
GUIDELINES FOR DEVELOPING CHURCH PERSONNEL POLICIES

The church is an employer and because it is the body of Christ, it will seek to be the most reliable type of employer, ensuring the rights and best conditions of employment for all its staff. The church has the responsibility to see that entrance into employment and departure from employment are open and fair to all persons involved; that hours of work and basic salary compensation are equitable and just; that supporting benefits are provided; and that a comfortable working atmosphere is made available. See 1992 Book of Discipline, pars. 270.2f.3, 9; 315-317.

QUESTIONS TO BE CONSIDERED IN FORMULATING PERSONNEL POLICIES

1. What policies are now operative?

- A. Policies formulated, printed and circulated.
- B. Policies contained in minutes of:
 - pastor-parish/staff-parish relations committee
 - administrative board
 - council on ministries
 - board of trustees
 - annual conference
- C. Policies contained in job descriptions, contracts, letters of agreement, and/or appointment.
- D. Policies contained in:
 - Book of Discipline
 - documents of conference associations and agencies
- E. Policies not in writing, but as understood by:
 - senior minister or chief administrator
 - members of the staff
 - pastor-parish/staff-parish relations committee
 - administrative board
 - council on ministries
 - board of trustees

2. What policies are needed?

- A. Where there is no policy.
- B. Where the policy is inappropriate or outdated.
- C. Where the policy is not clear, especially in specifics and application.
- D. Where the policy does not express the mission and purpose of the church.

AREAS TO BE CONSIDERED IN FORMULATING PERSONNEL POLICIES

1. Procedure for Employment

2. Basic Salary

- overtime compensation

3. Support Benefits

- insurance: medical, accident, life, workers compensation, long-term disability
- pension, retirement fund
- Social Security
- car/travel expense
- continuing education expense
- professional dues and fees
- housing

4. Work Schedule

- regular office hours each day or week
- hours required beyond regular office hours (evening and weekend meetings)
- days off
- holidays
- vacation
- compensatory time
- flex time

5. Leaves and Absences

- illness/sick leave
- disability leave
- maternity/paternity leave
- sabbatical/study leave
- absence for continuing education
- absence for district, conference, jurisdiction, and national church leadership and duties
- absence for civic duties
- absence for National Guard or Military Reserve Service
- absence for personal reasons

6. Staff Substitutes

7. Supervision and Reports

8. Evaluation

9. Grievances

10. Retirement

11. Procedure for Termination of Employment

12. Policy Review and Revisions

All established personnel policies should be reviewed annually by the pastor-parish/staff-parish relations committee, including consideration of any recommendations submitted by the employed or appointed staff. The committee should assume major responsibility for review and revision of the policies to make certain the policies are up-to-date and operative. (1992 Discipline, pars. 270.2f.3, 9; 315-31 7)

QUESTIONS TO BE CONSIDERED IN FORMULATING EACH AREA OF POLICY

1. What has this church done in the past and what has been the result?
2. What is required by the annual conference in support of ordained and diaconal personnel?
3. What do the professional associations recommend?
4. What do other churches do?
5. What do the annual and general conference agencies recommend?
6. What do business, industry, and schools in the surrounding area do?
7. What does the law require: local, state, federal, IRS?
8. What is fair and just?
9. What is unique about this particular situation?
10. What is the effective date of policy?



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