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**VINE COMMUNITY CHURCH
PERSONNEL POLICY FOR
SALARIED PASTORAL & FULL-TIME STAFF**

**Vine Community Church
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VINE COMMUNITY CHURCH PERSONNEL POLICY FOR SALARIED PASTORAL & FULL-TIME STAFF

The following personnel policies have been assembled for use by the staff of the Vine Community Church (VCC). The purpose of these policies is to clarify for all staff the VCC policy in matters relating to determination of employment, hours of work and overtime, salary appraisal, honorariums, benefits, vacation leave, conferences, parental leave, grievance procedures, conflict resolutions, use of church equipment, resources and gender policy.

These policies are to be followed at all times with no exception to the status of employment as Staff or Probationary Staff.

It will be necessary on occasion to revise these policies. When that is necessary it is the responsibility of the Senior Leadership Team to make the necessary revisions, gain approval of changes by the Board of Directors and inform personnel of any changes.

Please read and sign the final page of this document.

I. EMPLOYMENT

A. Appointment

1. After being selected by the pastoral staff, and with final approval from Senior Pastor and Board of Directors, the candidate will be given Contract of Employment which will indicate the major terms and conditions of employment, as follows:
 - a. Job description
 - b. Staff category
 - c. Pay
 - d. Benefits
 - e. Performance Evaluation
 - f. Probation
2. All official information acquired in the course of employment with VCC is strictly confidential in nature. Staff members are not allowed to publish or communicate this information to any other person in any form whatsoever. This condition applies both during and after employment with VCC.

B. Determination of Employment

1. Newly appointed staff members may be required to serve an initial probationary period of 12 months.
2. The parameter of probation will be specifically outlined in the Contract of Employment.
 - a. Evaluation by Overseeing Pastor and/or Senior Pastor (Evaluating Team) at the end of probationary period
 - b. At this evaluation the probationary period may be removed

3. If the Evaluating Team as stated in (2a) is unable to determine a staff person's abilities or is not satisfied with their performance, they may, at their discretion, extend the staff's probation or exercise the right to terminate.
4. Upon successful completion of the probation, the staff will receive verbal confirmation by the Overseeing Pastor, and be considered a staff member with no probationary status. Staff will then be required to sign a new Contract of Employment. Obligation to continued adherence to the terms of his/her Contract of Employment and this Personnel Policy is required.
5. We hope that all staff members will be with us for a long time. However, should a staff member decide to leave or should the Evaluation Team decide that a staff member is no longer suited for the job due to issues of character, commitment, gifting, or ability, the terms of termination of employment will be confirmed in writing.
6. If staff's performance is marginal or poor, if there is misconduct or the staff acts in contradiction to the implied terms of service, the Overseeing Pastor and/or Senior Pastor may issue a letter outlining the need for performance improvement and/or other relevant issues. This will be treated seriously, as VCC will consider possible termination for those whose performance does not show appreciable improvement.
7. All full-time staff members are expected to give their whole time and attention to VCC and are not to engage in part-time additional employment without prior consent of their Overseeing Pastor and Senior Pastor and approval of the VCC Board of Directors.
8. Staff may opt to retire after attaining the age of 55 by giving a 6-month written notice.

C. The Work Week

1. For full-time pastoral staff, the normal, full-time work week should average 50 hours, including weekend services, Small Group meetings, Leader meetings, events and training's. If pastoral staff find themselves working 50+ hours in an exceptional week, they can schedule an afternoon off with the approval of their Overseeing Pastor.

Additional hours of devotional time is expected by pastoral staff to maintain their spiritual life.

- a. Each pastor is expected to take each Friday off.
- b. On days when working lunches do not occur, pastoral staff can take a one-half hour lunch break.

2. For full-time salaried support and office staff, the normal, full-time workweek is 40 hours with one half-hour paid lunch-break each 8-hour day.
 - a. All staff members are expected to be regular in attendance at a weekend service and a weekly Small Group.
 - b. Any hours over contracted amount will not be paid time and a half unless prior approval has been given by their Overseeing Pastor and/or Senior Pastor.
 - c. Many lunches are considered as working lunches. On days when working lunches do not occur, Full time staff can take a one-half hour lunch break.
3. Each pastor and full-time staff are required to submit a written Monthly Report to their supervisor to be reviewed and discussed in a personal monthly review meeting. This report will highlight areas of responsibility including plans for the coming month.
4. All staff members are expected to be prompt in their arrival for work and to be punctual in keeping appointments.
5. All staff members are expected to work diligently towards accomplishing their stated goals and objectives during working hours.
6. All staff members are expected to keep the Office Manager informed of your schedule, days off, arrival time at the office, and scheduled appointments so that he/she may answer phone inquiries with competence.
7. All staff will be required to observe any change of this time schedule that the Senior Pastor may decide upon.
8. If a pastor or staff member is to be absent from work (including vacations), they are responsible to delegate all their duties and then submit that plan to their Overseeing Pastor and Office Manager in writing.

II. SALARY ADMINISTRATION

A. Salary Appraisal

1. All salaries are determined by the VCC Salary Team with the cooperation of the Senior Pastor. Notice of salary is tendered in the Contract of Employment.
2. Performance Review - Every staff will be assessed on the basis of performance according to their job description, attitude, potential, God's call and fit, and defined objectives as identified in monthly review meetings. These assessments will occur at least once per year in a performance review. All performance reviews will be administered on or around the date identified

on the staff member's Contract of Employment. These reviews will occur in either January or July according to your contract.

3. A letter outlining the need for performance improvement may be issued by the Overseeing Pastor or Senior Pastor (or in the case of the Senior Pastor, issued by the VCC Board of Directors) to any staff member for marginal or poor performance, misconduct, or contravention of the expressed or implied terms of service. This letter will highlight clear and measurable objectives that will need to be achieved within a given timeline. This must be treated seriously, as VCC could consider possible termination for those whose performance does not show appreciable improvement. Our intention is to nurture staff members and help them through any performance challenges. However, if the Senior Pastor and Board of Directors find that imminent termination is necessary, they reserve the right to do so at will.

B. Formulas for Computation of Salary

1. For calculating regular salary of full-time staff members, and/or for working an incomplete month due to commencement of employment, resignation, disability, sickness or undue vacation, compensation will be calculated according to the monthly pay rate and the amount of time worked within the pay period.
2. All ordained Pastors are allowed to take a portion of their salary as a housing allowance. The allowance amount is subject to approval by the VCC Board of Directors.

C. Mode of Payment

Paychecks will be distributed on the last Monday of the month.

D. Salary Change Policy

1. The VCC Salary Team suggests salary changes in cooperation with the Senior Pastor.
2. Salary changes are normally applied on the first paycheck at the end of the first full month following the staff's performance review, and will be retroactive back to their contracted date of review.

E. Honorariums

1. All ministry provided by staff outside of VCC are considered an extension of the church's ministry and part of a pastoral staff's job description, for which s/he is receiving a full-time salary.
2. All honorariums for speaking engagements, conferences, and seminars are to be returned to the church treasury provided your expenses for such ministry was covered by the hosting party. You will be reimbursed by VCC for expenses out of your own pocket.

3. Honorariums for weddings and funerals are the property of the speaker, writer or musician, but must be returned to the church treasury in order to be received as taxable income by the staff at the end of the month. Expenses incurred by VCC (gas, food, lodging) will be deducted.

III. BENEFITS

A. Salary Changes

1. The commencement date for joining the staff – used to determine salary changes will be specified in the Contract of Employment, and will determine your schedule for annual performance reviews. Annual Performance Reviews will generally happen in either January or July depending on your Contract of Employment.

B. Vacation/Leave General Plan & Guidelines

1. So you know what to anticipate, paid vacation/leave eligibility is determined based on the Contract of Employment and is as follows:

<u>Years of Service</u>	<u>Pastors</u>	<u>Other FT Staff 32+ Hrs/Wk</u>
6 months	1 week	1 week
1 year	1 week	1 week
2 years	2 weeks	2 weeks
3-5 years	3 weeks	2 weeks
6-10 years	4 weeks	3 weeks
11-20 years	5 weeks	3 weeks
21+ years	6 weeks	4 weeks

Any vacation eligibility that was determined prior to this Personnel Policy being in affect and agreed to in the Contract of Employment will be honored, and future consideration of incremental vacation time will be based on the staff member's start date being equal to the minimum year of the corresponding above table.

Staff may be given additional vacation or personal days at the discretion of the Overseeing Pastor and VCC Salary Team.

2. The vacation/leave is exclusive of sick days, personal days, days between Christmas and New Year's, and family emergencies.
3. All staff are asked to submit their requests for vacation/leave to their Overseeing Pastor in January for the following calendar year, and no less than 30 days prior to desired time off. Requests turned in later than January may be approved, however first priority will be given to those staff who's requests are turned in during January. All vacation and leave will be approved by the Overseeing Pastor.

4. Because pastoral staff and ministry directors and facilities personnel's attendance at weekend services is such a high priority, respective staff are entitled to miss only the number of weekend services equal to the number of weeks of vacation/leave received (i.e. 2 weeks vacation equals 2 weekends of services off).
5. No staff may accumulate "compensation time" for an additional extension of vacations days. Also, you will not be paid for any unused vacation days.
6. All vacations, sick time, and personal days off should be reported to and recorded by the Office Manager except for the Senior Pastor.
7. Unused vacation days may not be carried over to the next year.

C. Funeral Leave

1. All staff members will be allowed the following leave:
 - a. Up to two weeks or as approved by the Sr. Pastor for the death of a spouse or child.
 - b. Up to one week for the death of a mother, father, mother-in-law or father-in-law.
 - c. Up to three days for the death of a grandparent, sister, brother, sister-in-law or brother-in-law.
 - d. Leave may be granted for family members not listed above at the discretion of the Overseeing Pastor and/or Senior Pastor.
 - e. All leave must be approved by the Overseeing Pastor, and additional days may be granted by the Overseeing Pastor.

D. Medical Leave

1. Sick employees are not to report to work. If you are sick for more than five days in a given calendar year you will need to have a meeting with your Overseeing Pastor to discuss cause, implications to job and possible employment status.
2. Sick time may be taken in ½ day increments.
3. Maternity/Paternity/Disability leave guidelines are determined by the following schedule:

<u>Type of Leave</u>	<u>Years of Service</u>	<u>Full Paid Leave</u>
Disability (Takes effect after 1 week of disability.)	<1 year	2 weeks
	1-3 years	6 weeks
	4-6 years	9 weeks
	7+ years	12 weeks

Maternity Leave:	<1 year 1-3 years 4+ years	0 weeks 4 weeks 6 weeks
Paternity Leave: Both Non-Cesarean birth & Cesarean birth	< 1 year 1 year	0 days 5 days

- a. In the case of Cesarean birth, up to six weeks are available at full pay for staff members.
 - b. Benefits may begin when doctor certifies disability, usually not before four weeks prior to due date.
 - c. Any additional leave time and rate of pay must be approved by the Sr. Pastor and VCC Board of Directors.
 - d. Medical and maternity leaves are only provided for full-time staff members and must be approved by the VCC Board of Directors.
2. A registered medical practitioner must certify such medical leave.
 3. Leave for the adoption of a child will follow the same guidelines as those set forth above for maternity or paternity leave.
 4. All staff's time off for vacation/sick leave and personal days are to be reported to and recorded by the Office Manager. Staff members may look at these records at any time to check for accuracy.

E. Holidays

1. The following days are defined as holidays:
 - a. Memorial Day
 - b. Independence Day
 - c. Labor Day
 - d. Thanksgiving & Following Friday
 - e. Christmas Day through New Years Day – Pastoral staff and support staff who work weekend services as a part of their job description are required to work weekend services between Christmas Day and New Years Day.
2. The church office will be closed on these designated holidays.

F. Conference/Training Attendance

1. All Conference attendance and cost is subject to the approval by Senior Pastor and fund availability.
2. Taking time to conduct a seminar, speak at another church or function in any capacity that demands time away from duties at VCC will be by Overseeing Pastor's permission only due to the investment of time, energy, and resources required.
3. Conference/training expenses incurred must be submitted to the financial personnel with appropriate documentation for reimbursement. Other expenses, such as airline or conference registration, must be approved before the money is spent. All questions should be directed to the Administrative Pastor.
4. When travel of Pastoral Staff to approved conferences or training seminars requires use of your personal vehicle:
 - a. Vehicle owner is receives reimbursement of \$.325/mile
 - b. Rental cars should be used if deemed less expensive

G. Grievance Procedure (all staff must comply with Grievance Procedure)

1. Follow the below steps to overcoming grievances with VCC leadership. Only go onto the next step if you are unable to resolve it at the previous step.
 - a. Meet with Overseeing Pastor. Whomever is in your line of supervision.
 - b. Meet with Senior Pastor
 - c. Submit in writing grievance to VCC Board of Directors
 - d. Submit in writing grievance to the current Area Pastoral Coordinator

H. Conflict Resolution

1. All staff members are to go to the Overseeing Pastor when conflicts arise in your area of work or with people with whom you are working. If further resolution needs to take place the respective Pastor will direct you to the proper course of action.

I. Use of Church Equipment or Resources

1. Church equipment and/or resources: Church owned equipment and resources should only be used for work related projects unless equipment and/or resources are reimbursed by the person/s using them and prior permission has been obtained from the Overseeing Pastor.
2. Telephone and Cell Phone Use Policy: There should be no long-distance telephone calls charged to church phones that are not church business. Office phone use by people other than staff is not allowed, unless the person is

working with you or you are present with them. Any church owned Cell phones must be used within the cell phone contract limitations.

3. Financial Purchases/Church Credit Card Use Policy: Church credit cards are to be used only for church business by those who are approved staff or volunteers with staff member permission. At no time should the church credit cards be used for Internet purchases. All receipts from church credit card purchases will be turned into finance office with note of user, date and purpose. Prior to any purchases, please review with your Overseeing Pastor the need rationale and dollar amount for approval. Any building, equipment, services and improvements requiring significant resources should be bid out to at least three vendors.
4. Internet Use Policy: The Internet is viewed as a useful resource for church work. For that reason we have provided fast Internet access. Usage of the Internet during work hours should be for church business/ministry purposes. Again, at no time should the church credit cards be used for Internet purchases. No one other than staff should use the Internet.
5. Computer Use Policy: Our computer/network system is a significant source of confidential information. No one other staff members can use your computer or anyone else's unless you are present with them. Every PC should be password protected with email, screen saver and network passwords. These passwords will not be given out to anyone except your Overseeing Pastor and Office Manager. The Office Manager will keep them locked up and in a sealed envelope for use in the case of your absence. You will be required to run hard drive back ups and Anti-virus scans as scheduled by the Office Manager. There should be no outside disks or file sharing brought into and used on church computers.
6. Office, Key/Security Policy: The Office Manager will provide keys for access to areas of the facility that you need. No copies of keys may be made, and you may not lend your keys to anyone. No one should be in the office without your consent and presence.
7. Gender Policy: For your protection and integrity, you should not be alone with individuals of the opposite gender or anyone with serious sexual brokeness. You may meet in your office or other locations in the church building. When meeting, you should be visible to others with an open door or window clear. No such meetings should be held if no one else is in the office or church building.

Please read and sign the attached sheet confirming your agreement and compliance with this Personnel Policy.

**STATEMENT OF AGREEMENT
VINE COMMUNITY CHURCH
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SALARIED PASTORAL & FULL-TIME STAFF**

I have read and understand the Personnel Policy for Salaried Pastoral and Full-time Staff. I agree with this Policy and work according to it during my employment at Vine Community Church.

Your Name Printed: _____

Your Name Signed: _____

Your Supervisor's Signature: _____