

PMCC GENERAL POLICIES

FOR PROTECTING EMPLOYEES
AND
OUR CONGREGATION



November 7, 2023

Loving God, Loving Others,
Serving the World

“Therefore go and make disciples of all nations...”

Matthew 28:19

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ACKNOWLEDGEMENT OF APPROVAL OF PMCC CHURCH POLICIES

This is to acknowledge that we who are serving on the Transition Team have had input into policies developed for our church and hereby approve of all policies stated.

We encourage future leaders to require strict adherence to all policies. Since these policies are intended to eliminate misunderstandings and reduce conflicts which could occur in the church body, it is important that exceptions not be made since this can often create chaos and discord in the body.

The congregation must understand that these policies are designed to protect our church against the evil forces of hell which wish to cause disunity in the body.

The Apostle Paul states Put on the whole armor of God, that we may be able to stand against the ^[b]wiles (tricks or schemes) of the devil. (Ephesians 6"14)

Therefore, by date and signature below, we hereby endorse all policies stated in this PMCC General Policies Manual with the full understanding that all members of the church body will have access to this information at anytime.

_____ (Jim Hogsett, President Worker Ministries	_____ (Date)
_____ (Cindy Lackey, Deacon of Care	_____ (Date)
_____ Jimmy Paschal, Deacon of Finance	_____ (Date)

INTRODUCTION

Any organization needs specific policies and procedures designed to eliminate potential problems in the workplace. This includes the church.

The church is a place where people are working (paid employees and volunteers from the congregation). This automatically causes situations to arise which can cause confusion and an unhealthy work environment. It is not fair to the church employees or members of the congregation when critical matters are not clear.

Policies answer such questions as...

Who has authority to take specific action?

Who is responsible for a specific function?

How will the finances of the church be handled?

What are the reporting relationships within the church?

What benefits do employees receive?

These are just a few examples of questions which need to be answered through specific policies. The **by-laws of PMCC** address many subjects such as the Board of Deacons, ushers, conducting church meetings, conflict resolution, etc. However, it is also necessary to establish additional policies not covered in the by-laws.

It should be noted that ***the governance structure is addressed in the church by-laws.***

All church employees should be trained on all PMCC policies which pertain to them. This includes orientation for any new employees on the first day of employment when these policies are introduced and learned.

Our policies must be transparent. There is no reason for any policies to be treated as a secret. For this reason, any member of the congregation should be permitted to review any PMCC policy and ask any questions which should be answered immediately.

This PMCC General Policies Manual, the Articles of Incorporation, and Church By-Laws have been placed on our church website and can be reviewed anytime.

Also, when a new individual begins serving on the board, this person must take time to review all policies. Knowledge of policies enables the board to function more smoothly since everyone will be operating from “the same page”.

THE BOARD OF DIRECTORS

One of the requirements of maintaining a nonprofit status is to have an oversight board. The Board of Directors at **Peoples Memorial Christian Church** is responsible for ensuring that the ministry fulfills its core mission.

This is done by developing strategy, monitoring performance and ensuring church financial accountability. Strong board governance makes certain a meaningful mission is implemented effectively.

An effective board has an impact on the long-term viability of the organization and have a vested interest in how well the church implements the strategy of achieving its mission.

This is done by meeting on a regular basis while actively overseeing the key operational functions – which are church budget oversight, top leader performance evaluation, strategic performance management and legal compliance.

All board members are elected officers of the corporation; therefore, they all possess equal authority and responsibility. All board members come to the table with a voice to represent the congregation; therefore, decisions are made by the body.

The following critical responsibilities are to be executed by the Board of Directors:

1. **Strategic Planning**

The board is responsible for articulating the church's core mission and developing a strategy and plan to achieve it. This is done by going through a formal strategic planning process which includes development of a mission, vision and values statement as well as overseeing the development of operational goals that map out steps for achieving the mission.

2. **Adequate Resources**

As a primary responsibility, the Board of Directors should be familiar with possible levels and sources of income within the congregation and community, and should institute plans for effective fund-raising. This will include initiatives ranging from stewardship programs to capital fund campaigns, and grant writing, etc.

3. **Managing Performance**

The board is responsible for monitoring and holding leadership accountable for achieving expected results. This is done by developing annual church goals and holding the top leaders responsible by providing them with authoritative boundaries for achieving goals.

For example, the Senior Pastor should understand the boundaries of authority for making tactical decisions about the day-to-day operations of the ministry.

4. Management of Church's Funds and Other Assets

The Board of Directors must adopt appropriate policies and provide adequate oversight to ensure effective management of current income and protection of accumulated assets. This is done by approving and overseeing the annual church budget. This includes providing input and direction into strategy and priority in spending as well as ensuring that the strategy set-forth has the financial resources for implementation.

In addition to setting the church's annual budget which should include adequate insurance coverage, the Board should require and review regular financial reports, including, at minimum, monthly financial reports consisting of at least a balance sheet and statement of revenue and expense. The board may also require the bonding of certain employees who handle substantial church funds.

5. Managing Compensation

The Board of Directors is responsible for ensuring that the ministry fulfills its core mission. This is done by developing strategy, monitoring performance and ensuring church financial accountability. The board is responsible for benchmarking top church leader's compensation, making recommendations for pay for the Senior Pastor and staff personnel.

6. Legal and Ethical Integrity and Maintain Accountability

The board is responsible for adhering to laws that govern nonprofit organizations.

This includes the duties of care, loyalty and obedience which is the board's responsibility to participate in decision making and use good judgement, set aside personal interests to ensure the organization's interest are kept and ensures that the church stays true to its core mission by complying with governing laws.

The Board of Directors has a fiduciary responsibility to ensure that the church adheres to all legal standards and ethical norms. This includes compliance with various federal, state and local laws and regulations. It also includes adherence to the church's own governing documents such as **PMCC Bylaws** and policies adopted by the Board.

The Board of Directors must ensure that they avoid even the appearance of a ***conflict of interest***.

A conflict of interest exists where:

- The person(s) has a substantive interest, whether direct or indirect, in the matter at hand or the other party (ies) involved;
- The person(s) is either a director, officer or employee of the other parties) involved, or
- The person(s)'s spouse, children, parent or siblings are in substantive relationships with the other party(ies) involved.

Should a Board Member find that he or she is or might be in a conflict of interest that member must take one of three steps and the action must be noted in the Board minutes:

- 1) Disclose the issue to the full Board of Directors
- 2) Recuse him/herself from any discussion or vote pertaining to the issue
- 3) Resign from the Board of Directors.

The Board may opt to make a recommendation or take action as to which of the above steps is most appropriate for the situation. Any action taken must be noted in the Board minutes.

The Board of Directors must adopt appropriate policies and provide ongoing oversight. It may delegate implementation of some policies to the Senior Pastor and other personnel, but ultimately the Board of Directors is responsible for compliance.

Board members should be aware of the potential risks of lawsuits or other liabilities for which the church may be accountable. Obtaining the proper levels and kinds of insurance and developing appropriate policies and preventive measures are primary responsibilities of the Board of Directors.

The Board of Directors must also ensure that adequate records are maintained which document all Board actions (motions/votes) and all relevant reports.

7. Maintain Supporting Documents and Board Records

The board is responsible for ensuring all board records are kept including board minutes, mission, vision, values statement, church bylaws, articles of incorporation and any policies that govern the board function.

8. Support the Pastor and provide constructive feedback

The Board has the responsibility of performance review for the Senior Pastor and, therefore, should provide the Pastor with frequent and constructive feedback. It can also be helpful for the pastor to establish a performance evaluation or feedback process pertaining to the Board to help Board members understand how they can also enhance their own performance and effectiveness.

9. Advise and consent with the Pastor on personnel appointments

The Board of Directors is responsible for the approval of the Senior Pastor's appointments of compensated and uncompensated church staff and the determination of compensation, vacation periods, and titles of office of the church staff.

10. Consult with the Pastor on personnel matters as requested by the Pastor

A clear understanding of the Senior Pastor's role as personnel director combined with thorough written personnel policies and grievance protocols will greatly reduce the

Board's need to adjudicate personnel disputes. The time may come, however, when the Pastor's action will be questioned. At such a time, the collective wisdom of the Board of Directors can be of immense support and counsel to the Pastor.

11. Understand and support the church's mission and purposes

With the Pastor and other church leadership, the Board of Directors should participate in the development of statements of purpose, vision and/or mission consistent with the purpose, vision and mission of the PMCC, as well as the core values and philosophy of ministry of the local church. Such statements give clarity to the church's specific identity, its goals, the people it intends to serve, and the difference it hopes to make. These statements succinctly articulate what the church is, represents and does.

12. Ensure the local Church Bylaws regarding pastoral search are enacted when needed

Upon the event of a pastoral vacancy, the Board of Directors shall ensure that the Pastoral Search Committee is constituted as specified in the local Church Bylaws.

13. Assess the performance of the Board of Directors

It is helpful for the Board of Directors to review its own performance each year. Such an evaluation can survey individual Board Members to identify needs, determine effectiveness and set new priorities. It is often helpful to select a qualified third-party facilitator for such a process.

Who may not serve on the Board of Directors? Because of conflicts of interest and even the appearance of a conflict of interest, spouses/relatives of current Board Members, employees, and clergy candidates may not serve on the Board.

14. Board Training

Strong boards ensure that new board members are provided the appropriate orientation and training for their role.

This includes review of all documents including all church policies, job descriptions and board member responsibilities as well as understanding the legal requirements for board members. There are also many church board training options that can be found online.

Anyone who is chosen to be part of a church board should recognize the honor and incredible responsibility that comes with that role. ***Having a good understanding of role responsibilities, coupled with thorough training, is a great way to get a board member equipped to serve the church.***

In addition to in-house training, the following books can be of additional help for all board members: ***High-Impact Church Boards: How to Develop Healthy, Intentional, and Empowered Church Leaders and Good Governance for Nonprofits: Developing Principles and Policies for an Effective Board.***

CHURCH TRANSPARENCY

The Board of Directors pledges to provide transparency for the entire congregation pertaining to all critical matters such as a financial crisis, a matter involving a church employee, etc. Otherwise, mistrust will quickly develop and Satan will use this as a weapon to try to destroy the ministry of our church.

Access to PMCC Policies by Church Members (Refer to church website)

Members of the church congregation should be aware that such policies exist and should know that any member has permission to review these at anytime.

This is important because if the termination of a church employee should become necessary because of violating a policy, this should not be a surprise. The policy and training received on the policy should support decisions which need to be made by the Senior Pastor and Board of Directors.

Church Meetings

Congregational church meetings will be conducted as needed. Regardless of issues to be discussed, the Senior Pastor and all staff personnel will be in attendance. The Chairman of the Board of Directors will conduct the meeting.

The meeting will be conducted in an open but organized way and in accordance with procedures outlined in the church by-laws.

The Senior Pastor and all staff personnel must always be in attendance. That is because absence from a meeting can send the dangerous message that someone has something to hide. It also prevents the pastor or staff member from providing first-hand information which may be critical to reaching a fair and equitable conclusion to a specific situation.

A church meeting must ***not*** be conducted during a regular church service. ***The church service time belongs to the Lord and nothing is so important that we would rob God of His time with us.***

The amount of time needed for the meeting and the specific time for the meeting should be determined by the nature of the business to be conducted. It may be possible to conduct the meeting immediately after the morning service since most who attend will normally be in that service. However, it may be necessary to conduct it at another time such as on a Sunday evening due to the potential length of the meeting.

Meetings With Individual Church Members

Board members should also be willing and available to meet with individual members of the congregation as needed. If a major issue is being addressed, it may be necessary to set up scheduled meeting times when individuals can come to the church and address their views and ask questions for understanding.

EMPLOYEE TRAINING ON POLICIES

New Employee Training/Orientation

New employees will be provided an initial orientation and training program to help them become familiar with specific policies of the church that pertain directly to them. The following policies are to be reviewed and discussed to the extent that there is a thorough understanding of all content:

Employment Policy

The Trial Period – New Employees

Church Organization (The Pastor and Church Staff)

Qualifications Pertaining to All Church Staff Personnel

My specific Job Description

Personnel Policies

Employee Pay and Benefits

Safety and Security

Church Property

Cell Phone Use

Computer Policy

PMCC Website

Political Activities

Current Employees

All current employees should be thoroughly familiar with all policies and procedures of the church. The Senior Pastor will review this information with employees and required documentation will be made to confirm that content has been covered and is understood.

(Training begins on next page and continues through the last page of this manual.)

EMPLOYMENT POLICY

Employment of Relatives or Other Special Limitations Based on Relationships

Relatives of any employees of Peoples Memorial Christian Church will NOT be considered for hiring.

The Trial Period (New Employees)

The first ninety (90) days of continuous employment at Peoples Memorial Christian Church is considered a trial period. During this time employees will learn job responsibilities, get acquainted with fellow employees, and determine whether they are content with their job. During this time, the employee's supervisor will closely monitor the employee's performance.

During the trial period, Peoples Memorial Christian Church will review and evaluate performance. If we find the employee's performance satisfactory and decide to continue the employee's employment, the employee will be informed of any improvements expected from the employee. The trial period may be extended up to a total of six (6) months at the discretion of the employee's supervisor. Completion of the trial period does not entitle any employee to remain employed by Peoples Memorial Christian Church for any definite period of time. Both the employee and Peoples Memorial Christian Church are free, at any time, with or without notice, and with or without cause, to end the employment relationship.

CHURCH ORGANIZATION

Each staff employee reports directly to the Senior Pastor. Staff positions at PMCC filled or unfilled:

Associate Pastor
Youth and Children Pastor(s)
Music Director
Pianist
Senior Adult Minister
Church Secretary
Financial Secretary
Audio/Visual Director
Maintenance Director

In addition to the Board of Directors, PMCC policies apply to the Senior Pastor and his church staff.

QUALIFICATIONS PERTAINING TO ALL CHURCH PERSONNEL

Members of the church staff shall be expected to keep in mind at all times, the spiritual nature of church work and to conduct themselves accordingly. It is very important that strictest confidence be maintained in all matters of church business and other information which comes to knowledge at the church.

A STAFF MEMBER SHOULD:

- Be God-called and dedicated.
- Accept his/her position as a place of trust and an opportunity for service.
- Realize his/her need for spiritual power and, therefore, make time to study God's Word daily and "pray without ceasing."
- Be diligent in reading, studying, and keeping abreast of any plans for our church.
- Resolve to seek "first the kingdom of God and His righteousness."
- Be a true steward of life's resources and lead others to practice the same. (This, of course, includes tithing which is a must for a staff member.)
- Live a life above question and reproach. (Avoid the very "appearance of evil".)
- Be honest in word and deed.
- Live within his/her means and pay all financial obligations promptly.
- Cooperate fully with his/her pastor, recognizing his leadership of the entire church program.
- Cooperate with fellow staff members in planning and developing a correlated program of work.
- Have a thorough understanding of the total work of the church and relate his/her plans effectively to it.
- Recognize his/her responsibility to the members of the church and give them first consideration in carrying out their plans.
- Be zealous for world missions and share in any way to the promotion of missionary endeavors at all times.
- Use every opportunity to win the unsaved to a saving faith in Jesus Christ.

- Direct his/her energies toward strengthening the total work of the church and avoid building a program that centers around himself. NOT I BUT CHRIST!
- Participate in meetings.
- Give of his/her time unselfishly, many times with personal sacrifice.
- Develop the qualities of patience, tact, diplomacy, and impartiality.
- Be alert to all needs of the church members and keep the pastor informed of illnesses, members hospitalized, deaths, etc.
- Guard with fervency the showing of partiality to individuals, regardless of any friendship ties.

The Church Office is on an "Open House" basis at all times, and visits by members and visitors may be expected at all times. They would expect to see an orderly work area and interest and attention being shown to the work at hand. In dealing with the general public and church members, keep in mind that as far as they are concerned, "You are the church." Friendliness and cordiality in a business-like manner will help them have a good attitude toward you and the church.

JOB DESCRIPTIONS

(These begin on following page)

JOB DESCRIPTION SENIOR PASTOR (10-17-23)

The theme of ministering is found throughout the scriptures. There are functional differences between apostles, prophets, teachers, pastors, and the general body of disciples, but the concept of the one body was and is the important image of the church. There is the call of God to the individual to be “set apart” as God’s servant in ministry, and there is the validating corporate call of a specific church to the individual to serve in a designated position as a minister to and with a congregation. Such ministry is founded in the ministry that Jesus provided: prophet, priest, and wise ruler. Therefore, ministers are preachers, teachers, leaders, and servants for our Lord Jesus Christ.

Qualifications

Must be a born-again Christian who subscribes to teaching one hundred percent of the Word of God with no exceptions. Must possess ministerial integrity. This integrity includes evidence of intensive study in the Word of God. Therefore, the pastor must have earned at least a bachelor’s degree at an accredited college or university through an accredited school of divinity which subscribes to the entire Word of God. In addition, preference is given to a candidate who has also earned a Master of Divinity Degree or other such credential as a result of successfully completing post graduate work.

Must have excellent written and verbal communication skills, conflict management skills, and computer skills. Must possess a proven ability to work effectively with congregation, diverse individuals, and teams of volunteers. Must be able to thrive under the constructive criticism/evaluation of church board leadership.

In addition, the pastor must be willing to live in the same community where our church is located so he is instantly available to meet the needs of the members of the congregation and others in need.

Hours and Organizational Reporting

At least 40 hours/week Reports directly to the Board of Directors

Responsibilities

The function of the pastor is to provide spiritual and administrative leadership for the church, to preach the gospel, and to use his skills to provide pastoral care for the church and the community.

Responsibilities include, but are not limited to, the following:

1. Be the spiritual leader and oversee the congregation, relating well to all age groups;
2. Implement a team approach to ministry when working with staff personnel. The pastor serves as coach/player. The pastor supervises staff, develops staff, holds staff accountable for performance goals, and creates an environment for healthy relationships. And, the pastor consistently enforces all policies and procedures.

3. Work in conjunction with the church membership to understand the church's short-term and long-range goals for physical facilities, as well as how such change will affect the church's ministries;
4. Serve as chairman of meetings with church staff members which is designated as our Church Council.
5. Proclaim the gospel and lead the church and community in doing so by focusing on evangelism, soul-winning and church growth through outreach programs, Sunday School, pastoral care, and other appropriate means.
6. Lead the staff in caring ministry for persons in the church and the community, using such means as advising and counseling, short-term crisis intervention, long-term therapeutic care, and other means as appropriate;
7. Lead the congregational services, including planning, coordinating, and evaluating such services;
8. Recommend and advise on the selection of all staff members and determine the duties of each, in conjunction with the Board of Directors;
9. Provide pre-marital counseling and counseling for married couples who are having relationship difficulties.
10. Conduct funeral services and wedding ceremonies, sharing and delegating these responsibilities to other staff members as appropriate;
11. Visit the sick and homebound, sharing and delegating these responsibilities as appropriate;
12. Appoint committees as set forth in the by-laws and any special committees as needed or requested;
13. Assist in developing an effective Deacon Ministry and provide the appropriate training to implement such ministries;
14. Coordinate church participation in local and foreign mission projects and also to promote offerings and ongoing mission education.
15. Serve as the administrator for the bus ministry which includes having drivers trained on PMCC bus policies and procedures and having this training documented, follow-up to assure that practices are in compliance with PMCC policies, etc.
16. In situations involving conflict, document results of all meetings. When necessary, have a third party sit in on meetings so there is a witness to what has been said and how individuals have behaved during the discussions.

**JOB DESCRIPTION
ASSOCIATE PASTOR
(10-17-23)**

Associate pastors play a critical role in supporting and nurturing the goals of the church. Although you are not the primary person responsible to articulate that vision, you can lead others to affirm it and add to the strategy to accomplish it. For example, if your Senior Pastor is trying to get more people involved in a specific outreach project, you should be the first person to sign up to lead by example. Determine which initiatives would most help your members grow in faith, and identify how to best endorse and participate in them.

Qualifications

Since the Associate Pastor could eventually become the Pastor, the same qualifications which apply to the Pastor are also applicable to the associate. Must be able to work well with others and be able to thrive under the constructive criticism/evaluation of church leadership.

Hours and Supervision

40 hours/week Reports directly to the Senior Pastor.

Responsibilities

1. Assume leadership duties when the Senior Pastor is out of town or not working. (Refer to list of responsibilities shown on the Pastor's Job Description.)
 2. Serve as the daily supervisor of any staff employees the Senior Pastor assigns.
 3. Following the strategic guidance of the Senior Pastor; work with ministry leaders to ensure they receive appropriate development and training, provide necessary support to leaders so that they can foster and nurture their volunteers, connect leaders throughout the church.
 4. Following the strategic guidance of the Senior Pastor, manage the ministry and direct the employees and volunteers dedicated to serving the various ministries for which the Associate Pastor carries primary responsibility.
 5. At the direction of the Senior Pastor, provide spiritual leadership and subject matter expertise to other staff members. Develop strategic guidance, project plans, and intermediate steps necessary to facilitate spiritual and numerical growth for PMCC.
 6. Remove the Senior Pastor from any administrative burdens of the ministries by directing the daily business operations of these groups. Monitor the church ministries and alert the Senior Pastor of any areas of concern.
 8. Perform administrative tasks such as developing programmatic budgets, organizing and managing volunteers, organizing and maintaining required documentation for external programs, and recruiting other participants.
 9. Conduct visitations to perspective members, hospitals, and shut-ins as assigned.
 10. Perform any other responsibilities assigned by the Senior Pastor.
- The Senior Pastor provides an annual evaluation of the Associate Pastor's performance.

**JOB DESCRIPTION
YOUTH AND CHILDREN'S PASTOR
(10-17-23)**

There shall be a comprehensive approach to the development and implementation of the youth ministry at all age levels in our church. This comprehensive approach is based on the understanding of the primary task of youth ministry to:

- love youth where they are
- encourage youth in developing their relationship to God
- provide them with opportunities for nurture and growth
- challenge them to respond to God's call to serve in their communities and world

Qualifications

1. Must be a born-again Christian.
2. A bachelor's degree in a related field is minimum requirement. Professional Certification in Youth Ministry is desired.
3. Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement a youth ministry within the parameters of our church.
4. Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
5. Must possess a proven ability to work effectively with youth, diverse individuals, and teams of volunteers.
6. Must be able to work well with others and be able to thrive under the constructive criticism/evaluation of church leadership.

Hours and Supervision

40 hours/week Reports to the Senior Pastor

Responsibilities

1. Be an advocate for youth and educate the congregation about the hopes, concerns and needs of youth in the local church and community.
2. Be aware of resources for developing the youth ministry programming and participate in continuing education events and training opportunities.
3. Recruit and train volunteers who work with youth in all aspects of youth ministry and ensure adequate volunteer support and adult to youth ratios. (This includes Christmas and Spring plays.)
4. Oversee children's Sunday school programs and curriculum.

5. Coordinate, plan, and train leaders for Vacation Bible School. .
6. Develop and maintain New Member Assimilation program.
7. Develop resources to aid the parents of children in their Christian parenting skills. (Promote an understanding that the PMCC Youth Program is NOT a substitute for raising children in the ways of the Lord! We can only complement what is being done in a Godly home.)
8. Children Preschool-Grade 5:
 - Plan and oversee activities that ministers to and involve children.
 - Recruit and train adult volunteers for children's ministry.
 - Coordinate children's worship during the Morning Worship hour, and coordinate the components of the church's children's ministry with other activities of the church.
9. Coordinate Sunday school curriculum for youth (grades 6-12) and recruit teachers
10. Communicate in a timely manner and as effectively as possible using all available resources (email, website, bulletin, newsletter, bulletin board, etc.). Ensure communication with church staff and leadership, parents, and the congregation as a whole.
11. Make yourself available to youth in a variety of ways (i.e. lunch at school, attendance at extracurricular activities, visitation, times of crisis, etc.)
12. Work in concert with the gifts and talents of other staff members and maintain a teamwork mentality.
13. Mentor youth in developing their leadership skills.
14. Ensure that the Child Protection Policy is observed in all youth ministry settings.
15. Serve as staff liaison to nursery committee, other committees and groups directly related to children's ministry as assigned by the pastor.
16. Keep records of youth participation and manage the youth ministry budget.
17. Perform any other duties assigned by the Senior Pastor.

The Senior Pastor provides an annual evaluation of the performance of the Youth and Children's Pastor.

JOB DESCRIPTION MUSIC DIRECTOR (10-17-23)

The Director of Music develops, coordinates and implements a diverse music ministry to support worship in the church.

Qualifications

Candidates will be evaluated on experience, education, and demonstrated ability to work creatively in collaborative situations.

A qualified candidate will be:

- Proficient and experienced in choral direction.
- Open to incorporating diverse musical genres in the worship service.
- Flexible in collaborating with the Pastor, staff and Music Committee.
- Able to train an adult choir.
- Creative in leading and contributing to an inspiring, spiritual environment, and able to maintain a fresh, evolving approach to the church's music program.

Must be able to work well with others and be able to thrive under the constructive criticism/evaluation of church leadership.

Hours and Supervision

The position entails a weekly commitment of approximately 15–20 hours.

- The Director of Music is expected to work each Sunday at a worship service. This requires a commitment of approximately three hours from 9:00 a.m. (the choir meets at 9:00 a.m. for rehearsal) until approximately 12:30pm. .
- The Director must be available to lead choir practice on one fixed night per week, typically Wednesday, for approximately two hours.
- Must be able to call upon contacts and resources from time to time when additional musical talent is required to augment in-house capabilities.
- Some flexibility is desirable e.g. where there is a need for a special seasonal music.
- Preparation time is variable, with the expectation that sufficient effort is required to ensure quality of work.
- Planning the music program with the Pastor will include regular communication, either in person or through telecommuting, a minimum of once a week.

Reports directly to the Senior Pastor.

Responsibilities

1. Plan and implement the musical components of the worship service, in collaboration with the Senior Pastor.
2. Provide music for the Sunday worship service and additional seasonal and special worship services (including Christmas, special concerts, etc.)
3. Provide music for weddings and funerals as requested.

4. Accompany the congregation and the choir.
5. Plan and lead weekly choir rehearsals.
6. Direct the choir in the worship service.
7. Communicate regularly with the Senior Pastor, in person or otherwise, as appropriate.
8. Encourage, and support the youth of the congregation in vocal and instrumental participation in worship.
9. Communicate with the choir and the congregation on a regular basis.

The Senior Pastor provides an annual evaluation of the performance of the Music Director.

**PIANIST
JOB DESCRIPTION
(10-17-23)**

The position of Pianist at Peoples Memorial Christian Church is a very important ministry as it relates to the church's worship services. The purpose of the position is to facilitate an atmosphere in which God is worshipped and glorified, and to contribute to the music ministry of the Church by playing the piano for congregational singing, choir and special music presented in worship services.

This part-time position is primarily responsible for playing the piano for volunteer choir of approximately 30 people, laying the congregational music and assisting with the participation of the Body of Believers in solos, duets, trios, ensembles, etc. with either instrumental or vocal talents on a regular basis in the worship services. This position is responsible for playing the piano for choir rehearsal and for the music during the Sunday morning services and on special occasions. The music style of Peoples Memorial Christian Church is traditional with blend of some contemporary praise music. Additional accompaniment for the choir and congregational signing consists of individuals with other instruments such as a guitarist, drums, or other instruments. This position requires that one work well with the Music Director, Senior Pastor, Associate Pastor, other musicians, choir members, soloist, duets, etc.

Qualifications

1. Individual must be a born-again believer in Jesus Christ and believe in the inerrant Word of God.
2. Ability to read music is required unless the individual is able to play from ear.
3. Possess a strong familiarity with southern gospel music, traditional hymns, gospel music in general.
4. Must be able to work well with others and be able to thrive under the constructive criticism/evaluation of church leadership.
5. Prior church piano playing experience is preferred (volunteer or paid).

Hours and Supervision

This is part time position, approximately 7 to 12 hours per week, and support staff position with duties primarily on Sundays. Reports directly to the Senior Pastor.

Responsibilities

1. Play for morning worship service, one choir rehearsal each week including offertory, prelude and solos.
2. Play for special services and special choir rehearsals (musical activities such as revival, Christmas, Easter and other special programs).
3. Consult with the Music Director on matters pertinent to piano maintenance.

4. Perform duties requested by the Music Director and support all areas of the music ministry as needed for Sunday services.
5. Keep work areas neatly maintained and organized, presentable and neat at all times.
6. Provide music for wedding and funerals if possible when requested.

**JOB DESCRIPTION
SENIOR ADULT MINISTER
(10-17-23)**

Qualifications

Since a majority of work performed by this individual is ministering to seniors, this person must possess excellent people skills and be able to relate to senior citizens in a warm and caring manner.

Must possess excellent verbal and written communication skills.

Must possess Commercial Driver's License so the church bus can be driven by the Senior Adult Minister.

Must be able to work well with others and be able to thrive under the constructive criticism/evaluation of church leadership.

Hours and Supervision

Reports to work as needed which includes those hours when the Senior Adult Minister is traveling on a trip with senior citizens. Reports to the Senior Pastor.

Responsibilities

1. Plans and coordinates travel for senior citizens to interesting places.
2. Communicates with all senior citizens including advanced information on future trips to be taken.
3. Operates the church vans and bus in a manner which is consistent with the PMCC church bus policies and procedures.
4. Plans and recruits volunteers for work in the annual Fall Festival.
5. Assists the Church Secretary in answering the office telephone when the secretary has stepped out of the office.
6. Performs other duties assigned by the Senior Pastor.

The Senior Pastor provides an annual evaluation of the performance of the Administrative Assistant.

**JOB DESCRIPTION
CHURCH SECRETARY
(10-17-23)**

The individual who works in the position performs assigned office work in the ministry of supporting or relieving staff of administrative and clerical duties.

Qualifications

Must be a born-again Christian. Must be proficient in using computer skills including Microsoft Word. Must possess excellent verbal and written communication skills. Minimum education level: High school. Must be able to work well with others and be able to thrive under the constructive criticism/evaluation of church leadership.

Hours and Supervision

Must be available to work from 8:00am until 2:00pm, Monday through Friday. Reports to the Senior Pastor.

Responsibilities

1. Answer the phone for the Senior Pastor and staff and route to appropriate persons. Also receive any prayer requests on the phone and place on prayer list. Place hospital admissions on the prayer board.
2. Book and update functions on the church calendar including approved reservations which have been made for using our building.
3. Maintain up to date list of members and others who attend our church. This includes their mailing address, e-mail address, etc.
4. Prepare correspondence, newsletters, and other church communications using computer equipment as required.
5. Perform general office work; maintain office supplies and various files; keep records and compile these into appropriate scheduled reports.
6. Review, open and distribute mail. Answer routine letters appropriately.
7. Gather, edit and prepare the church bulletin to allow timely delivery to the printer.
8. As requested, assist in the orientation and training of other paid and volunteer office workers.
9. Act as required during supervisor's absence in making decisions or taking any necessary action not requiring supervisory approval.
10. Always act tactfully, courteously and diplomatically answer the telephone and receive visitors. Keep calendar of appointments.

11. Notify committee members of meeting dates.
12. Order literature, office supplies and materials.
13. Perform other duties as assigned by the Senior Pastor.

The Senior Pastor provides an annual evaluation of the performance of this Church Secretary.

**JOB DESCRIPTION
FINANCIAL SECRETARY
(10-17-23)**

The individual who works in this position maintains church financial records for receipt and distribution of funds and prepares scheduled financial reports.

Qualifications

Must be a born-again Christian.

Must have a previous background in working in a financial position and/or possess an associate or bachelor's degree in business finance. Must possess excellent verbal and written communication skills.

Must be able to work well with others and be able to thrive under the constructive criticism/evaluation of church leadership.

Hours and Supervision

 hours Reports directly to the Senior Pastor and dotted line reporting to the Chairman of the Board of Directors.

Responsibilities

1. Receive, count and deposit all church offerings according to church policy.
2. Post receipts and disbursements of all accounts according to church financial procedures.
3. Post offerings weekly to individual accounts.
4. Prepare bank reconciliation statements monthly.
5. Prepare monthly, quarterly and annual financial reports for the Finance Committee and church business meetings.
6. Prepare quarterly and annual government reports.
7. Check and total all invoices when approved; inform responsible persons on the status of their budget.
8. Prepare and issue checks to staff members, designations and organizations in accordance with church policy.

The Senior Pastor provides an annual evaluation of the performance of the Financial Secretary.

JOB DESCRIPTION AUDIO/VISUAL DIRECTOR (10-17-23)

This position exists to produce the best possible atmosphere for worship through sound reinforcement. This includes, but is not limited to, creating the best music mix possible, creating an audio mix that meets the mood the pastor/worship leader wants to convey, and supporting the audio needs of the people involved with the church service. Ultimately, glorify God through providing excellent audio services.

Qualifications

1. Must be a born-again Christian and have a heart for worshiping God.
2. Be in good standings with the church and either be a member or attend regularly for at least six months.
3. Able to work in a team settings and take directions.
4. Either has experience mixing audio successfully in the live environment OR is willing to attended training and work alongside a mentor.
5. Have good communication skills (confirmed by someone other than you).
6. Ability to think quickly and react/trouble-shoot properly in high stress situations.

Hours and Supervision

Two hours before the service through one half hour after the service when scheduled. Also provide needed service for any rehearsals and any other scheduled events. Attend any required meetings held in evening or after church.

Responsibilities

Pre-service

1. Set up pulpit for musicians (or with musicians depending on your church situation).
2. Perform proper line check.
3. Perform proper sound check; includes gain settings, monitor mixes, proper volume settings, and the mixing process.
4. Check with worship leader and pastor for schedule and any schedule changes.

During Service

1. Responsible for adjusting sound levels during service as needed.
2. Responsible for following worship leader's direction and musician's direction during services. For example, boosting monitor levels.
3. Responsible for recording the service.
4. Responsible for following stage and schedule cues.
5. Responsible for providing a distraction-free service as it relates to audio production.

Post-service

1. Return media to individuals? (Backing CD to soloist, DVD to visiting missionary, etc.)
2. Talk with the musicians to find out if issues existed for them during service.
3. Note any broken/faulty equipment and take it out of service if possible.
4. Clear pulpit of equipment as needed.

The Senior Pastor provides an annual evaluation of the performance of the Audio/Visual Director.

**JOB DESCRIPTION
MAINTENANCE DIRECTOR
(10-17-23)**

Qualifications

1. Lift a minimum of 50 lbs.
2. Spend 80-90% of work time on your feet doing a wide variety of moderate physical activity both indoors and outdoors.
3. Relate well, communicate professionally and courteously with staff, volunteers, contractors and vendors.
5. Basic knowledge of and experience in all phases of building and grounds maintenance.
6. Basic knowledge of electrical, plumbing, and mechanical systems.
7. Self-motivated to work independently with little supervision.
8. Maintain confidentiality in all matters.
9. Good problem solving and prioritization skills.
10. Maintain a neat appearance.

Hours and Supervision

Hours will vary depending on work which needs to be performed. Reports directly to the Senior Pastor.

Responsibilities

1. Monitor and maintain facilities and property with safety as the highest priority.
2. Keep the buildings and property clean, attractive, well-maintained and energy efficient.
3. Purchase and maintain a cost-effective inventory of cleaning, paper, lighting and repair supplies which includes monitoring prices to ensure economic purchases.
4. Ensure a proper environment, including temperature, ventilation and accessibility which require preventative maintenance and reasonable anticipation of foreseeable problems.
5. Assess, schedule and implement solutions for repair issues based on maintenance staff abilities, budget concerns, timing and priorities.
6. Assist vendors and contractors hired to provide maintenance, repairs and inspections.
7. Communicate with staff regarding facility scheduling and use.
8. Set-up rooms in the manner and timeframe requested.
9. Maintain records and logs required for maintenance, insurance, health, safety and code compliance.
10. Be available and on-call 24/7 for emergencies.
11. Assist staff and volunteers as needed and requested with ladder, hanging decorations, and other manual tasks.
14. Investigate pricing and obtain bids for significant purchases of equipment, repairs and maintenance contracts.
15. Inspect each fire extinguisher monthly i.e. check to make sure pin is secure, hose is not frayed, end of hose is not clogged, extinguisher is full (meter shows green). Sign/date tag to show inspection was, in fact, completed. (Inspection includes fire extinguishers located in vans and on church bus.)
16. Have outside vendor conduct annual inspection of each fire extinguisher and conduct hydrostatic test, replace any hardware, etc.

The Senior Pastor provides an annual evaluation of the performance of the Audio/Visual Director.

PERSONNEL POLICIES

Conduct Expectations Related to Our Faith and Ministry

All employees are expected to conduct their personal lives outside of work in accordance with the high standards of biblical teaching. The personal life of a church employee not only affects the employee's ability to command respect and do his or her job, it also reflects upon and affects the entire ministry of the church. For this reason, personal conduct by an employee that is immoral, unethical, or otherwise not in accordance with Scripture **may be grounds for disciplinary action, including dismissal**. Specific proscribed conduct is set forth below.

Consideration of the rights of co-workers requires that employees conduct themselves in a respectable and orderly manner. Fighting, injuring other individuals, sexual harassment, insubordination, or using abusive or threatening language directed toward superiors, co-workers, or other individuals is not to be tolerated. This is also inclusive of "horse-play" and any other objectionable, unsafe, illegal, dishonest, or fraudulent acts.

Dress Standards

Personal appearance should be a matter of concern for each employee. Your personal appearance reflects not only on you as an individual, but on the church as well. We expect you to take pride in your appearance and strive to achieve a positive, business-like image when representing the church. Dress for all employees should be professional, modest and appropriate for the type work you perform. Anyone who violates this standard will be subject to disciplinary action.

Punctuality and Attendance

*"Let each of you look not only to his own interests,
but also to the interests of others."
Philippians 2:4*

Because you are an essential member of our team and teamwork is important, the church expects you to be prompt and regular in attendance. You are expected to be ready to begin work at the time your work schedule begins.

Absence from work may be excused in case of illness or emergency, provided the employee calls or otherwise notifies the supervisor before scheduled reporting time and gets permission to be absent. Any employee absent for three consecutive working days without permission from the Senior Pastor will be considered a voluntary termination and further employment will require rehiring. Employees having two unexcused absences in a twelve-month period will be subject to termination. Chronic absenteeism will be handled in accordance with the church attendance policy.

Leaves of Absence

Our church provides for a leave of absence in approved situations such as sickness, pregnancy, etc. When a leave of absence is needed, you should consult with the Senior Pastor immediately so necessary arrangements can be made. This includes a determination about who will be filling in for the absent employee.

Alcohol and Drugs

The possession, sale, offer for sale, consumption, or being under the influence of intoxicating beverages on church premises is prohibited.

The use, sale, manufacture, possession, distribution, or unauthorized presence in the body of illicit drugs or controlled substances on Authority property is prohibited. Employees must notify the Senior Pastor within five days after being **charged** with any criminal drug offense which occurs at work or away from the workplace. Upon any *conviction* of a criminal drug offense which occurs at work or away from the church, the employee is subject to immediate termination. The church reserves the right to test employees for the presence of illicit drugs. Refusal to take the test will result in termination.

Confidentiality

***“If anyone thinks he is religious and does not bridle his tongue
but deceives his heart, this person’s religion is worthless.”
James 1:26***

As an employee, you may have access to confidential information regarding the finances, operations, vision, and future of the church. You may also know or be informed of personal information about a church member, visitor, job applicant or fellow employee. The ability to keep information confidential is a required element of employment. Any violation of confidentiality seriously injures the church's reputation and effectiveness. Discussion of information relating to church business will be limited to those officially concerned. These matters should never be discussed outside official/professional channels including family and fellow employees. If you are questioned by someone, and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer. Instead, as politely as possible, refer the request to the pastor or other church leadership. No one is permitted to remove or make copies of any church records, reports or documents for other than official church business without prior approval.

Employee Personal Business Promotion and/or Sales

Employees, immediate family members of employees, or businesses operated by employees or family members may not directly sell merchandise (i.e. Amway products, Shaklee products, T-shirts, music, CD's, etc.) to employees, church members or visitors

during normal working hours. Furthermore, sales may not be made at church-related functions (such as retreats, concerts, choir trips, etc.). Any purchases of merchandise by the church for the church's ministry from employees or their family must be handled through the normal purchasing procedures of the church.

Sexual Harassment Policy

Peoples Memorial Christian Church is committed to providing a work environment in keeping with Christian principles and free of unlawful harassment. Peoples Memorial Christian Church policy prohibits sexual harassment and harassment because of race, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age or any other basis protected by federal, state, or local law, ordinance, or regulation. Peoples Memorial Christian Church anti-harassment policy applies to all persons involved in the operation of Peoples Memorial Christian Church and prohibits unlawful harassment by any employee or volunteer worker of the church, including supervisors and co-workers. Prohibited unlawful harassment because of sex, race, ancestry, physical or mental disability, mental condition, marital status or age, includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually –oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
- Retaliation for having reported or threatening to report harassment.

Peoples Memorial Christian Church is committed to taking seriously any allegations of sexual harassment, and to that end will train those charged with receiving reports or complaints, and investigating and reporting such. Those trained will be aware of the church's policies in this regard, will take concerns seriously, will respect confidentiality, and will not prejudge any claim. As in all the church's relationships, we will seek to respect all persons, to be just in all our dealings, and where there is failure and sin to invite not only confession but true repentance, renewal and restoration in Christ.

The Complaint Process:

Any person who believes they have been or are being sexually harassed has the right to decide how to deal with harassment. If you believe you are being harassed, you should speak up or your lack of action may be interpreted as acceptance. Incidents of harassment should be documented. Keep a written record of the incident(s) including what the harasser did and said, who saw what, your response and to whom you reported anything. You may decide to proceed informally or you may decide to initiate formal action immediately if the informal procedures are unsuccessful.

A. An Informal Process

Not all incidents of harassment require formal complaints to deal with the situation and May sometimes be resolved in an informal manner. Sometimes an exaggerated response to a misinterpreted action can cause great pain and turmoil out of proportion to the incident. Informal resolution options:

1. When you feel you are being harassed, communicate your disapproval and objections immediately to the harasser, either personally or in writing, and request the Harasser to stop.
2. If the harassment does not stop or if you are not comfortable with addressing the Harasser directly, you may take your concern to the Senior Pastor or Chairman of the Board of Directors for discussion and advice. All conversations with the Board Chairman or pastor with respect to allegations of harassment are to be kept confidential.

You need not use these informal options, and if the harassment not only involves yourself but others who have complained of such harassment from the same party, the more formal process may be immediately the most appropriate. In any event if such informal processes do not satisfactorily and promptly resolve the problem, you should proceed with a more formal process.

B. A Formal Process

Any employee who believes that she/he or another employee has been subjected to any form of unlawful harassment should register a complaint to the Senior Pastor or Chairman of the Board of Directors. The complaint should specify the name(s) of the individuals involved (including any witnesses) and a description of the specific conduct complained of as sexual or other harassment. The church will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation. If the church determines that unlawful harassment has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. The church will also take appropriate action to remedy any losses that may have occurred as a result of the unlawful harassment. The church will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by any other employee or elected official.

Peoples Memorial Christian Church encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

C. Legal Action

If this church is an employer covered by Title VII of the Civil Rights Act, an employee may bring a complaint directly with the Equal Employment Opportunity Commission which will investigate the allegations. The Federal Equal Employment Opportunity

Commission investigates and prosecutes complaints of prohibited harassment in employment. Any employee who believes that prohibited harassment has occurred or who believes that retaliation for resisting or filing a complaint has occurred may file a complaint with the appropriate federal agency. The nearest offices for the federal agencies are listed in the telephone book.

Complaints and/or Concerns

In the event you have a problem or concern during employment with the church, you are encouraged to share this with the proper individual and ***not broadcast it among others in the church.***

All employees are expected to work with a positive, servant-like spirit of unity. This certainly relates to murmuring and back-biting, which will not be tolerated, and it also relates to demeanor and mood which must generally be life-giving and not depleting to the rest of the staff.

*“Strive for peace with everyone,
and for the holiness without which no one will see the Lord.”
Hebrews 12:14*

Anyone who has or hears of accusations, resentments, or charges against someone on staff must handle them according to biblical principles as outlined by Christ in Matthew 18:15-17.

If the problem cannot be resolved, you should use the employee- complaint process that insures fair and equitable treatment for all employees, eliminates dissatisfaction, and resolves problems so that productive work relationships can be maintained for the benefit of all. The process outlined below has been established for the benefit and use of all church employees.

The problem or concern should first be discussed with the Senior Pastor. Be as open as possible. Problems and concerns are best analyzed when all the facts are understood. During this meeting, another individual will be present to take notes of the conversation so there is no later misunderstanding of what was said in the meeting.

You and the Senior Pastor should come to a solution to the problem/concern, ***or agree upon a reasonable time frame for such solution, not to exceed three (3) days.*** If you and the Senior Pastor are unable to agree upon a solution, you should submit your concern in writing to the Chairman of the Board of Directors. The concern will be researched for further clarification. A meeting will be scheduled with you to review your concerns. In this case, the Board of Directors will reach a conclusion. This decision will be final and will be reviewed with you ***no later than two weeks after appearing before the board.***

Performance Evaluation Including Corrective Counsel and Discipline

In all matters pertaining to performance evaluation at any time, details will be documented on a PMCC Performance Action Report form (Exhibit shown at end of this manual). This includes details concerning corrective counsel and discipline.

We want to commend you when your performance is outstanding. You will also be counseled if your job performance is below acceptable standards. If improvement is not shown immediately, you may be disciplined up to and including involuntary termination. The basic principle underlying any disciplinary action is that it be corrective in intent. The system is not formal and the church, in its sole discretion, may utilize whatever form of discipline is deemed appropriate under the circumstances. The church's policy of discipline in no way limits or alters the at-will- employment relationship. Unacceptable behavior which does not lead to immediate dismissal may be dealt with in one or more of the following ways:

1. Verbal Warning
2. Written Warning

Poor Performance:

Informal or formal discipline up to and including termination may arise from poor job performance or from misconduct. Some examples of poor job performance are:

- Below average work quality or quantity.
- Poor attitude, including rudeness or lack of cooperation.
- Excessive absenteeism or tardiness.
- Failure to follow instructions or church policies and procedures.

Misconduct:

Peoples Memorial Christian Church is a religious, nonprofit organization based upon Christian tenets. By accepting and continuing employment with the church it is expected that you will not engage in any activity which constitutes a conflict of interest with the interest of the church and that you will conduct yourself in keeping with the principles set forth in these statements. The following list is illustrative, not all inclusive, and includes examples of gross misconduct:

- Willful violation of any church rule or deliberate action that is extreme in nature or obviously detrimental to the church's ministry efforts.
- Negligence or any careless action that endangers the life or safety of another person.
- Threatening, intimidating or coercing fellow employees on or off the premises, at any time or for any purpose.
- Malicious gossip and/or spreading rumors, engaging in behavior designed to create discord and lack of harmony, interfering with another employee on the job, willfully restricting work output or encouraging others to do the same.

- Abuse, misuse, theft or the unauthorized possession or removal of church property or the personal property of others.
- Falsifying or making a material omission on church records, reports or other documents, including payroll, personnel and employment records.
- Willful divulging of confidential church information to unauthorized persons.
- Disorderly conduct, including fighting or attempted bodily injury, immoral conduct or indecency, or the use of profane, abusive, or threatening language toward others, or possession of a dangerous weapon or illegal firearms, or explosives while on duty.
- Violation of any law adversely affecting the church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment.
- Unlawful sexual or other harassment of any other employee or person while on duty.
- Use of alcohol, drugs, tobacco or controlled substances when on duty, on church property, or in a church vehicle.
- Violation of the computer-use policies of the church.
- Falsification of employment records, employment information or other church records, including time-keeping records.
- Engaging in unethical or criminal acts whether or not related to job performance.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of the senior pastor or any supervisor, or the use of abusive or threatening language toward a supervisor or pastoral-staff member.

Employment Termination

Since employment is “at will” and is based upon continuing mutual consent and church need, either the employee or the employer is privileged to terminate employment at any time with or without cause or notice in accordance with the policy guidelines below:

- Resignation:** A resignation is a written notice from the employee to the church at least ten (10) working days for staff employees and thirty (30) calendar days for pastoral staff employees prior to the last day of employment.
- Quit:** A quit occurs when the employee leaves the church with no prior notice or less than the specified ten (10) day or thirty (30) day notice. Any employee who voluntarily resigns her/his employment or fails to report to work for three (3) consecutive scheduled workdays without notice to or approval by her/his supervisor will be considered to have voluntarily terminated employment with the church.
- Layoff:** A layoff occurs when the church terminates an employee because of reorganization or lack of work. In case of a layoff, the church is obligated to give the same notice to the employee, or pay in lieu of notice, that the employee is obligated to give as described above in the case of a resignation.
- Discharge:** A discharge for cause occurs when an employee is discharged for disciplinary or other reasons which constitute an unsatisfactory attitude, performance, or judgment by the employee. No notice or pay in lieu of notice is required by the church.

Termination Procedures

Termination of employees requires the approval of the church or its designated body as set forth in the bylaws or other approved policy. Dismissal of ministerial staff is governed by procedures set forth in the bylaws.

-Our church is not obligated to pay into the North Carolina Unemployment Compensation System. We do not participate and therefore any employee who is terminated will not receive unemployment compensation.

Policy on Re-Hiring

NO former employee of our church who, in the past, has ever been terminated *involuntarily for any reason, including but not limited to behavioral problems* and anyone who has resigned after failing to submit to authority of the church will not be re-hired for any vacant staff position., The Bible teaches that everyone is to submit himself to the governing authorities and that includes the pastor of the church. (*Romans 13:1*) In addition, such an individual who has worked in a paid position will not be allowed to return to that position that may no longer be a *paid* position. All such individuals are welcomed to continue attending any of our services. Any individual who suddenly resigns without submitting at least a two-week notice will not be re-hired.

EMPLOYEE PAY AND BENEFITS

The Board of Directors is responsible for determining compensation for each job position and that includes any pay increases. Factors which are used to establish pay levels include level of education, previous experience, the responsibilities of the job, complexities of the job, etc.

Employees are paid monthly by check. Deductions from pay required by law include federal income tax, state income tax, social security, and tax garnishments if applicable.

If you wish to have your check mailed, you must specify in writing the address to which your check is to be mailed. If you wish to have your check delivered to another person, you must specify the name of that person and the person receiving the check must sign a receipt.

If an employee is terminated or leaves voluntarily, the church does not provide severance pay. Any property including keys to the church buildings must be turned into the Senior Pastor before the final paycheck is issued.

The following benefits are provided to all **full time** employees **subject to sufficient funds being available for payment:**

Paid holidays: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Bereavement Pay: In case of death in the immediate family, bereavement days are provided with normal pay.

Jury Duty: If you should be called for jury duty, you will be paid for the difference between jury pay received and your normal work pay.

Vacations: 1 to 5 years' service, one week; 5 to 10 years, two weeks; more than ten years, three weeks.

Weekly Rest Day (Full Time Ministerial Employees): Mondays are reserved as a rest day. If some time of emergency should occur and you are required to work on a Monday, you may take another day of that week for rest.

Worker's Compensation (Full and Part Time): In case of an accident on the job, you will receive worker's compensation provided you report the accident immediately. (Such reporting is also a requirement of the State of North Carolina so there is no question where the accident occurred.)

SAFETY AND SECURITY

Security

The security of facilities as well as the welfare of our members, regular attendees, employees, and visitors requires that every individual be constantly aware of potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facility. Files, desk drawers and other places where confidential or valuable materials are kept should be locked when no one is in the office. Access to another person's office is not permitted without prior permission and approval of the office occupant

When the church is occupied by employees, all doors will remain locked. Visitors can come to the entrance to the church office and ring the doorbell when they need to enter.

Regretfully, there have been tragic situations in which an individual has brought a gun into the church while the church service was being conducted and pastors and others have been fatally injured. For this reason, while the church service is being conducted, all doors will be locked. In case someone needs to leave the church during the service or the building needs to be evacuated, doors can be opened from the inside.

Firearms-Weapons Policy

NO individual is permitted to possess, carry, conceal, store, or exhibit a weapon on church premises. The term "weapon" includes any type of firearm, fireworks, dangerous knife, or other object which could be used to inflict serious injury. The only exceptions are (1) an unloaded weapon used for hunting purposes when it is stored in an employee's motor vehicle in compliance with state or local laws (2) specific individuals

authorized by the Board of Directors (Security Team) to carry a concealed gun which would be used in case someone were to enter the church causing others to feel threatened because of one demonstrating demon possessed behavior with malicious intent to injure or possibly killing others (3) law enforcement personnel. All such individuals must also possess a gun permit as required by law.

Health and Safety

Our church will make every reasonable effort to provide the staff with a safe work environment. However, all staff should exercise reasonable caution where personal safety is at stake.

Personal valuables in cars and in the church should be stored out of sight and locked up securely. Remain alert when walking through the church alone after hours or leaving the church in the dark. We ask that all staff be vigilant in their work areas to make sure that unauthorized persons are not wandering around unattended.

If an accident should occur on the church premises, you should immediately notify the Senior Pastor. Such reports are necessary to comply with laws and to initiate insurance and workers' compensation benefits procedures.

Any unsafe building or property condition should be reported immediately to the Senior Pastor so that corrective action can be taken.

Smoking Policy

Smoking is not allowed in any of the church buildings or on church grounds.

Fire Extinguishers

Each fire extinguisher must be inspected annually by an outside safety resource. In addition, the church is responsible for inspecting each fire extinguisher monthly..

Keys

You will be issued keys necessary for your work area(s). Keys are to be carefully guarded. You should exercise care in allowing individuals into the church facilities. Do not duplicate the keys, nor lend to other persons. Immediately report any lost key to the Senior Pastor.

Children in the Office

Children should not normally be brought to the office by employees during the times when they are working. The work environment is not suited for the care or safety of

children, and children should not be placed in other facilities in the church while their parent is at work. On those special circumstances when an emergency arises, with the prior approval of the pastor or other immediate supervisor, employees may be permitted to bring their children to work. Such permission shall be only granted in emergencies, and the employee should make immediate efforts to arrange alternative childcare. If a child is disruptive to the parent, other employees or the organization's operations, the child will not be allowed in the office. Requests to bring a child to the office should not be made when the child is ill. And, in no event may children brought to the office be left unattended.

Child/Youth Protection

Children occupy a central place in the teachings of Jesus, who pointed to the child as the ultimate symbol of the kingdom of God.

*“Whoever does not receive the kingdom of God
like a child shall not enter it.”
(Luke 18:17)*

This places a sacred obligation on our church, called to bear witness to the presence of the kingdom in the world, to ensure that children are welcomed, cherished, and protected in a manner consistent with their central place in the life of the church.

For this reason, our church has a specific plan designed to protect all children and young people while they are engaged in any church activities. Refer to the separate manual entitled **“Child and Youth Protection”**. We are committed to adhere to all policies/procedures shown in this important document.

Church Bus/Van Safety

Safety is our primary concern when the people of Peoples Memorial Christian Church are traveling on our church vans and bus. Regretfully, there have been cases where church vehicles were involved in very serious accidents in which individuals were killed and/or seriously injured.

We believe that accidents can be prevented provided we have policies and procedures which are followed by those responsible for driving our vehicles.

Therefore, in addition to meeting requirements for obtaining a Commercial Driver's License for operating the church bus, all PMCC drivers must also complete in-house training BEFORE driving our bus and vans.

Our training is based on contents in the separate PMCC manual entitled **“Church Bus Safety Guide”**. This is our textbook in which all of our policies/procedures have been documented.

Emergency Evacuation

In case of a fire or bomb threat, 911 should be called. The church building should then be evacuated immediately. Those in the building should be directed to leave in an orderly manner (no running, pushing, shoving, etc.). Everyone is to go to a **safe zone** which is ONE defined place that is away from the church building. Every individual is to remain there until fire or police officials give the ok to re-enter.

Personal Health Emergency

In case of a life threatening emergency, 911 should be called. If the individual is not breathing or is having difficulty breathing, a trained certified First Aid Attendant should administer CPR immediately. This should be continued until emergency medical attendants arrive.

When there is a health emergency but it is not life threatening, we will assist the individual in getting to a doctor's office or other location where immediate care can be given

Inclement Weather

Employees: Please check local news/weather stations for weather updates if severe weather is expected; or when an emergency situation exists. You should always contact the Senior Pastor and the church office if you are uncertain of whether the church will be open. Severe weather and emergency conditions are considered as: heavy snow, ice accumulation, earthquake, hurricane, tornado, flooding, and subsequent damage(s).

Congregation: When church services are to be cancelled due to snow, icy conditions, a designated individual will notify area television stations so the announcement can be placed on their screens. In addition, the announcement will be added to the church web site.

CHURCH PROPERTY

Church Telephone

You will be assigned a telephone, a telephone extension, and if appropriate a long distance authorization/accounting code. Personal long-distance calls from office phones should be charged to your personal phone or credit card.

Copyright Policy

The church is committed to respecting all copyrights and prohibits staff or volunteers from any forms of copyright infringements. Church-owned copy machines; computers, tape duplicators, sound-recording devices or any other forms of duplicating or reproducing equipment should not be used to copy or reproduce any forms of copyrighted materials for ministry or personal use.

Anytime a training program is conducted and the producer of the program requires specific format of the program to be followed according to instructions provided, this must be done correctly and, under copyright law, cannot be arbitrarily changed. Example: Financial Peace University produced by the Dave Ramsey organization.

If any questions arise regarding this subject, employees and others are may seek direction from the Senior Pastor.

Access to and Removal of Church Property

The church retains the right of access at all times to any church property including employee offices, work stations, filing cabinets, desks, credenzas, and any other church property at its discretion, with or without advance notice or consent. Such access would also include records, documents, files, schedules, ledgers, etc.

PMCC Theft Policy

If any individual (employee or other member of the congregation) is caught stealing any equipment, money, or other such church property, that person can be prosecuted subject to such action being taken by the Board of Directors. Such action should be consistent with any previous action taken involving another individual committing the same kind of illegal act.

Use of Church Equipment and Supplies

Church supplies, copying machines, A/V equipment, tools, and other equipment are normally for use in the ministry of the church and not for personal use by members, attendees and employees. Otherwise, use of any church equipment must be approved by the Senior Pastor and when permission is granted, a Church Equipment Usage Agreement must be documented and signed. **(Refer to next page)**

PMCC Policy on Tables and Chairs:

1. Church events take precedent when tables and chairs are needed.
2. Requests for using tables and chairs must be made through contacting the Church Secretary who will also make the Pastor aware of such a request.
3. This equipment is to be issued and returned between office hours of 9:00am to 3:00pm.
4. The Table/Chair Usage Agreement form must be completed before equipment is removed.
5. The equipment must be returned as of agreed date shown on the agreement form and, at this time, a count and inspection for any damage will be conducted.
6. In the event of missing tables and chairs or not returning the equipment on the agreed date (unless there is probable cause), the person or persons to whom the equipment was loaned will not be eligible for using this equipment in the future.

PMCC
CHURCH EQUIPMENT USAGE AGREEMENT

Loan to _____
(Print first, last name)

Telephone Number: _____

Mailing Address: _____

Description of equipment to be loaned _____

Number of tables needed, if any: Rectangular _____ Round _____

Date of pickup of equipment: _____

Pickup time (9:00am – 3:00pm): _____

Date equipment returned: _____

DISCLAIMER

I hereby understand and agree that Peoples Memorial Christian Church is not responsible in any way concerning any equipment loaned should there be any kind of accident pertaining to or by them. I take full responsibility for returning this equipment on the given date stated in this agreement and understand that if the equipment is damaged while on loan, I am responsible for reimbursing the church for cost of any repairs or full replacement of the equipment when it cannot be repaired.

Signature: _____

CELL PHONE USE

Visitors, members, employees, volunteers are not allowed to talk on their cell phone in the sanctuary during service for any purposes. Individuals may be permitted to use the cell phone for purposes related to service (i.e. reading bible, taking notes).

Use of a cell phone for personal calls while at work is permissible but should be infrequent so this does not interfere with performing job responsibilities.

Inappropriate use of cell phone and/or the church telephone can lead to corrective action.

COMPUTER POLICY

The church makes computers available to certain of its employees and others for the furtherance of its ministry. The church wants its computer equipment to be used in a way that is not inconsistent with the ministry of the church and that will not create a risk of legal liability to the church or the users. Therefore, the church has created this policy regarding church computer equipment and requires compliance with it by each user. All users, employees or non-employees, are required to read this policy carefully and to sign the form attached to the policy at the time of their employment by the church (for employees) or when they first use the computer equipment (for other users). The signature acknowledges that they have read and understand the policy and will comply with it. The policy may be revised by the church at any time and upon each user's receipt of the revisions or the policy as revised, he or she assumes the responsibility to carefully note the revisions and to comply with the policy as revised.

Ownership and Access

The information created on, stored in, sent from, or received by the computer equipment owned or used in the church's ministry belongs to the church and the church reserves the right to review, audit, intercept, access, monitor, sample, and disclose all such information. The church intends to exercise that right when it considers it useful to further its ministry or for other church purposes. Any information it obtains may be disclosed to any person, either within or outside of the church without the permission of the employee. Thus, the confidentiality of any information should not be expected or assumed. Even when information is deleted, it is still possible to retrieve and read it. Further, the use of passwords for security does not guarantee confidentiality. No user shall create or use any password that has not been approved by the pastor or delegated supervisor and any users who give anyone their passwords or permit any person to use the computer equipment assigned to them are responsible for that person's use of the computer equipment. ***No one is permitted to remove a church owned computer from the church at any time.***

Confidentiality

Notwithstanding the church's right to retrieve and use all information, all information should be treated as confidential by all users and accessed only by individuals authorized to do so. Users are not authorized to retrieve or read any information stored by another user without prior approval by that user or the church. Users should not use a password, access a file, or retrieve any stored information, unless authorized to do so. Users should not attempt to gain access to another user's computer files without the latter's permission.

Personal Use

All computer equipment provided by the church exists for the sole purpose of helping the church to better accomplish its ministry objectives and is to be used for that purpose. The church is aware that there are times when users would like to use computer equipment for personal purposes and, ***provided that such use is minimal and in compliance with all other provisions of this policy***, such personal use will be permitted. Like personal use of the church telephones, however, use of computer equipment for personal purposes must be minimal and, except in unusual circumstances, should be during breaks, after hours, or otherwise on the user's own time and at no cost to the church. Users must be aware that the authorization of minimal personal use of church computer equipment does not change the church's right to access, review, intercept, audit, monitor, sample and disclose all information created, sent or received on, or stored in, all computer equipment, as provided above, and does not give rise to any expectation of privacy.

Prohibitions

The computer equipment available to users is to be used for the purpose of enhancing the ministry of the church and should not be used in any way which would detract from that ministry or create the risk of any legal liability to the user or the church. Specifically, computer equipment may NOT be used to create, store, transmit, receive or otherwise communicate or access:

- Pornography or images, text or other information that contains pornographic or other sexually explicit materials (which terms, because of the nature of the church and its ministry, will be broadly construed), which prohibition shall include, but shall not be limited to, the creation, transmission, receipt, retrieval, viewing, or storage, of e-mail containing such materials, and accessing, retrieving, downloading, uploading, copying or viewing of such text, images or other information from the internet, World Wide Web, or any on-line service;
- Information that creates an atmosphere that is sexually or racially abusive;
- Information that is libelous, defamatory or abusive;
- Any message or other information that would violate any applicable federal or state laws, church rules or regulations, or any church policy; any message or other information that is unlawful or for an unlawful purpose;

- Any copyrighted materials or other information, or any trade secrets or other proprietary information or similar materials, in violation of law;
- Any e-mail or other information which the user knows or should know contains, or is likely to contain, a computer virus (e.g., a self-executing program) which corrupts the integrity of data or causes the loss of information to the recipient;
- Any message or other information which constitutes or is used for the purpose of spreading chain mail or other frivolous communications. In general, users should be aware that, despite the simplicity of creating and communicating information by e-mail, e-mail is no less significant than letters, memoranda and other communications and that they should use the same care in creating and sending e-mail communications that they use in creating and sending such other communications on behalf of the church.

Personal Software

The use of personal software on church computer equipment is permitted only with the written approval of the Senior Pastor. Loading personal software is the number one means of introducing viruses into a computer network. Valid software licenses are required for all software loaded onto the church-computer network.

Home-Computer Use

Computer software purchased by the church is owned by the church and cannot be copied or installed on employee's and volunteer's home computers. Church documents, spreadsheets, or data cannot be loaded on any other computer not owned by the church without prior approval. All church computer data and information belongs to the church and should not be copied or given to any person or loaded onto any other computer.

Violations

Each user who violates this policy or uses computer equipment for improper purposes shall be subject to the limitation or termination of his or her right to use the computer equipment. Any employee who violates this policy or uses computer equipment for improper purposes shall be subject to discipline, up to and including discharge.

Members of the church who violate the policy may also be subject to other church discipline. Any user who discovers a violation of this policy is required to notify the pastor or other designated representative.

PMCC WEBSITE

Peoples Memorial Christian Church will protect and ensure that privacy concerns are respected and that the church remains a safe place for Members and Friends. Material

published on the Church's web page shall identify individuals only where appropriate and then, only with written permission.

Written permissions will be obtained from the individuals concerned prior to publishing surnames, photographs, or personal information such as home / work addresses, email addresses, and phone / fax numbers.

The webmaster for the PMCC website should always consult with the Senior Pastor before creating any updates to assure content is in line with this policy.

POLITICAL ACTIVITIES

In a recent case, a church in New York lost its tax-exempt status because of its involvement in political activities. The church had paid for ads criticizing the President's positions on social issues before the election in 1992. While this IRS action is very drastic and unusual, it is important to remember that churches are prohibited from participating or intervening in (including the publishing or distributing of statements) political campaigns on behalf of any candidate for public office. Statements for or against any particular candidate are also prohibited. These rules apply equally to national, state, and local elections.

A church may allow political candidates to address the congregation as long as overt campaign activities are avoided, the same opportunity is afforded all other qualified candidates for the same office, and the congregation is informed either before or after the speech that the Church does not endorse any candidate running for public office.

Other activities such as voter education are allowable as long as they are neutral in content and format.

Our church may publicize its position on social issues, but must not link that position to specific candidates.

We realize that as a church we must be very careful in walking the line between addressing an issue and endorsing or criticizing a particular candidate and the candidate's position on an issue.

Our Pastors have to be particularly careful in making statements of this type since he may be viewed as an agent of the Church. If the Pastor does wish to make a political endorsement despite the risk, he will qualify any such remarks by explicitly stating that they are being made in a private capacity and not as an agent of the Church, and that the Church has not taken any action to endorse or express its opposition to any candidate.

End of policies

Refer to next page for documentation requirements

