

# Personnel Policy for the Church

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Disclaimer



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## Employment Relationships

- Multiple staff
- Ordained staff
- Full time and Part time staff
- Pulpit supply
- Musicians
- Volunteers



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## Theological Assumptions

- Jesus demonstrated inclusion, appreciation of everyone's unique talents and gifts, and the call to accountability before God and one another for God's mission of justice for the world
- Book of Order
  - F -1.0403
  - G – 3.0101
  - G- 3.0106
- General Assembly Position Statements

**The way the church relates to its employees is fundamentally a question of justice and facet of the 'Great Ends of the Church' through its "promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world"**  
(F-1.0304)

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## Foundation of Employment Relationships

**All organizations need, healthy, thriving staff  
in order to be healthy and thriving themselves**

- Equitable and fair compensation and benefits
- Clear and up to date position descriptions
- Fair, regular, and consistent evaluations and reviews
- Support for professional growth
- Recognition of achievements
- Employment policies that define expectations and obligations

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## Personnel Policy Content

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Description of Personnel Committee</li> <li>• Position Descriptions</li> <li>• Hiring Staff/Hiring Process</li> <li>• Employment Process</li> <li>• Documentation</li> <li>• Employee Orientation</li> <li>• Expectations/Assignment of Work and Schedules/Days off/vacation time</li> </ul> | <ul style="list-style-type: none"> <li>• Other Personnel Policies               <ul style="list-style-type: none"> <li>• Sexual Misconduct</li> <li>• Child and Youth Protection</li> <li>• Standards of Ethical Behavior</li> </ul> </li> <li>• Administrative Leave</li> <li>• Family Leave &amp; Medical Leave               <ul style="list-style-type: none"> <li>• Major Illness/Sick Days/Bereavement</li> </ul> </li> <li>• Judicial Process</li> <li>• Confidentiality and Record Keeping</li> <li>• Record Retention</li> <li>• Performance Evaluation and Review</li> </ul> |
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## Personnel Committee Description

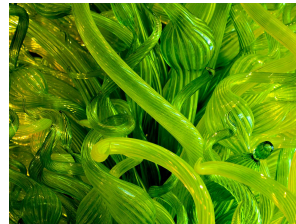
- How many on the committee
- Who will be on the committee
- Who is responsible for the committee
- Who hires the staff
- Who develops position descriptions



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## Hiring Process +

- Employment offer/Employment statement
- Employee Orientation
- Employee Handbook
- Policies
- Documentation
- Expectations/Assignment of Work and Schedules



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## Supervision and Evaluation

- Clear description of supervision
- How to deal with concerns, grievances and conflicts
- Clearly defined evaluation and review process



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## Standards of conduct

- Standards of Ethical Conduct
- Sexual Misconduct Policy
- Child Protection Policy
- Background Check Policy/Finger Printing
- Administrative leave Policy
- Finance policy



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## Dissolution of employment/Recognition of employment

- Statement on dissolution of Employment
- How will you recognize the work of your employee?



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Questions???

[Highlandspresbytery.nj.org](http://Highlandspresbytery.nj.org)

Resources and documents

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