Church that church members will not be employed by the church. We encourage staff members to be a part of a church community of their own choosing, away from their work environment at Guilford Park. The following staff members are exempt from this policy:

1. A church member who is filling an interim position while the church is in the process of hiring to fill that vacancy. Such a member is subject to all appropriate personnel policies and expectations while employed by the church, unless modified by contract, and should be fairly compensated.
2. Preschool staff members other than the Director of the Preschool, subject to the limits established in the Preschool's personnel policies.
3. A staff member who, by the nature of his or her employment and the expectations of that position for regularly working on Sunday mornings, is effectively precluded from worshipping with and being a part of another church community. Provided, that a staff member who desires to join the church, or a member of the church who seeks to become employed by the church, must read, and sign indicating that he or she has read and understands, the church's Guidelines for Employment of Church Members prior to joining or becoming employed. Provided further that no member of the church who is under 18 years of age may be employed regularly on Sunday morning so as to preclude the youth from attending worship and church school. (Approved by Session 8/16/09)

C. PROCESS OF EMPLOYMENT

1. The hiring process begins when the Personnel Committee is notified of a personnel need by the appropriate committee, the Pastor, or the Session. The position description along with salary ranges shall be developed/reviewed by the Personnel Committee in consultation with the Pastor and appropriate committee/s. If the position is new, Session must first approve the position before a search begins.
2. The position description shall accurately reflect the purpose, accountability, type, relationships, responsibilities, qualifications, compensation and benefits, evaluation, and the date it was approved by the Personnel Committee and shall be discussed with the prospective employee prior to hiring.

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3. All prospective employees shall be interviewed by a search committee approved by the Personnel Committee that will ordinarily include the following: Pastor, one member of the Personnel Committee, and, if applicable, a member of the committee/s with which the staff person will work. The search committee will be responsible for advertising the position. Hiring and salary recommendations shall be presented by this committee to the Personnel Committee for approval. Final hiring and salary decisions and any other special conditions or terms of employment must be approved by the Session.
4. Reasonable care shall be taken during all interviews to protect the privacy of the applicant. Upon employment, references shall be destroyed.
5. Before a job offer may be extended, a criminal background check and, if applicable, a financial background check shall be conducted for any prospective employee who accepts a position of employment. It is preferable, but not required, that the background check be completed prior to the start of employment. The cost of the financial and/or criminal background check is the responsibility of the applicant; if the person is hired, the church will reimburse this cost.
6. The Pastor will review the Personnel Committee's Policies and Procedures and the Policy on Ethics and Conduct and any relevant policies and procedures with each new staff member. All staff shall sign a form indicating that they have received and reviewed a copy of the Personnel Committee's Policies and Procedures and the Policy on Ethics and Conduct.
7. A review of performance shall be completed after six months from the date of employment for an Associate Pastor and three months for Non-Pastoral Staff.

II. GENERAL ITEMS FOR ALL STAFF

A. **PASTOR AS HEAD OF STAFF:** Responsibility for the overall management of all staff, pastoral and non-pastoral, resides with the Pastor as Head of Staff. In this context, management refers to all matters related to the day-to-day supervision and performance evaluation of staff members. Employment and dismissal decisions regarding non-pastoral staff members are at the discretion of the Personnel Committee, with the advice and counsel of the Pastor, and subject to the final approval of Session. The Associate Pastor will assume the role of Head of Staff when the Pastor is on vacation, study leave, or otherwise not available.

B. STAFF RESPONSIBILITIES

1. To understand thoroughly the staff member's position description.
2. To satisfactorily meet the performance requirements of the position.
3. To meet established annual performance goals and objectives.
4. To be honest and truthful in relationships with others, refraining from gossip and abusive speech, treating all persons with equal respect and concern.
5. To demonstrate an appropriate work attitude.
6. To report to and be accountable to an immediate supervisor, where stated, and to the Pastor.

7. To work with the committee(s), if any, having relationship to the staff member's position, in the development of programs or projects in consultation with and subject to the approval of the staff member's immediate supervisor and/or the Pastor.
8. To understand and abide by Guilford Park Presbyterian Church's Personnel Committee's Policies and Procedures and Policy on Ethics and Conduct.

C. STAFF ENTITLEMENTS

Compensation: The Personnel Committee, in consultation with the Pastor, shall recommend to Session all salary levels and, in a timely manner before the preparation of the annual budget, shall review compensation for all staff. The Book of Order states that the congregation, presbytery, and pastor must approve the Terms of Call of installed pastors. Once the pastor is installed, the Personnel Committee shall make recommendations regarding changes in Terms of Call to the Session which in turn recommends to the congregation. Recommendations for all staff should ensure fair pay for work performed, incentive for personal achievement and growth, and salary levels that are consistent with each other and responsive to changes in the cost of living. [Although churches are not bound to comply with federal laws on minimum wages, the General Assembly has acted to "request all churches establish salary scales of secretaries and other employees that are at least in compliance with federal wage laws."] Pay periods should be established, announced, and maintained.

Annual Review: All staff members shall have an annual review. The process will ordinarily begin in June.

A. Process for the Pastor (Head of Staff)

1. The Pastor will present to the Personnel Committee a written self-evaluation of his/her previous year's goals and new goals for coming year.
2. The chair of the Personnel Committee will seek input from the Session and the committees and bring the results to the entire Personnel Committee.
3. The Personnel Committee will review all information out of the presence of the Pastor to determine the evaluation of the Pastor. The committee will then invite the Pastor into the meeting to share the evaluation.
4. The Personnel Committee will approve the goals of the Pastor.

Process for the Associate Pastor

1. The Head of Staff will direct the Associate Pastor to complete a written self-evaluation of his/her previous year's goals and new goals for the coming year.
2. The Personnel Committee will request evaluations from the committee/s with which the Associate Pastor closely works.
3. The Personnel Committee and Pastor will review all the information to determine the evaluation results. The Pastor as Head of Staff will approve the annual goals.
4. 4. The evaluation conference with the Associate Pastor shall occur with the entire committee.

C. Process for Non-Pastoral Staff

1. The Pastor as Head of Staff will direct the Staff Members to complete a written self-evaluation of his/her previous year's goals and new goals for coming year.
2. The Personnel Committee will request evaluations from the session committee/s which the staff member works.
3. [The Personnel Committee and Pastor will review all the information to determine the evaluation of each staff member and to approve annual goals.](#)
4. The Personnel Committee will then schedule an evaluation conference with each staff member to share the results of the evaluation. For the Non-pastoral Staff, the evaluation conference shall occur with the Pastor, and one member of the committee.
5. The Pastor and Personnel Committee member shall then make a report to the full Committee.

Workers' Compensation and Unemployment Insurance: As required by law, or as provided through insurance policies purchased by the Session, staff members will be provided with these protections.

Maternity/Paternity Leave: A staff member shall be allowed up to twelve total weeks of maternity leave for the birth or adoption of a child. In keeping with Presbytery's minimum, pastors shall be entitled to eight weeks paid maternity leave. Full-time non-pastoral staff shall be entitled to six weeks paid maternity leave. All full-time staff shall be entitled to two weeks paid paternity leave. Maternity and paternity leave will apply on the occasion of the birth or adoption of a child. During the unpaid portion of the leave, a staff member may choose to use available vacation or sick and emergency leave.

Extended Leave: A staff member has the right to request from the Personnel Committee extended unpaid leave for any appropriate purpose.

Weather Related Leave: When weather conditions (e.g., winter storms, hurricanes, flooding, etc.) warrant, the Pastor may close the church office and staff will receive full pay.

Holidays: The following paid holidays will be observed: New Year's Day, Martin Luther King Jr. Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and the Friday following, and Christmas and the day following. The Pastor shall be able to adjust time off should any of the named holidays fall on a weekend or at times when staff must be present.

Reimbursable Expenses: When a staff member makes purchases for the church, any and all receipts shall be turned in with the appropriate account noted upon which the funds are to be drawn. Reimbursement shall ordinarily take place within 30 days from the time the receipt was presented to the Financial Administrator. All expenses must have prior approval by the entity which has oversight of the account.

Use of the Internet: Personal use of the Internet should always be appropriate, keeping in mind, among other things, this church's Policy on Ethics and Conduct.

Staff Records: The Pastor shall be responsible for maintaining and monitoring appropriate staff records related to such matters as vacation and sick and emergency leave, and their accrual. Each staff member has the right to see his/her own records.

Grievance Process: (see also section V)

Step One: The staff member shall seek resolution of the problem through discussions with his/her immediate supervisor and then with the Pastor.

Step Two: If such discussions do not resolve the problem, a written appeal may be made by the staff member or the Pastor to the Personnel Committee for resolution of the issue. The Personnel Committee may first employ either of the two procedures set forth in Section V herein. If the matter cannot be satisfactorily resolved, the Personnel Committee shall hear all parties to the dispute and shall communicate its decision to them within 30 days of its receipt of the complaint.

Step Three: If the Personnel Committee fails to act within 30 days (provided that the period may be extended by mutual agreement of the parties), a written appeal may be made to Session by the staff member or the Personnel Committee for resolution of the issue. The Session may choose to hear all parties and shall communicate its decision within 30 days (provided that the time period may be extended by mutual agreement of the parties) of its receipt of the complaint. If a pastor is not one of the parties involved, the action of the Session constitutes the final disposition of the complaint.

Step Four: If either party is a pastor, thus a member of presbytery, and the Session is unable to resolve the matter, the pastor or Session may appeal to the presbytery's Committee on Ministry, which will then follow its process in such matters.

III. GENERAL ITEMS FOR PASTORAL STAFF

[Note: The conditions of a pastor's appointment are set forth in the original "Terms of Call," and are modified through subsequent actions by the congregation and presbytery.]

PENSION AND MAJOR MEDICAL: As required, pastors shall be enrolled in the Board of Pensions Presbyterian Church (U.S.A.). The congregation is responsible for timely payment of dues.

SOCIAL SECURITY: Pastors are considered self-employed as far as Social Security is concerned. Ordinarily, the church provides, in the Terms of Call, one half of the pastor's SSI.

AUTOMOBILE EXPENSE: Reimbursement of this appropriately documented expense shall be the maximum allowable per-mile rate established by the Internal Revenue Service, and ordinarily take place within 30 days from the time the receipt was presented for payment. Ordinarily, an expense form shall be submitted at least quarterly.

PROFESSIONAL AND BUSINESS EXPENSE: This account covers appropriately documented continuing education and study leave, books, publications, and professional expenses, all of which are required in the Terms of Call of all pastors of Salem Presbytery. The Guidelines For Ministers' Continuing Education and/or Study Leave of Salem Presbytery shall be followed as well as what is stated in this section. All expenses must be legitimate and appropriately related to the work of the pastor. Appropriate items would be, but are not limited to, the following:

books, publications, equipment related to ministerial work and issues, and the professional, spiritual, and theological enhancement of the pastor; equipment and/or membership that enhances the health and physical well-being of the pastor; vestments; equipment used primarily in and for pastoral work such as a PDA, computer equipment and programs, whether kept at church or the pastor's home; dues to ministerial and professional organizations; meals incurred at church functions, with members, colleagues, or professional and ministerial organizations; and church business entertainment and gifts. Any and all books, publications, equipment, and materials so purchased are the property of said pastor and not the church. (Any and all books, publications, equipment, and materials purchased by a pastor but from a church-related account other than the pastor's Professional and Business account are the property of the church and not the pastor.) A pastor should not abuse this account with expenses that are not legitimate or appropriate, nor should the congregation begrudge its use for a legitimate and legal business related expense. Receipts, bills, or other means of documentation must be submitted at least quarterly to the Financial Administrator. Reimbursement shall ordinarily take place within 30 days from the time of presentation to the Financial Administrator.

WORK WEEK: The pastors, in consultation with the Session and Personnel Committee, are expected to set their own weekly work schedule which includes, at a minimum, one day off each week. The Associate Pastor's schedule will have the consent of the Pastor.

MINISTRY INVOLVEMENT WITH THE LARGER CHURCH AND COMMUNITY: It is recognized that a Minister of Word and Sacrament in the Presbyterian Church (U.S.A.) has responsibilities within the governing bodies of the church and the community. An appropriate amount of time shall be allowed for this responsibility to be fulfilled. A pastor should not abuse this with devoting too much time, recognizing that the local church is the place of primary call, nor should the congregation begrudge a pastor devoting an appropriate amount of time. The pastor should always keep the Session informed of his/her involvement with the larger church and community. Should there be a concern with too little or too much involvement, the Pastor and/or Personnel Committee shall initiate a conversation with the particular pastor.

VACATION: In keeping with presbytery's minimum, a pastor is entitled to a minimum four weeks' vacation per year. Vacation shall be approved by the Personnel Committee for the Pastor and by the Pastor for the Associate Pastor. Vacation leave may not be accumulated to a level more than what is provided in the pastor's Terms of Call.

STUDY LEAVE (CONTINUING EDUCATION): In keeping with presbytery's minimum, a pastor will be entitled to a minimum of two weeks per year for study leave or continuing education but may accumulate up to six weeks over any given three-year period for a specific purpose, such as doctoral work, with prior approval by the Personnel Committee. Study leave shall be approved by the Personnel Committee for the Pastor and by the Pastor for the Associate Pastor.

SABBATICAL LEAVE: A pastor with a full-time call may be granted a sabbatical leave after every six (6) years of full time service to Guilford Park Presbyterian Church. For the specifics of the Sabbatical Leave [Policy, the rationale, and the responsibilities of the pastor and Session, refer to the attached document, “Sabbatical Leave Policy for Pastors.”](#)

PAID SICK LEAVE: A pastor shall be allowed reasonable leave time in the event of illness, or illness/death in the immediate family.

DISSOLUTION OF PASTORAL RELATIONSHIP: The Book of Order as well as the policies and procedures of Salem Presbytery shall determine the process for a dissolution of a pastoral relationship. The Committee on Ministry shall be contacted immediately by the pastor.

IV. GENERAL ITEMS FOR NON-PASTORAL STAFF

APPLICABILITY: The following provisions shall apply to all non-pastoral staff members unless a staff member’s individual contract specifies otherwise.

PART-TIME STAFF: Should the church employ individuals who regularly would be expected to work less than a 35 hour week, but 20 or more hours, the Personnel Committee, in consultation with the Head of Staff, may recommend to the Session what, if any, benefits should be provided.

TEMPORARY STAFF: Those employed for a short period, usually less than three months, are not paid for holidays, sick leave, or other leave, and do not earn vacation leave. The Personnel Committee will make a recommendation regarding remuneration. Should such an employee later join the regular staff, the period of temporary employment shall be counted toward the employment date.

SPECIAL COMPENSATION: Any fees assessed by the church for extra custodial assistance or musical accompaniment (weddings, funerals, etc.), shall be placed in the church’s general account and paid directly to the staff member without any deductions.

SOCIAL SECURITY: The church is required by law to pay the employer's share of Social Security, and the staff member's share will be withheld and transmitted.

PENSION AND MEDICAL COVERAGE: A retirement plan, medical insurance, and group term life insurance is provided by the Session for all full-time staff members. Staff members may be asked to share in the cost, particularly in cases where coverage is extended to their families. Any permanent non-intern employee who works at least 10 hours per week is eligible to participate in the 403(b) deferred compensation plan.

VACATION LEAVE: Full-time staff members are entitled to vacation leave at the following rates:

1st 5 years of employment	10 days per calendar year
6th year to ten years	15 days per calendar year
After 10th year	20 days per calendar year

If a staff member begins work before July 1, that calendar year shall be considered the first year of employment. During the year when employment begins, a staff member shall earn one day of vacation per full calendar month.

Vacation leave may not be taken before it is earned. The Pastor must approve requests for vacation leave in advance. The minimum charge against vacation leave shall be one full day. Vacation leave may not be accumulated to a level more than the normal annual allotment.

SICK AND EMERGENCY LEAVE: Full-time staff shall be allowed 10 days of paid sick and emergency leave per calendar year. During the year when employment begins, a staff member shall earn one day of such leave per full calendar month. Such leave may be accumulated to a maximum of 60 days. A doctor's certificate may be required at the discretion of the Pastor. The minimum charge against sick and emergency leave shall be one-half day. Such leave may be used for the care of the staff member's family (spouse and dependents) who are ill, death in the family, or other emergencies. At the time of termination of employment (either voluntary or involuntary), an employee shall have no claim for pay in lieu of unused sick and emergency leave.

WORK WEEK: The work week for full-time staff is 35-40 hours per week, depending on job description. However, compensatory time off, i.e., one hour off for each hour worked, may, with the approval of the Pastor, be given in lieu of payment for hours worked in excess of the normal schedule. Required attendance at meetings outside of the working hours shall be compensated for with time off during the normal hours. While the current workday has the office open at 8:00 a.m. to 5:00 p.m. Monday through Thursday, the Pastor may make temporary adjustments without Personnel Committee approval.

PROFESSIONAL IMPROVEMENT: On occasion, a staff member may be encouraged or required to attend an event to enhance the performance of his/her work. In these cases, the church will ordinarily cover the costs. Any such leave shall be approved by the Pastor.

RESIGNATION: A staff member who decides to resign is expected to provide the Pastor with a minimum of two weeks' notice. If appropriate notice is provided, the staff member will receive the cash equivalent of unused vacation days. A staff member is normally not allowed to use vacation after his or her resignation has been submitted.

DISMISSAL: North Carolina is an Employment at Will state which means that the Session of Guilford Park Presbyterian Church and the staff member alike can terminate the employment relationship with or without cause, and with or without notice, at any time. Dismissal for cause may take place by written notice from the Personnel Committee, giving the reasons for the dismissal, as well as the time frame within which the separation is to take place. Reasons for dismissal may include, but are not limited to,

unsatisfactory performance, refusal to perform the work specified within the employee's position description, repeated unexcused absences or tardiness, or incompetence and violation of church policies. Employment and dismissal decisions shall be made by the Personnel Committee, with the advice and counsel of the Pastor, and subject to the final approval of Session.

REDUCTION IN FORCE: Because of reorganization, retrenchment of program, or other circumstances arising out of no fault of the staff member, involuntary separation may be made by the Personnel Committee, with the advice and counsel of the Pastor, and subject to the final approval of Session. A severance allowance may be granted at the discretion of the Session.

V. PROCEDURES FOR CONFLICT MANAGEMENT AND DISPUTE RESOLUTION

A. TO FACILITATE DIRECT COMMUNICATION, TWO PROCEDURES ARE AVAILABLE:

(1) face-to face meeting, and (2) a written exchange.

Face-to-Face Meeting: When the Personnel Committee learns of a concern regarding the behavior or performance of a staff member, the committee will prayerfully proceed as follows: The committee will ask the Pastor to encourage direct private communication between the church member and staff member or between staff. If the concerned party either does not wish to speak privately with the staff member, or such communication fails to achieve resolution of the matter, the Personnel Committee will become directly involved in mediating further communication designed to resolve matters at issue. If resolution is still not achieved, the Personnel Committee will propose to Session further action designed to mediate, conciliate, promote fact finding, or otherwise arbitrate disputes involving church staff.

Written Exchange: As an alternative to the direct face-to-face process pertaining to the behavior or performance of a staff member described above, the Personnel Committee may accept written statements of concern. With the writer's consent, the written concern will be submitted, with the writer identified, to the relevant staff member. The church member or staff member will be asked to submit a written response. Both documents will be reviewed by the Personnel Committee. The Personnel Committee will decide whether any further action is warranted and should be considered by Session.

These procedures are not designed to thwart a staff member with supervisory responsibilities. The goal of these procedures is to encourage direct communication and to provide a means to resolve disputes regarding staff members.

Sabbatical Leave Policy for Pastors

Guilford Park Presbyterian Church

(approved by the Session 11-17-02 and congregation 2-2-03)

WHY?

Pastors can benefit from some time off, and so can their congregations. On constant call for emotional, religious, and moral support, acting as counselors and comforters, educators, and encouragers, how can they avoid burnout in the midst of their labors, and how can they be renewed? One way increasingly used by the church, as it is by many other organizations, is the sabbatical.

A pastor must be more than a good speaker, a Biblical scholar, and a friend. Like all followers of Jesus, she or he is challenged to mirror the image of the Son of God. Only those of great faith can endure in a pastor's immensely varied position. A pastor must bear with others the burdens which are unbearable. In times of bereavement, of illness, of the breakup of a marriage, or the failure of a career, members share their burdens with a pastor. These times must try any loving heart. They drastically increase life's pressures on a pastor and his or her family. Yes, the pastor knew these things would occur when God's call came, but living with these issues day to day and month to month must stretch and stress any child of God.

Of course, pastors get vacations and educational leave. These are essential. More denominations are finding, however, that these alone are not enough to give spiritual leaders and educators uninterrupted time for absorbing new ideas, reflecting anew on old problems and their solutions, and renewing a tired mind. So, the sabbatical idea has emerged outside college campuses, where it began, and beyond businesses, which have also taken it up. Now dressed investments, it offers an infrequent period of absence from pulpit and study in which broader needs for refreshment of heart and mind can be met.

Therefore, in accord with a leave policy adopted for its staff by Salem Presbytery and recommended by the Presbytery to the Sessions of its member churches, the Sabbatical Study Group of the Session of Guilford Park Presbyterian Church recommends that Pastors of the Word and Sacrament be granted a compensated sabbatical of three (3) months after every six (6) years of full time service to Guilford Park Presbyterian Church.

PASTOR'S RESPONSIBILITIES

1. At least six months prior to the effective date of the proposed sabbatical, the pastor will present to the Session an outline of how the time will be used.
2. Upon Session approval, the pastor will work with the Session to arrange for coverage of pastoral, pulpit, and other responsibilities during his or her absence.
3. The pastor will pledge to the Session continued service to Guilford Park Presbyterian Church for at least one year following the conclusion of the sabbatical.
4. The pastor will submit the sabbatical proposal to the Salem Presbytery Committee on Ministry.
5. Before leaving, the pastor will, in consultation with the Session, bring up to date all responsibilities already undertaken, and present to the Session a detailed written plan for the sabbatical.
6. Upon return, the pastor will share a written overview of the sabbatical experience with the Session and the Committee on Ministry.

SESSION'S RESPONSIBILITIES

1. The Session will receive for approval the pastor's outline of the proposed sabbatical.
2. The Session will communicate to the congregation the importance and value to the church of a sabbatical.
3. The Session will work with the pastor to arrange for coverage of pastoral, pulpit, and other responsibilities during the sabbatical.
4. The Session will continue the terms of call commitments of the pastor during the sabbatical.
5. The Session will receive the pastor's overview of the completed sabbatical.

If agreed upon by the Session and the pastor, the sabbatical might be combined with study leave to allow time for extended graduate education.