

**SECTION B**

**PERSONNEL POLICIES  
AND  
POSITION DESCRIPTIONS**

## **PERSONNEL POLICIES**

### **INTRODUCTION**

These policies are based on a commitment to the best use of God's gifts through the staff of Hope Presbyterian Church, in order to develop and maintain positive, cooperative, and mutually responsible working relationships among the church's staff, officers, and members to advance the church's ministry.

The employer is the session of Hope Presbyterian Church of Mitchellville, MD, Inc.

These policies shall ordinarily be developed and amended by the session, upon recommendation by the Personnel Committee.

The session shall be guided by the *Book of Order of the Presbyterian Church (U.S.A.)*, the policies of the National Capitol Presbytery, and any laws of the federal government, the state of Maryland, or the local government that may apply to the session as employers. [Copies in Section D]

These policies reflect current personnel practices of Hope Presbyterian Church, Mitchellville, MD. However, they are not a contract of employment, and the session reserves the right to modify these policies at any time.

### **PROCESS OF EMPLOYMENT**

Employment practices shall be administered without discrimination as to race, sex, age, marital condition (married, single, widowed, or divorced), sexual orientation, or disability (G-3.0106). As long as a person's creed or religion is not contrary to the specific nature of the work of Hope Presbyterian Church, Mitchellville, MD, that person may be eligible for employment.

A written position description which accurately reflects the job functions will be developed by the Personnel Committee or Pastor Nominating Committee depending on

the position to be filled. All position descriptions must be approved by the session. Position descriptions shall be reviewed as part of the annual performance review, and at other times as determined by the session. All revisions to position descriptions must be approved by the session.

References shall be kept for six months only from the date of employment in order to comply with the legal requirements for equal employment opportunity. They shall be destroyed thereafter.

Care shall be taken during the interviews to assure that the privacy of the individual is protected. Questions shall be job-related.

## **EXEMPT AND NON-EXEMPT CATEGORIES**

Employees may include exempt (salaried) and non-exempt (hourly wage) regular employees, and temporary employees, both full and part-time. “Exempt” and “non-exempt” are categories defined by the Fair Labor Standards Act, passed on June 25, 1938.

“Non-exempt” refers to a job for which the employer must pay at least the minimum wage for the position and overtime wages for hours worked in excess of forty hours per week. The Church Secretary and Child Care Provider are non-exempt employees of the church. Overtime pay must be paid at a rate of time and one half of the employee’s rate of pay.

“Exempt” employees are salaried employees, and are not paid any overtime for hours worked in excess of the weekly hours for which a person is ordinarily expected to work. Such employees are expected to manage their schedules, to provide the proper amount of time off. Exempt employees are the pastor (head of staff), and the director of music.

## **BENEFITS**

### **Pension**

All staff are covered by the Federal Old Age and Survivors Benefits Act (Social Security).

The Pastor shall be enrolled in the Pension and Benefits Plan of the Presbyterian Church (U.S.A.), for whom full dues are paid by the church.

### **Leave**

Part-time employees are provided with Paid Time Off (PTO) days in accordance with their respective job descriptions.

For newly hired employees, PTO time will accrue from the date of hire.

Except in instances of unforeseen circumstances, the employee must schedule all PTO in advance with the pastor, who shall keep a record of time used. Every effort will be made to grant an employee's request for time off at the time requested, consistent with church needs.

Hope Presbyterian Church provides paid time off to the pastor and office staff on the following holidays on which they are scheduled to work: New Year's Day, Martin Luther King Day, Presidents Day, Easter (Monday), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Employees are eligible for paid holidays from their first day of employment. Part-time employees will receive holiday pay based on the actual number of hours they regularly work per day. (See Office Policy for holidays falling on a Monday, Friday, Saturday, or Sunday.)

Employees will not be required to use the PTO time when a holiday occurs during a leave for vacation, illness or other reasons.

Part-time employees will be granted by the pastor with consultation of the session up to three (3) days off with pay in the event of the death of a spouse, child, parent, sibling, grandparent, father-in-law, mother-in-law, or other relative living with the employee. Requests for bereavement leave should be made with the pastor. In the event the pastor is unavailable, request should be made to the chair of the Personnel Committee.

If part-time employees are summoned to jury duty, Hope Presbyterian Church will pay the regular wages the employee would have earned.

If summoned to appear in court as a witness, an employee may use PTO time or take the time off without pay.

To qualify for jury duty, an employee must submit to the pastor a copy of the summons to serve as soon as it is received. Proof of service must also be submitted to the pastor when the period of jury duty is completed. In the event the pastor is unavailable, the chair of the Personnel Committee will grant approval for jury duty.

## **WORKERS COMPENSATION**

All employees are covered by workers' compensation insurance to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The amount of benefits payable and the duration of payment depend on the nature of the injury or illness.

An employee injured on the job or who becomes ill as a result of their job must immediately report the injury or illness to the pastor and the chair of the Personnel Committee. This ensures that the church can assist in obtaining appropriate medical

treatment. Failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize an employee's right to benefits in connection with the injury or illness.

## **DISCIPLINARY POLICIES AND GRIEVANCES**

### **Disciplinary measures may be taken for the following reasons**

Procedures to correct problems are indicated by, but not limited to, the following situations:

- Insubordination in the area of assigned duties, neglect in the care and use of the church's property and/or funds, repeated unexcused absence or tardiness, unsatisfactory performance, and refusal to observe employer policies.
- Dismissal for cause is indicated by, but not limited to, the following situations: sexual harassment or misconduct; illegal, dishonest, or unethical conduct; failure to correct problems identified by the employer in a timely or satisfactory manner.

### **Corrective Action Procedures**

The employee shall be informed of an alleged disciplinary problem by a written memo followed up with a verbal discussion with the Chair of the Personnel Committee. In verbal discussion the problem shall be reviewed and methods noted to alleviate the alleged problem and improve the employee's work performance. A report of the actions taken shall be kept in a confidential file.

If the alleged problem is not resolved within 15 days, the matter shall be reviewed by the Personnel Committee. These persons may offer recommendation for corrective action. A summary of this meeting shall be entered into the employee's confidential file.

Continued unsatisfactory performance may result in termination of employment.

## **Grievance Procedures**

A complaint or a grievance is an alleged violation of an approved personnel policy or practice, or of an applicable Federal or State law not adequately dealt with in these policies and practices.

All problems arising from employment or conditions of employment are to be directed to the pastor as head of staff. In those cases where the problem has not been resolved after discussion with the pastor, the employee may appeal to the Personnel Committee.

## **TERMINATION**

Dismissal for cause may take place by written notice from the session, giving reasons for termination. Notice must be given or pay in lieu of notice of four weeks for exempt employees or two weeks for part-time employees. Ordinarily, no severance allowance will be paid, but employees who are dismissed will receive the cash equivalent of their unused earned vacation.

For the dissolution of a pastoral relationship, the provision (G-2.09) of the *Book of Order* shall apply.

Because of reorganization, retrenchment of program or other circumstances arising out of no fault of the employee, involuntary separation is at the discretion of the session upon recommendation of the Personnel Committee. An appropriate termination agreement shall be negotiated in such cases.

Employees who wish to resign from their positions shall be required to give the following notice: two weeks for non-exempt employees, and four weeks for exempt employees.

## **ANNUAL PERFORMANCE REVIEW**

Every employee shall have an annual performance review. The Personnel Committee will conduct the Pastor's review, and the Pastor (head of staff) will conduct all others. The performance reviews shall be conducted annually. The results of the review shall be shared with the staff person and the session.

## **ANNUAL COMPENSATION REVIEW**

The Personnel Committee is responsible for recommending to the session all salary increases. Salary levels shall be maintained in a manner that results in their being consistent internally, competitive externally, and responsive to changes in the cost of living.

Annual compensation reviews shall be conducted.

The terms of call of the pastor shall be reviewed according to the guidelines adopted by the National Capital Presbytery. The recommendation of the Personnel Committee shall be acted upon by the session, after face-to-face consultation with the pastor. The action of the session shall be referred to the congregation for an adequacy review (per *Book of Order*). The final approval of the pastor's terms of call rests with the National Capital Presbytery.

## **CONFIDENTIALITY POLICIES**

All personnel records shall be kept in a confidential file in the custody of the pastor. These records shall be accessible to the chair of the Personnel Committee and the clerk of session.

Employees shall be permitted access to their own personnel records and may submit in writing, changes to correct factual information or to note their disagreement with any

material in their own records.

The church shall not release any information from the personnel records to outside sources without the employee's written permission, unless legally required to do so. The employee shall be told prior to disclosure when this is legally possible.

Information requested by other parties about employees shall be limited to that which is required for business or legal purposes, unless the church is legally constrained to provide additional information.

## **HOPE PRESBYTERIAN CHURCH PASTOR POSITION DESCRIPTION**

**Summary:** The pastor provides a balanced ministry of preaching, teaching, pastoral care, and administrative oversight. The pastor relates to the session and its committees as moderator and administrative leader of the church. The pastor relates to the staff as head of staff, to the congregation as pastor, and to the National Capital Presbytery as a minister member.

**Accountability:** Accountable to National Capital Presbytery

### **Pastoral Duties and Responsibilities:**

- Prepare and conduct weekly worship for the congregation with an emphasis on sermon preparation for an inspirational proclamation of the Word. The responsibility includes organization and design of worship services, performing the Sacraments, and conducting special worship services, such as the Maundy Thursday Love Feast. The pastor will seek the assistance and collaboration of the Worship Committee in overseeing the weekly worship.
- Provide spiritual guidance, care, and support to the congregation. In times of special need, such care shall include home, hospital, and emergency visitations. This care will also be extended to those residents of Collington Life Care Community who are members and friends of the Hope congregation.
- With the assistance of the session, provide leadership in shaping a vision of Christian Education for all ages. The pastor will be available during the year to teach the Adult Sunday School class and to nurture the leadership of other prospective adult teachers. She/he will support the establishment of children and youth programs and perform other activities as she/he and the session determine. The pastor will teach a weekly adult Bible Study at the Collington Life Care Community.
- Serve as moderator of the session and lead and collaborate with session members in the development of the total church program. These responsibilities will include:
  - Providing administrative leadership in the life of Hope Church.

- Arranging for the training of session members and other church leaders.
- Providing direction and leadership for strong stewardship and mission projects.
- Assisting with the development of outreach programs to youth and adults.
- Serving as an ex-officio member of all church committees.
- Coordinating new member classes.
- Function as head of staff for paid employees and volunteer staff.
- Provide counseling in crisis, prenuptial, marriage and family situations.
- Work cooperatively with the staff and programs of the National Capital Presbytery.

**Evaluation and Review:**

- The Personnel Committee meets at least once per year with the pastor to discuss Terms of Call that are recommended to the session for approval and presentation to the congregation.
- The Personnel Committee also meets with the pastor, when appropriate, to discuss concerns, expectations, etc. on the part of the pastor and the congregation.

**Pastoral Office Hours and Leave:**

- The pastor is expected to work five out of seven days including Sundays. The pastor is accountable to session for time management. Hours when the pastor is available in the church office will be communicated to the congregation. In case of her/his absence from the area for an extended period, she/he will designate an appropriate contact in case of emergencies.
- The pastor will have four weeks of vacation (inclusive of four Sundays) each calendar year. The specific calendar days of vacation will be determined in consultation with the session. Prior to vacation, she/he will work with the Worship Committee to insure that appropriate arrangements have been made for a supply pastor for Sunday worship.
- The pastor will earn sick leave of 30 paid days, one day per month of service, added up to 90 days.
- When the pastor leaves the position, there shall be no compensation for sick leave

days accumulated but not used, but there will be compensation for unused vacation leave.

- If the pastor, according to certification of a licensed physician, becomes temporarily disabled, the pastor will receive full salary and benefits for a period of such disability not to exceed 90 days, at which time if disability continues, application shall be made for disability benefits from the Board of Pensions. This policy shall apply to all medically certified disabilities.
- The pastor will have five days of bereavement leave.
- The pastor, in conjunction with the session and paid staff, will determine official holidays when the church office will be closed. (Refer to Office Procedures)

**Continuing Education:**

The pastor will be granted two weeks of study leave each calendar year to pursue continuing education. Six weeks of study leave may be accumulated.

**HOPE PRESBYTERIAN CHURCH  
PART TIME MUSIC DIRECTOR POSITION DESCRIPTION**

**Summary:**

Plans and coordinates the music program of Hope Presbyterian Church under the guidance and supervision of the Worship Committee, the session, and the pastor. The position is part time (10-12 hours per week).

**Line of Authority:**

The Music Director is responsible to the head of staff.

**Duties and Responsibilities:**

- Conference regularly with the pastor to promote understanding and coordinate basic agreement on mutual goals of music ministry.

- Participate in Worship Committee meetings.
- Prepare a calendar specifying services with anticipated choral and musical needs.
- Provide service music and hymns for worship services: weekly Sunday services, Ash Wednesday, Maundy Thursday, Good Friday and Christmas Eve.
- Recruit members to the Adult Choir, direct weekly rehearsals, and provide worship leadership of the Adult Choir (September – June).
- Coordinate special music for summer services.
- Secure volunteer personnel needed for various duties in support of the music program and work with them to help organize music for worship. (Support the efforts of the auxiliary choirs – Christian Women’s Fellowship, Men’s Choir, Youth and Children’s Choir.)
- Provide music for weddings and funerals, as requested (with additional compensation).
- Order all necessary music and other program supplies.
- Provide accompaniment for guest musicians as requested.
- Plan with the pastor to provide substitute musicians for worship and prepare a notebook of service music for guest musicians.
- Work with Worship Chair and Treasurer in preparation of Annual Music Budget.
- Perform other duties as assigned.

**Skills:**

- Play hymns, congregational service music, and accompany choir.
- Train choir, lead rehearsals and support musical leadership in worship.
- Select music in accordance with liturgical calendar.
- Demonstrate knowledge of theology and practice of worship.

**Benefits**

- Annual salary: \$10,398
- Annual personal leave: 4 Sundays

## **HOPE PRESBYTERIAN CHURCH CHURCH SECRETARY POSITION DESCRIPTION**

### **General Responsibilities:**

The Church Secretary will provide confidential and administrative assistance to the head of staff. Under the direction of the head of staff, the Church Secretary will support the work of session, committees and ministries of Hope Presbyterian Church.

### **Line of Authority:**

The Church Secretary is responsible to the head of staff.

### **Skills:**

- Telephone/reception skills
- Keyboard/computer skills: knowledge and experience with Microsoft Word/Excel/PowerPoint
- Organizing and maintaining office files and computer files
- Knowledge of basic office equipment: copier, fax, scan

### **Duties and Responsibilities:**

- Welcome and assist those who enter the church office.
- Direct and support the flow of communication and information.
  - Answer the telephone, take messages, pick-up and distribute the mail.
  - Check e-mail ([info@hopepresbyterianchurch.com](mailto:info@hopepresbyterianchurch.com)) at least twice per day. Distribute email to the appropriate person by forwarding via email or printing hard copy.
  - Assist with taking food pantry orders.
  - Maintain a calendar of church activities and update the monthly church calendar in the office. Update the online (church website) church calendar at least once a week.
  - Keep bulletin boards updated with current lists and maintain and update the nametag board.

- Prepare weekly worship bulletins and bulletins for special services. Prepare weekly announcements.
- Prepare weekly mailings of bulletins to members who are homebound.
- Prepare correspondence as directed.
- Communicate with members to update their information (names, addresses, phone, e-mail).
- Update church directory in January and June.
- Prepare new member packets.
- Prepare monthly session packets.
- Assist with newsletter, annual reports and other special documents as necessary.
- Assess supply needs, order administrative supplies, and keep track of those expenses.
- Schedule equipment maintenance and keep account of costs.
- Communicate building and grounds needs with trustees.

**Hours:** Tuesday, Wednesday and Thursday from 9 AM to 2 PM

**Benefits:**

- Salary: \$18/hour
- Personal leave: 10 days/year

**HOPE PRESBYTERIAN CHURCH  
COORDINATOR OF CHILD CARE POSITION DESCRIPTION**

**Purpose:**

To serve Hope Presbyterian Church by providing competent and loving care to infants and toddlers through age 3 years.

**Duties and Responsibilities:**

- Care for children of Hope Presbyterian Church, ages three and under during Sunday School and worship on Sunday mornings and for other services when scheduled in advance.
- Recruit and schedule volunteer assistants as needed for worship services and other special events.
- Observe and monitor children's activities, and plan age appropriate activities to the standards of safety and well-being of the infants and toddlers.
- Change diapers.
- Organize and store toys and materials to ensure order and safety in activity areas. Ensure that toys are clean and sanitized and in safe working order and age appropriate to infants and toddlers.
- Coordinate use of child-care facilities communicating with the trustees when special cleaning and/or repairs are necessary.
- Ensure that an adequate supply of nursery supplies is available.
- Launder crib sheets and blankets and change crib linens on a weekly basis.

**Requirements:**

- Be a mature person who professes and practices the Christian faith.
- Be patient, understanding, and have energy and physical stamina because the position may require variable amounts of walking, standing, lifting, bending, stooping, kneeling, stretching, pushing and sitting.
- Be creative, enjoy children and have ability to sit on the floor and interact with the children.
- Be alert and aware in order to anticipate and prevent problems that might affect child safety.
- Must communicate effectively with children, parents and the church community
- Have skills in music, storytelling, reading stories, art, drama.
- Have a high school diploma at minimum.

- Demonstrate previous child care experience.
- Early childhood education (CDA-Child Development Associate or CCP-Certified Childcare Professional) preferred.
- Be committed to healthy environments for children.
- Possess ability to follow directions, have good interpersonal skills.
- Pass a background check.

**Work Hours:**

Sundays from 10:00AM--1:00 PM

(Other occasions as scheduled in advance; payment made on an hourly basis)

**Salary Range:**

\$10.00-\$15.00 per hour based on experience