

# STAFF HANDBOOK



## **Our Mission**

To make new disciples of Jesus Christ for the transformation of the world.

## **Our Vision**

Invite. Grow. Serve.

Revised September-October 2011 by Staff/Parish Relations Committee.  
Approved November 7, 2011 by Church Council.  
Implemented on January 2, 2012.

## Introduction

Welcome to the staff of St. Luke's United Methodist Church. You have been given a unique opportunity to serve God and God's people.

This handbook presents and explains the policies, procedures and benefits that apply to pastors and staff. It is presented as a matter of information only, and applies primarily to non-clergy staff, unless specifically noted to apply to clergy. Should any policy be in conflict with the UM Book of Discipline, the Discipline supersedes.

Individuals hired by St. Luke's UMC are employees-at-will, according to State of Missouri law. As such, you may resign at any time with two weeks' notice. St. Luke's reserves the right to terminate employment at any time, for any reason, with or without cause or notice, at its sole discretion. None of the policies or procedures described will change this policy.

This handbook should not be considered all inclusive, rather it is a set of guidelines. No policy or practice is meant to, or should be interpreted to, create an implied or expressed contract of employment between St. Luke's and any staff, nor as creating a guarantee of employment. Questions about any of the policies or procedures should be directed to the supervisor or the Lead Pastor.

The Church Council reserves the right to change or amend the policies, procedures and/or benefits outlined in this handbook at any time, with or without notice.

Changes will be effective on the dates determined by the Church Council. This supersedes any previous handbook, manual or written policies issued prior to the revision date, including Early Education Center (EEC) policies. This handbook will be reviewed periodically by the Staff/Parish Relations Committee.

## **Staff Definitions**

Several categories of staff are employed by St. Luke's UMC. All staff are members of one of the following categories:

Salaried: Paid for the job, not by the hour.

Full-time Pastoral Staff – Licensed or ordained United Methodist minister working a minimum of 40 hours per week.

Part-time Pastoral Staff – Licensed or ordained United Methodist minister working less than 40 hours per week.

Full-time Staff – Direct support to Pastoral Staff, employees working a minimum of 35 hours per week.

Part-time Staff – Direct support to Pastoral Staff, employees working less than 35 hours per week.

Hourly: All employees paid on a per hour basis.

Full-time – Employees working 35 hours or more per week

Part-time – Employees working less than 35 hours per week.

Interns or temporary employees are not eligible for benefits.

## **Hiring Letter**

All employees will receive a letter that includes date of hire, salary, and part-time or full-time work status.

## **Provisionary Period**

There shall be a provisional period for all new staff of 90 days from the date of hire.

## **Benefits**

### **Childcare**

The Early Education Center (EEC) may provide child care for one child of full-time staff at one-half the weekly fee or for part-time staff, at a 20% discount. If the staff has more than one child, the special rate is for the oldest child only. This benefit is provided as long as there is space available and it is financially feasible. (Child is defined as birth, step, adopted or foster relationship.) Staff in the military, who is called to active duty, will continue to receive the discount

while deployed. Upon return, the individual's job will be made available. The discount will cease if staff chooses not to return to work.

### **Medical Insurance**

All full-time pastoral staff members are required to participate in the Missouri Conference United Methodist Church health insurance plan. Family coverage is optional, to be paid by the staff member.

All full-time staff members are eligible for single coverage at their expense.

Part-time staff is not eligible for coverage.

Hourly staff is not eligible for coverage.

### **Workers' Compensation**

St. Luke's is covered by Workers' Compensation insurance to provide certain benefits for full-time staff who suffer injury directly in the course of their employment.

### **Continuing Education/Professional Development**

All requests for continuing education funds must be submitted, in advance, to the appropriate supervisor, and approved by the Lead Pastor. The Lead Pastor is authorized to approve requests within time and budget limitations.

### **Wage and Salary Procedures**

#### **Business Hours**

Operating hours for the church office are from 8:30 a.m. to 4:30 p.m., Monday through Friday. The normal work week consists of five days, each 7 hours long, with a one-hour lunch.

Your particular hours of work and the scheduling of your meal will be determined and assigned by your supervisor or the Lead Pastor. Should you have any questions concerning your work schedule, please ask your supervisor or the Lead Pastor.

Operating hours for the EEC are 6:30 a.m. to 6 p.m., Monday through Friday.

#### **Pay Cycle**

Staff is issued paychecks on the 15<sup>th</sup> and last day of the month. If the payday falls on a weekend or holiday, checks will be issued on the last business day prior to payday. In the case of staff paid on an hourly basis, the cut-off for paychecks

issued on the 15<sup>th</sup> of the month will be the 10<sup>th</sup>, and for paychecks issued on the last day of the month, the 25<sup>th</sup>.

Paychecks and compensation data are personal and confidential and should not be discussed with peers and colleagues. Questions, including errors in pay, should be directed to the supervisor.

### **Bonuses**

St. Luke's pay scales are fair and comparable to other organizations, therefore bonuses are not part of pay.

### **Overtime Pay**

If you are hourly staff, you will be eligible to receive overtime pay of 1 ½ times your regular hourly wage for approved hours worked over eight hours a day, or over 40 hours in one week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, sick leave, or vacation day, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

All overtime must be approved in advance by your supervisor or the Lead Pastor.

### **Personal Information**

It is the employee's responsibility to notify the supervisor of any family status changes or changes in mailing address or emergency contact information.

### **FICA/Social Security**

All staff will have Medicare taxes and mandatory deductions withheld from their earnings. Pastoral staff are considered self-employed for Social Security (F.I.C.A.) and Medicare purposes, and are responsible for paying their own self-employment taxes.

### **Time-Off Procedures**

#### **Holidays**

The following paid holidays for full-time staff and clergy will coincide with the day designated for national observance. The office will be closed:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Good Friday 1/2 Day
- Memorial Day
- Independence Day
- Labor Day

- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve ½ Day
- Christmas Day

If a holiday falls on a regularly scheduled workday of part-time or temporary staff, that person will have that holiday with pay for the number of hours staff normally works on that day of the week. Likewise, if the holiday falls on a day not normally scheduled, that person is ineligible for holiday pay. If a holiday falls on a Saturday, it will be observed on the preceding Friday; if on Sunday, it will be observed on the following Monday.

Holidays must be taken on the days they are to be observed or as provided above. When staff is required to work on a designated holiday, the holiday may be observed on an alternate day with the approval of the Lead Pastor.

**Vacation**

Full-time ordained/appointed clergy will receive four weeks of vacation annually, not to exceed four Sundays, according to the United Methodist Book of Discipline. Vacation will be calculated on the calendar year. In the event of a pastoral move in June, the time will be split accordingly.

The amount of vacation pay for both full and part-time staff will be determined by the scheduled number of hours worked but will not exceed 40 hours in one week. If, for example, someone works 35 hours a week and they request a week of vacation, they will be paid 35 hours.

Vacation benefits will be provided for part-time employees working a minimum of 12 hours per week. Part-time employees working 12 hours or more per week will earn vacation equal to their scheduled work week.

Below is a table of vacation accruals, based on years of service for eligible staff:

| <u>Years of Service</u> | <u>Annual Vacation Accrued</u> |
|-------------------------|--------------------------------|
| 1 through 5             | 2 weeks                        |
| 6 through 14            | 3 weeks                        |
| 15 + years              | 4 weeks                        |

Procedure: All vacation must be requested at least 4 weeks in advance with the employee’s immediate supervisor. Upon approval, the amount of time taken is to be turned into the supervisor during the appropriate payroll period. In the event two staff with similar job descriptions request the same time off, normally the second request submitted will be denied.

It is preferred that an employee substitute for the person on vacation to maintain a level of continuity and efficiency. In the absence of an employee, substitutes

will be procured (to be arranged by employee or supervisor depending on position or need). Substitutes will be paid at their normal rate.

Vacation time must be used within the calendar year or it will be forfeited without pay.

### **Sick Leave**

After six months of employment, sick leave is provided for all full-time employees (hourly or salaried) at the rate of one day per month of employment up to an accumulated maximum of 60 days. All accrued sick time will be forfeited at termination of employment.

After six months of employment, sick leave is provided for part-time employees at the rate of one calendar day per quarter with no accumulation.

Procedure: When an employee is ill and has determined that he/she is incapable of reporting to work on a given day, the employee will contact his/her immediate supervisor within two hours of the church office opening time. If the immediate supervisor is not available, the employee should leave a message with the secretary. If an employee is ill more than one day, he/she must call in each day.

### **Ineligible Employees**

No vacation or sick leave shall be accrued for interns or temporary employees.

### **Leave Policies**

#### **Bereavement**

In the event of the death of a spouse, child, sibling, parent, grandparent or parent-in-law of full-time employees, up to three days bereavement will be granted, as needed.

Part-time employees will receive one paid day.

#### **Personal Leave of Absence**

A Personal Leave of Absence is an unpaid absence for an extended period of time from work for reasons including health. Personal Leave of Absence may not exceed 12 weeks from the last day of work. A minimum of one year full-time employment is necessary for a Personal Leave of Absence to be approved. All paid time off will be exhausted at the beginning of a Personal Leave of Absence.

A request for such leave must be presented in writing to the immediate supervisor. The request must state the reason for the leave and the intended

return date. A leave of absence without pay may be granted with the recommendation of the Lead Pastor.

Upon return, every effort will be made to place the staff in the same position or one of like status and pay.

The individual is still considered staff during the absence, without loss of continuous service, but may lose some benefits such as health insurance.

This is not to be confused with the sabbaticals granted to pastors (see next section).

### **Sabbatical Leave**

Ordained Elders are eligible for sabbatical leave. Sabbatical leave may be granted upon recommendation of the Staff/ Parish Relations Committee to the Church Council. This is in compliance with the United Methodist Book of Discipline for continuing education and spiritual growth.

### **Employment**

The Lead Pastor and the Staff/Parish Relations Committee are responsible for the hiring, supervision, compensation, and termination of staff. This includes all staff, paid and unpaid.

St. Luke's will not discriminate because of race, color, gender, age, sexual orientation or national origin, and will comply with appropriate federal, state and local fair employment laws and guidelines. St. Luke's, however, reserves the right to hire only persons who embrace its religious doctrines, practices and beliefs.

Safe Sanctuaries certification is required.

All persons applying for employment are to submit a resume' or complete an application. Individuals selected for employment will be offered positions contingent upon completion of any pre-employment physical requirements, and releases allowing background checks relating to any felony convictions or child abuse or neglect reports.

Since the scheduling of physical and background checks are outside the control of St. Luke's, and checks may sometimes take up to six weeks to confirm, any employment of individuals prior to receipt of the results of physical examination and background checks will be provisional. Such provisional employment may be terminated upon St. Luke's receiving information relating to a felony conviction, report of child abuse or neglect, or a physician's report disclosing drug or alcohol abuse or addiction. False information on any application for employment will lead to dismissal.

## **Immigration Law Compliance**

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, St. Luke's may be obliged to terminate your employment.

## **At-Will Employment**

Employment at St. Luke's for non-Elders is at will. Either the individual or St. Luke's may terminate employment at any time, for any reason.

## **Employment of Family Members**

Close personal relationships among employees may lead to problems when decisions must be made about pay, promotions, terminations and other personnel actions. St. Luke's is particularly vulnerable to criticism in this regard if it employs someone who in turn supervises his or her relative. Therefore, spouses, parents, children and siblings of existing clergy, program staff and support staff may be hired only if a family member does not directly supervise that position.

## **Notice of Resignation**

Staff who desire to resign in good standing are requested to give notice in writing to their immediate supervisor as follows:

Deacons should provide, whenever possible, 60 days notice (as otherwise provided for in the UM Book of Discipline) prior to actual separation. The requirement for notice shall not apply if the Bishop moves clergy under Episcopal appointment.

All non-clergy staff is requested to give notice at least two weeks prior to actual separation.

## **Exit Interview**

To determine why staff members leave, the supervisor may conduct an exit interview to provide valuable information for upgrading and implementing future policies and procedures.

For any reason staff voluntarily discontinues employment at St. Luke's, evaluations and comments may be requested as part of the exit process.

## **Confidentiality**

Staff may encounter confidential situations such as financial data, information about church members, employee records and future planning. Staff is expected to protect confidential information by safeguarding it when in use, filing it properly, disposing of it properly and discussing it only with those having a legitimate need to know.

## **Standards of Personal Conduct**

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to the St. Luke's community and fellow staff to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. We encourage staff to refer the media to the Lead Pastor or Church Council Chair.

## **Unacceptable Activities**

Generally speaking, we expect each person to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your manager or supervisor for an explanation.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment; either you or St. Luke's may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.

1. Violation of any church rule; any action that is detrimental to church efforts to operate effectively and harmoniously.
2. Violation of security or safety rules.
3. Negligence or any careless action which endangers the life or safety of another person.
4. Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on church premises, except medications prescribed by a physician which do not impair work performance.
5. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on church property or while on duty. (See Firearms Policy.)

6. Engaging in criminal conduct or acts of violence, making threats of violence toward anyone on church premises or when representing the church; fighting, or provoking a fight on church property, or negligent damage of property.
7. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out with a special event.
8. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
9. Engaging in an act of sabotage; negligently causing the destruction or damage of church property, or the property of fellow staff, members, or visitors in any manner.
10. Theft or unauthorized possession of church property or the property of fellow employees; unauthorized possession or removal of any church property, including confidential documents, from the premises without prior permission from the Lead Pastor; unauthorized use of church equipment or property for personal reasons; using church equipment for profit.
11. Dishonesty; falsification or misrepresentation on your application for employment or other work records; falsifying reason for a leave of absence or other data requested by the church; alteration of church records; inappropriate and unauthorized use of funds.
12. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
13. Immoral conduct or indecency on church property.
14. Unsatisfactory or careless work; failure to meet required due dates, and quality standards as explained to you by your supervisor.
15. Any act of harassment, sexual, racial or other; telling sexist, age-related or racist jokes; making racial or ethnic slurs.
16. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor or the Lead Pastor; stopping work before time specified for such purposes.
17. Sleeping or loitering during working hours.
18. Excessive or inappropriate use of computer, telephone or cell phone for personal calls or texting.
19. Creating or contributing to unsanitary conditions.

20. Failure to report an absence or late arrival; excessive absence or lateness -- four occurrences.

21. Failure to immediately report damage to, or an accident involving, church resources.

### **Disciplinary Actions**

This Disciplinary Actions Section applies to all staff.

This pertains to matters of conduct as well as staff competence. However, those who do not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth.

Under normal circumstances, supervisors are expected to follow the procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the church may decide to repeat a disciplinary step.

### **Discipline Procedure**

Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

Step 1. Verbal Warning.    Step 2. Written Warning.    Step 3. Termination.

To insure that St. Luke's ministries are conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your supervisor will coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident occurs requiring formal discipline, the aforementioned steps will be taken.

If your performance does not improve within one-month following a Written Warning, or if you are again in violation of St. Luke's practices, rules or standards of conduct, you will be terminated.

### **Attendance and Punctuality**

From time to time, it may be necessary for you to be absent from work. We are aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick leave and vacation days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your supervisor. Should you know in advance that you will need to be absent, please request this time off directly from your supervisor.

You are expected to call in to inform your supervisor of an unexpected absence or late arrival. If you're arriving to work late, please let your supervisor know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.

Absence from work for three consecutive days without notifying your supervisor will be considered a voluntary resignation.

If you are absent because of an illness for three or more successive days, your supervisor may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without letting your supervisor know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

Your supervisor will make a note of any absence or lateness, and their reasons, in your personnel file. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

### **Personal Appearance**

Church ministries are enhanced by a casual, yet professional appearance. All staff is expected to meet certain criteria of personal cleanliness, good grooming and appropriateness of dress while on the premises. This can be done without unduly restricting individual tastes and may vary with the duties performed.

Staff is expected to use good judgment in selecting clothing suitable for the jobs they perform and the occasion. If in doubt, discuss your choice with your supervisor.

### **Civic Duties/Jury Duty**

Staff is encouraged to fulfill their civic responsibilities by voting in local, state and national elections. Appropriate time off with pay may be provided for this function, if unable to vote before or after scheduled hours.

Staff serving jury duty or appearing in court as a witness will be given the necessary time off; up to one week each calendar year will be paid. The payment during periods of jury service will be the difference between wages and jury duty pay. Staff will notify the immediate supervisor of such duty upon receipt of a jury service notice. He or she will also report back to work when the service is completed. When the court releases an employee for the day before

3 p.m., he or she will report to work. If the court observes a holiday, which St. Luke's does not, staff is expected to report for work.

Staff is encouraged to participate in community activities and civic functions, in line with our practice of service to the community. Participation in non-church related activities should not affect the reputation of St. Luke's in the general community.

### **Drug-Free Workplace Policy**

The St. Luke's goal is to protect the health and environment of staff by promoting a drug-free workplace. Illegal drugs and the abuse of alcohol have no place in the workplace.

The unauthorized and/or unlawfully manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is strictly prohibited in all church facilities, in any church-owned vehicle, or anytime while representing the church.

We reserve the right to require drug testing whenever staff behavior and/or performance causes a supervisor to reasonably suspect the use of drugs at any time or use of alcohol during work hours or at such time as may affect work performance.

### **Use of Church Resources and Work Area**

St. Luke's provides resources to facilitate all staff contributions towards the accomplishment of its mission. All resources purchased with church funds are the property of the church and remain the property of the church once staff leaves. These resources are not private. Therefore, we reserve the right to examine all provided resources at any time and without prior notice. Such resources may include, but are not limited to, desks, desk drawers, locks, computers, computer stations, computer system database communication systems, email, electronic documents, voice mail, lockers, financial records, file cabinets, etc. If these resources are not returned to in good condition at the end of employment, the value will be deducted from the person's final paycheck.

### **Computer Use and Security**

Office computers and information systems are to be used by employees for church-related business. Computers for community use are exempt from this rule.

E-mail is provided as a mechanism to send and receive electronic mail. Such messages are the property of St. Luke's. Incidental use of the email system is allowed as long as no prohibited activities are involved such as, but not limited to:

- Engaging in illegal, fraudulent or malicious activities,
- Sending or storing offensive, obscene or defamatory material,
- Harassing other individuals, and
- Excessive use that interferes with work.

### **Conflicts of Interest**

In order to be fair to all staff and to comply with IRS regulations, staff is not to accept any gifts other than those of nominal value. If in doubt, please consult with the Lead Pastor.

If your financial situation requires you to hold an additional job, part-time or full-time, or if you intend to engage in a business enterprise of your own, St. Luke's would like to know about it. Before accepting outside employment, you are encouraged to discuss the matter with your supervisor.

### **Performance Reviews**

The purpose of the Performance Review is to explore objectively things that have gone well, and things that could have been done differently. The review process is important in our effort to continuously improve not only individual job performance, but the overall effectiveness of Our Mission and Vision as well.

The performance of all staff members will be assessed annually in a personal meeting and in writing as follows:

- The Lead Pastor is evaluated by the Staff/Parish Relations Committee (SPRC).
- All other staff will be evaluated by their immediate supervisor.

### **Problem Resolution Procedure**

Staff with job-related problems, questions or concerns should discuss the situation with his or her supervisor. The simplest, quickest and most satisfactory solution often will be reached at this level.

If the discussion with the supervisor does not resolve the matter satisfactorily, the concern may be presented orally or in writing to the Lead Pastor. In most cases, the decision of the Lead Pastor will be final.

If the problem or concern involves the Lead Pastor, staff may present the concern orally or in writing to the SPRC Chair. The SPRC Chair and Lay Leader will meet with the staff. If the issue remains unsolved, the SPRC Chair will convene a meeting of the full committee.

### **Workplace Harassment**

St. Luke's strives to promote a productive work environment and to maintain a workplace free of harassment. We will not tolerate harassment by any staff.

### **Anti-Harassment Guidelines**

Harassment is difficult to define precisely. It includes, but is not limited to, conduct which: (1) is offensive or unwelcome, (2) creates a hostile work environment or interferes with performance, and (3) is based on someone's sex, race, color, religion, gender, national origin, age, sexual orientation or disability (mental or physical).

The following provisions provide guidance to compliance:

- a. Staff is expected to act in a positive manner and contribute to a productive work environment free from harassing or disruptive activity. No form of harassment of an individual because of his/her sex, race, color, religion, gender, national origin, age, sexual orientation, appearance or disability (mental or physical) will be tolerated.

Special attention is called to the prohibition of sexual harassment:

- i. Every pastor and supervisor has a responsibility to maintain a workplace free of any form of sexual harassment. No pastor or supervisor may threaten or insinuate either directly or indirectly that staff refusal or willingness to submit to sexual advances will affect terms or conditions of employment.
- ii. Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, non-supervisory employees, church members, non-employees, is also prohibited. Such conduct includes, but is not limited to:
  - o VERBAL CONDUCT such as gender-based epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments.
  - o VISUAL CONDUCT such as pin-up posters, derogatory cartoons, drawings or gestures, computer graphics and/or electronic messages.
  - o PHYSICAL CONDUCT such as assault, unwelcome touching, blocking normal movement or other sexually related physical conduct that may interfere with work.

- o THREATS AND DEMANDS to submit to sexual requests in order to keep a job or avoid some other loss and offers of job benefits in return for sexual favors.
- o RETALIATION for having reported harassment or refusing to cooperate in harassing conduct.
- b. Staff who believe actions or words by a pastor, supervisor, co-worker, church member or vendor constitute harassment has a responsibility to report or complain about the situation as soon as possible. Such a report or complaint should be made to the supervisor.

If the immediate supervisor is the source of the alleged discrimination or harassment, staff should report the problem to the Lead Pastor.

If the Lead Pastor is the source of the alleged discrimination or harassment, staff should report the problem to the SPRC chair. The chair will contact the District Superintendent.

- c. All complaints of harassment are to be investigated promptly and in as impartial and confidential a manner as practical. Staff is required to cooperate in any investigation. A timely resolution of each complaint is to be reached and communicated to the parties involved.
- d. Retaliation against staff for filing a complaint or participating in an investigation is strictly prohibited.
- e. Any staff who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action depending on the circumstances, up to and including termination.

### **Protection of Rights**

St. Luke's will not tolerate retaliation or discrimination against persons who report or charge harassment or against those who testify, assist or participate in any investigation, proceeding or hearing involving a complaint of harassment. Any individual who believes they have been subjected to retaliation in violation of this rule should report the incident as described in the Complaint Procedure section.

### **Safe Sanctuaries Policy**

St. Luke's has developed a Safe Sanctuaries Policy designed to eliminate the risk of abuse or injury to infants, children, youth and vulnerable adults who participate in our ministries. The church is a place of worship and a place of safety. The Bible refers often to the church as being a place of sanctuary where

children and adults are safe. Such a policy is also a protection for staff and volunteers as well. Therefore, this policy has been developed to protect children, youth and vulnerable adults from all forms of maltreatment, abuse and accidental injuries.

This policy applies to all activities of St. Luke's that require adult volunteers and church staff acting within the scope of their duties to have immediate supervision of persons less than 18 years of age. This policy applies to all ministries of the church and to any external organization using the church's facilities and requiring childcare.

The policy includes screening requirements for church adult volunteers and employees and contractors, application and reference materials, guidelines for working with children and youth and details about the required Child Protection class. It is important that all clergy and employees familiarize themselves with the policy and meet all its requirements.

As part of the orientation process, all employees will complete Safe Sanctuary training within one week of the start of employment. In addition, they will receive a copy of the Safe Sanctuaries Policy.

## **ADDENDUM: Early Education Center (EEC)**

On November 23, 2008, the St. Luke's Church Conference voted to accept the Healthy Church Initiative prescriptions that were recommended to help the congregation fulfill its Mission: "To make new disciples of Jesus Christ for the transformation of the world." Implementation went into effect April 1, 2009.

Prescription #3, concerning Organizational Structure states, "The pastor will be the leader and the pastor's staff will manage all the ministries of the congregation, including the day care and pre-school." The Children's Care Board that gave oversight to the EEC was dissolved.

The EEC is in post- Care Board transition. Steps are being taken to fully incorporate the EEC into the Mission and Vision of the congregation. An Early Education Fund (04) has been established and brought under the management of the EEC director, Finance Committee and staff. EEC investments are now managed by the Trustees. As the transitional process continues, the following points are noted to help clarify current status:

- (1) All EEC full-time and part-time staff are employees of St. Luke's United Methodist Church. All EEC funds are resources of St. Luke's UMC, designated for EEC use.
- (2) The EEC Director will continue to oversee the day-to-day management of staff and resources. All future policies will be set by the Church Council, upon the recommendation of the Lead Pastor and Staff/Parish Relations Committee. Current Child Care and Pre-School Policies have been revised and/or included in this Handbook Policy, or will become null and void effective December 31, 2011.
- (3) The EEC Director is supervised by the staff that has been given responsibility for supervising church staff, or the Lead Pastor. The director will meet regularly with the supervisor, and make no hiring, termination, payroll or any other major decisions that affect EEC resources without first consulting with the supervisor. The director shall automatically provide the supervisor with copies of all timesheets, correspondence, brochures and any documents distributed to staff, the public, and the parents/guardians of students.
- (4) All EEC staff will be immediately Safe Sanctuary certified, and be in compliance with the Missouri Department of Health and Senior Services requirements.

## Future Objectives for the EEC

- Ongoing efforts will be made to alter the perception of the EEC as a separate entity from St. Luke's, into a cohesive, inclusive, integral children's ministry.
- A stronger profile will be developed in the community which promotes the EEC as a Christian ministry for young children.
- EEC staff meetings will be scheduled every other month. Minutes will be taken and distributed to staff who work in the EEC, and to the supervisor and Lead Pastor.
- Spiritual and numerical growth will be embraced by the EEC staff.
- Any conflicting EEC procedures and practices will be resolved by the EEC director, supervisor and Lead Pastor, in consultation with the Staff/Parish Relations Committee.
- All children's ministries, including the EEC, shall eventually be under the direction of the Children's Ministry Director. All positions and responsibilities related to children will be reviewed, evaluated and/or restructured so that St. Luke's offers vital, integral, stable and sustainable ministries to the church and community.
- An Assistant Children's Ministry Director position will eventually be created to help provide oversight, delegation and management of this coordinated effort, so that the children's ministries are managed in an efficient and effective manner.

## Staff Handbook Receipt

I have received my copy of the St. Luke's UMC Staff Handbook. It is my responsibility to read and understand it.

I understand that no statement contained in this Handbook creates any guarantee of continued employment or creates any obligation, contractual or implied, on the part of St. Luke's.

I understand that St. Luke's may modify, amend or end policies and procedures without prior notice within the limits and requirements of law.

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Staff Name (print)

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Staff Name (signature)

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Date