



BURKE UNITED METHODIST CHURCH

PERSONNEL POLICY

Last Updated March 2025

Personnel Policy

1. PURPOSE

The Burke United Methodist Church (hereafter BUMC) staff is a team ministry serving Christ, BUMC, the Burke community, and others throughout the world. Each individual team member is important and should be recognized, nurtured and guided so that the effectiveness of the entire team is enhanced. The responsibility for personnel guidance and for cementing the relationships between the staff and the congregation lies with the Leadership Board (hereafter “the Board”), which takes its authority from the Book of Discipline of the United Methodist Church (hereafter “the Book of Discipline”). The Board is responsible for personnel actions at Burke United Methodist Church and works closely with the Senior Pastor on church staff personnel matters. The Board discerns the staff positions it believes are needed to carry out the programs of BUMC effectively. The Board authorizes the staff positions to be filled. The Board, in consultation with the Senior Pastor, has the full responsibility for hiring personnel to fill the authorized positions and for terminating the employment of any employee when it is determined appropriate to do so.

In accordance with the Book of Discipline, the Board shall provide to all staff members, clergy and laity, direct personal and professional access to the Board, as well as to the Senior Pastor, the District Superintendent for the Northern Virginia District (hereafter “District Superintendent”), and the Bishop of the Virginia Conference (hereafter “Bishop”).

This policy applies to lay staff employed at BUMC. Clergy appointed to BUMC are bound not by this document, but by the Book of Discipline.

The purpose of this document is to provide a source of information regarding the working environment of the church staff. The information in this document does not constitute a legally binding contract. Rather, the policies herein set forth some guidelines within which BUMC operates. Any person who finds these guidelines to be vague or in conflict with any policy or document may bring the issue to the Chair of the Board. Any conflict between these guidelines and any terms of employment or memorandum of understanding should be brought to the attention of the Chair of the Board for resolution. All church employees, other than clergy, are employees at-will under Virginia law, meaning either they or BUMC may terminate employment at any time.

These policies are subject to modification and further development considering experience. Each staff member can assist in keeping this manual up-to-date by notifying the Board in writing whenever suggestions for improvement of difficulties working with the present policies are encountered.

The Board believes this church to be capable of exceptional growth and service. We want BUMC to be a friendly, caring and compassionate church, both in its contact with the

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community and its day-to-day internal operations. All staff members together can build a team that leads to an exciting, meaningful Christian ministry and realizes the potential of this church.

2. EMPLOYMENT AND HIRING

BUMC employs or may employ persons in the following categories: appointed clergy, (appointed by the Bishop or direct hire by BUMC), non-appointed program staff, and administrative and support staff. Employees may be full-time/annual salary, full-time/hourly, part-time/annual salary or part-time/hourly wage.

BUMC may hire temporary workers or contractors whose responsibility is to accomplish a specific job with a well-defined beginning and end. Temporary workers and contractors are excluded from the provisions of this policy.

2.1 Compensation

BUMC strives to pay fair and equitable wages and salaries commensurate with job requirements and the local job market and makes annual compensation adjustments as permitted by budget limitations. Cost of living adjustments, merit increases, changes in work duties and responsibilities, employee evaluations and other factors that could affect compensation shall be considered by the Board during the annual budgeting cycle. Compensation recommendations for each employee shall be made by the Senior Pastor in consultation with the Chair of the Board. These recommendations shall be submitted for inclusion in the annual budget proposal for BUMC. The Board makes final decisions on the annual budget, including all aspects of clergy and staff compensation.

2.2 Categories of Employment

Employees of BUMC fall into the following categories:

Full-time: salaried employee who works 35 or more hours a week

Part-time: salaried employee who works fewer than 35 hours per week

Hourly: employee is paid an hourly wage, rather than a fixed salary; may be considered full-time, or part-time depending on whether they work 35+ hours per week or fewer.

2.3 Equal Opportunity Employment and At Will Employment

The Board strives to assure equal opportunity to all applicants for employment and all employees of BUMC without regard to race, color, national origin, gender, disability (if reasonable accommodations are available), sexual orientation, and genetic information, and to assure an environment free from discrimination and harassment. BUMC believes in the fundamental principles of diversity, equity, and inclusion and realizes the enormous

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opportunities that exist among BUMC staff. BUMC is committed to actively fostering varying experiences and perspectives. Individuals who believe they have been discriminated against; harassed due to their race, color, national origin, gender, age, sexual orientation, genetic information, or disability; or retaliated against for making a complaint of discrimination, opposing unlawful discrimination, or assisting another in a formal complaint of discrimination may obtain redress through informal and formal procedures established in Section 10 of this document.

Under the Virginia Right to Work law, each church staff employee other than clergy has the status of “employee at will”. That means no employee has a right to employment at BUMC and can be dismissed for any reason without BUMC having to establish “just cause” for termination and without warning. A terminated employee is not subject to receiving severance pay. Similarly, employees are free to end their relationship with BUMC at any time for any reason.

2.4 Employee Classification and Overtime Pay

The Fair Labor Standards Act (FLSA) requires that employees covered by the Act be paid overtime at one and one-half times their regular rate for hours worked over 40 hours per week. Those staff covered by the Act are designated as “non-exempt” and are, therefore, entitled to overtime pay for hours worked over 40 per week. No such employee shall work overtime without permission from the Senior Pastor or their supervisor in consultation with the Senior Pastor. Those not covered by the Act are designated as “exempt” and are not entitled to overtime pay. To be considered exempt, the staff position must meet all the following criteria:

- Engages in managerial responsibilities, or the management of general business operations
- Regularly and customarily directs the work of two or more other workers, or does special or technical work requiring special experience, training or knowledge
- Has the authority to either hire or fire other workers or gets special consideration in their recommendations about hiring and firing
- Does not spend more than 20% of their time on activities other than those listed above
- Receive a salary equal to or greater than federal rules and regulations.

2.5 Employment Procedures

2.5.1 Appointed Clergy

All ordained clergy are appointed to BUMC by the Bishop following consultation with the District Superintendent. The Board may directly hire non-itinerant clergy in consultation with the Senior Pastor. The Board’s role in the consultation-appointment process is advisory and is not a selection or call of a pastor. The Book of Discipline contains the consultation-appointment procedure.

2.5.2 Non-Appointed Staff

The Board shall consult with the Senior Pastor concerning employing non-appointed staff. The Board shall take appropriate action to fill any newly established or vacant position, following the requirements of section F below.

2.6 Hiring Procedures

The Board oversees the hiring of personnel to fill newly established or vacant positions. It may consult with the appropriate church staff, and other appropriate lay church leaders as the Board deems necessary. A personal resume may be used to provide information on a person's qualifications, work history and references. The Board will utilize a search committee for the purpose of hiring new staff (see Appendix A). A national criminal and a sexual offender background check is required for all employees and may affect employment. Access to any criminal and sexual offender background check information shall be limited to persons who need to know, specifically, the Senior Pastor, Associate Pastor, and Office Manager, unless otherwise authorized by the Senior Pastor.

BUMC members are eligible to be hired as salaried staff members, but BUMC prohibits an employee from supervising a member of their immediate family. When church members are hired, the staff member and BUMC must balance the covenantal relationship. Staff members are resources for and providers of ministry, and supervisors must emphasize the work and accountability of the staff member.

All Staff will go through an onboarding process when hired. Supervisors will utilize the "Staff Onboarding Document" which can be obtained through the Senior Pastor or Office Manager.

3. WAGES AND SALARIES

3.1 Pay Periods

BUMC uses a semi-monthly pay schedule. Staff are paid on the 15th and 30th of the month, or the last workday of the week or month before those dates. BUMC pays via direct deposit. Nursery workers may be paid by check.

When pay dates fall on a weekend or a holiday, employees will be paid on the preceding business day. All appropriate wage and payroll deductions shall be taken out of each paycheck as required by law.

Leave and hours worked are recorded by the Office Manager through the payroll system.

3.1.1 Compensatory (Comp) Time and Flexible Scheduling

On occasion, non-appointed employees may be asked to work more than their normal work hours in a given week. Exempt employees are paid on a salaried basis for all hours worked and are not entitled to receive additional monetary compensation for work over their regularly scheduled hours in a workweek. Employees may be given compensatory time off (“comp time”) for hours worked in excess of their normal workweek. Any compensatory time will normally be taken within the same pay period as it was earned. This comp time will be coordinated in advance with the immediate supervisor.

In addition to compensatory time off, BUMC supports occasional flexible scheduling, subject to the prior approval of the employee’s supervisor. Flexible scheduling is a reduction in hours one day to be made up on another day within the same pay cycle.

3.1.2 Severance Pay

There are no provisions for the guarantee of payment for severance pay or guaranteed cost of living allowances for any church employee. The Board shall make the decision on any severance pay.

3.1.3 Taxes

Federal and state income tax, social security (FICA), and other authorized deductions will be withheld from each employee’s wages, as appropriate. Federal and State withholding amounts are determined by the number of exemptions claimed on Form W-4 & Form VA-4, and the employee is responsible for keeping these forms updated.

4. PENSIONS & BENEFITS

4.1 Medical Benefits

Employees who are full-time, that is, whose position is defined at 35 hours or more per week regardless of hourly or salaried status, are eligible for a group health insurance program (medical, dental, vision) available through the Virginia Conference of the United Methodist Church. Employees will be given the opportunity to enroll or decline health insurance coverage when hired, annually, and at the time of a qualifying event. As part of the overall compensation budget, the medical benefit BUMC provides is subject to the Board’s annual budget review and decision.

4.2 Pension/Retirement

BUMC offers retirement benefits to employees after three months of employment and who work 20 or more hours per week. The plan is managed by an external vendor, and BUMC will give 10% for employees who work 35 or more hours per week and 5% for employees who work more than 20 hours but less than 35 hours per week.

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4.3 Unemployment Compensation

Because churches in Virginia are exempt from paying unemployment taxes, a salary cannot be used to determine state unemployment benefits. At this time, BUMC does not offer private unemployment insurance.

5. OFFICE PROCEDURES

5.1 General

All work schedules shall be approved by the supervisor, or their designee. All employees are expected to notify their supervisor when they will not be working as scheduled.

5.2 Hours

Employees shall document their hours daily in a manner set forth by the Office Manager. All full-time employees, and part-time employees working more than six (6) hours in a day, are encouraged to take an unpaid lunch break of at least thirty (30) minutes during the workday. This break should not be scheduled within one hour of the beginning or the end of the workday. Supervisors should work with the employees to plan an effective work schedule that allows employees a lunch break away from their regular duties. This provision shall not apply to clergy, although they are advised to adhere to it voluntarily.

5.3 Special Conditions

The church office shall be closed at the discretion of the Senior Pastor, or their designee, whenever the health or safety of the staff may be in danger, including during adverse weather conditions. BUMC follows Fairfax County Public Schools guidance for closures due to inclement weather. No vacation shall be charged for hours if the office is closed. In the event of an event or series of events affecting church operations in a significant way (such as during the extended health & safety closure in 2020), the Board and Senior Pastor shall establish guidance for personnel.

5.4 Leave Records

The Office Manager shall establish procedures, subject to the approval of the Senior Pastor, for keeping all leave records.

5.5 Remote Work Policy

Some positions have the ability to work remotely, which will be outlined in the job description for that employee. Remote work should be discussed and approved by the

supervisor.

6. EMPLOYEE ABSENCE

6.1 General

Guidelines for employee absence for staff are outlined below. These guidelines may be modified by specific agreements between the employee and the supervisor and approved by the Board. It is expected that the employee shall arrange for a qualified individual to cover for their position when their absence is known ahead of time. Absences in excess of the number of days outlined below or as part of the above-mentioned understanding, whichever is less, shall be considered as leave without pay.

All leave not considered herein shall be considered by the Senior Pastor on a case-by-case basis and communicated to the Board.

6.2 Paid Vacation

6.2.1 General

Employees are eligible for paid vacation time based upon the number of hours they work. No vacation benefits may be used until three (3) months of satisfactory employment, as deemed by the supervisor, have been completed. Under unusual circumstances the Senior Pastor may advance leave upon request during the first three months. The number of days of paid vacation time for new hires shall be prorated to reflect the number of months remaining in the year they are hired. All requests for vacation shall be approved by the direct supervisor.

6.2.2 Appointed Clergy

Persons within this category shall be allotted leave in accordance with the Bishop's Cabinet Vacation Policy.

6.2.3 Non-Appointed Staff

The following shall be considered for all non-appointed salaried and hourly personnel:

Full-time Employees

Years Employed	Hours Earned Per Pay Period	Annual Accrual
0-5 years	3.33	80 hours
6-10 years	5	120 hours
11+ years	6.67	160 hours

Part-time Employees

Years Employed	Part-time (Hours Per Week)					
	30 to <35		20 to <30		10 to <20	
	Hours Earned Per Pay Period	Hours Earned Per Year	Hours Earned Per Pay Period	Hours Earned Per Year	Hours Earned Per Pay Period	Hours Earned Per Year
0-5 years	2.67	64	1.67	40	1	24
6-10 years	4	96	2.67	64	1.33	32
11+ years	5	120	3.33	80	1.67	40

Full-time and part-time staff shall accrue annual leave at a rate consistent with the number of hours normally scheduled to be worked each week.

6.2.4. Annual Usage of Vacation Time

BUMC encourages each employee to make use of the vacation that they have earned each year, but this may not always be possible. Employees can accrue leave hours to the next year up to the amount allotted for the year (minus whatever they accrued from the previous year).

Full-time employees with 1-5 years of service may carry over 80 hours; 10 years of service may carry over 120 hours; and 11+ years of service may carry over 160 hours. Leave more than the maximum number of hours permitted to be carried forward will be canceled at the end of the leave year.

Part-time employees may also carry forward accrued leave to the next leave year according to the formula above.

Vacation time may be used in one-hour increments.

Upon termination of employment, the number of hours that may be counted for pay purposes is the number carried forward from the previous leave year plus leave earned during the termination year, less any leave taken during that year (also in Section 9.3).

6.3 Paid Sick Leave

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6.3.1 General

Employees shall be eligible for paid sick leave for personal illness or for illness to members of the immediate family including medical, dental, and/or vision appointments. This includes both physical and mental health. No payment shall be made for unused sick leave upon an employee’s termination or resignation. Sick leave in excess of the number of days per year authorized may be granted by the Board. In evaluating requests for additional leave, the Board shall consider the employee’s past work record, attendance, length or service, severity of the illness, and the duration of the requested leave.

6.3.2 Non-Appointed Staff

All non-appointed staff shall be granted sick leave on an annual basis based on the following schedule:

Full-Time (35+ Hours Per Week)		Part-time (Hours Per Week)					
		30 to <35		20 to <30		10 to <20	
Hours Earned Per Pay Period	Hours Earned Per Year	Hours Earned Per Pay Period	Hours Earned Per Year	Hours Earned Per Pay Period	Hours Earned Per Year	Hours Earned Per Pay Period	Hours Earned Per Year
3.33	80	2.67	64	1.67	40	1	24

Full-time staff shall accrue leave at a rate consistent with the number of hours normally scheduled to be worked each week.

6.4 Other Leave

Other types of leave and requests for additional leave should be submitted in writing and may be granted with the approval of the Board. The following types of leave apply only to the employment category stated.

6.4.1 Parental (Maternity, Paternity and Adoption), Family and Medical Leave

Parental leave is leave for the care and bonding with a new child, whether born or adopted, and begins at the time of birth or adoption. Family leave is for care of a spouse, domestic partner, parent, or child (or stepchild) that requires the employee’s care for a serious medical condition. Medical leave is for caring for oneself with a serious medical condition. A serious health condition is an illness, injury, impairment or physical or mental condition involving incapacity or treatment connected with inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health care provider involving (1) incapacity or absence of more than three (3) days from work, school or other activities; (2) chronic or long term condition that is incurable or so serious that if not treated would result in incapacity of more than 3 days, or (3) prenatal care.

Parental, family, or medical leave shall be for a maximum of twelve weeks. In the case of

parental leave, six (6) weeks shall be with pay. Accrued leave or leave without pay may be used for up to an additional six (6) weeks.

Employee benefits shall be continued during the leave period. Requests for parental, family or medical leave should be made to the Board thirty (30) days prior to the first day of leave or as soon as practical. Requests for additional leave may be granted on a case-by-case basis by the Board. Requests for paid leave may be made by employees who have had satisfactory service over the past twelve months. In evaluating requests for additional leave or paid leave, the Board shall consider the employee's past work record, attendance, length of service and the duration of the requested leave.

6.4.2 Bereavement Leave

Any employee shall be granted up to three (3) days of paid bereavement leave (not charged to vacation leave) necessitated by the death of a member of the immediate family. Immediate family is defined as spouse, brother, sister, father, mother, son, daughter, stepchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, domestic partner, and legal guardians. Employees may request leave with the senior pastor for the death of a family member who is not considered "immediate family". Requests for bereavement leave in excess of three (3) days may be granted by the Board for unusual circumstances.

6.4.3 Military Leave

Any employee shall be granted military leave without pay (not charged to vacation leave) when called to temporary active duty or training in the U.S. Armed Forces. The Board shall consider requests for supplemental compensation, which would close the gap between regular pay and military pay, on a case-by-case basis. The Board shall be notified of impending active duty or training periods as soon as practical following the military member's notification of same, and as far in advance of the leave as possible.

6.4.4 Court or Jury Leave

Any employee summoned for jury duty, as a court witness, or other official court duty (except as a litigant in a court action) shall be granted up to two (2) weeks of paid leave, which shall not be charged as vacation leave. Additional unpaid leave shall be granted as necessary. The Board shall be notified of all requests for court or jury duty leave.

6.4.5 Emergency Leave

With Board approval, the Senior Pastor or their designee may grant emergency leave to any employee on a case-by-case basis for unusual and urgent circumstances. The Board shall determine whether such leave shall be paid leave or leave without pay, or to advance leave or propose other action deemed appropriate. In evaluating requests for emergency leave,

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the Senior Pastor will notify the Board and shall consider the employee's past work record, attendance, length of service, and reason and duration of requested leave.

6.4.6 Continuing Education Leave

Clergy and members of the staff are eligible for Continuing Education leave. Requests for extended study leave and sabbatical leave shall be considered by the Board on a case-by-case basis. Application for Continuing Education leave shall be made in writing to the Senior Pastor stating the nature of the program, the length and cost, and the benefits to the employee and to BUMC.

6.5 HOLIDAYS

BUMC observes the following holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Indigenous People's Day
Presidents' Day	Veterans Day
Memorial Day	Thanksgiving Day
Juneteenth	Day after Thanksgiving
Independence Day	Christmas Day

Additionally, the office will be closed Christmas through New Year's Day. Other holidays may be designated by the Senior Pastor in consultation with the Board.

If the holiday falls on Saturday, a full-time employee shall be given Friday off with pay and if the holiday falls on Sunday, the employee shall be given Monday off with pay. No vacation, sick leave, or emergency leave shall be charged against a holiday. The Board may approve additional holidays for special circumstances. Hourly employees should adjust scheduled activities to avoid holidays when possible.

7 PERFORMANCE EVALUATION

7.1 General

All staff employees shall receive an offer letter setting forth their classification, compensation, and position description at the time of employment.

Supervisors will follow the Performance Management Process, which includes Quarterly Check-ins and an Annual Evaluation. In the annual evaluation, areas deserving of commendation shall be noted, as well as areas in which improvement is desirable or necessary. The direct supervisor shall prepare the annual evaluation form (See Appendix B for example). The form shall be signed by both supervisor and employee and placed in the

employee's personnel file. The direct supervisor will review with the employee the duties and requirements of the position outlined in the job description. If adjustments to the job description seem necessary, these will be discussed with the Senior Pastor and approved by the Leadership Board.

7.2 Personnel Files

BUMC will comply with state and federal laws that require keeping certain recruitment, employment, and personnel information.

7.3 Corrective Action

An employee whose performance continues to be unsatisfactory even after counseling by the direct supervisor or Senior Pastor should be warned in writing that they shall be dismissed unless performance becomes satisfactory. Warnings to employees require the notification of the Board. Should the employee fail to improve their performance, Section 9.3 of this document shall apply.

7.4 Conflict Resolution

The Senior Pastor is responsible for maintaining a harmonious working relationship among all personnel. When conflict arises, it is the staff members responsibility to first work directly with the person in conflict to try and resolve the issue. The supervisor or supervisors should handle any staff conflicts among those persons under their supervision. If a conflict is unresolved after such effort, either the employee or the supervisor may bring the matter to the Senior Pastor for resolution. Any employee who is uncomfortable bringing a matter to the attention of their supervisor may bring the matter directly to the Senior Pastor. An employee, regardless of whether or not they report to the Senior Pastor, may bring concerns to the Chair of the Board if they are uncomfortable bringing the concern to the Senior Pastor.

An employee should not bring matters of concern to the Board unless they first utilize this process, unless the matter of concern involves the Senior Pastor, in which case the matter may be brought directly to the Chair of the Board. The Senior Pastor may, at their discretion, advise the Board on various personnel concerns.

8 EXPECTATIONS OF ALL STAFF

As employees of BUMC, staff members represent the ministry of BUMC in both their work and private lives. Program staff are expected to have made a personal commitment to Jesus Christ and must demonstrate the reality of that relationship through their life and their testimony. All staff members are encouraged to strive toward living a life that is an example to others of their relationship with God.

The work of BUMC does not always fall in the normal “9 to 5” business day. Sometimes there will be a requirement for work on holidays or other special times, and it is expected that all employees will support the ministry of BUMC at all times with 100% effort. All staff members are expected to take initiative, share openly and honestly about needs and concerns, and be open and responsive to those whom and with whom they serve.

8.1 Personal Appearance

Personal appearance reflects on the individual and on BUMC. It is expected that all staff members shall take pride in their appearance and strive to achieve a positive image when representing BUMC.

8.2 Facilities and Equipment Use

Facilities and equipment on the grounds of BUMC are to be used for conducting the business of BUMC. Staff must follow the same request and approval procedures as church members for non-job-related use of the facilities and equipment.

8.3 Computer and Network Use

BUMC’s electronic systems are private systems and are church property. Only church employees, approved volunteers, and authorized contractors may access and use them. All employees and volunteers are expected to follow proper computer/network use etiquette and avoid any computer/network uses or activities not consistent with the mission of BUMC or the job duties and responsibilities of the user. Individuals using church computers or network consent to the monitoring of their related activities. Anyone using church computers or network in violation of this policy may be subject to disciplinary action including termination. The installation of programs and/or storing non-work-related files on a church owned workstation must be approved in advance by the supervisor. Limited internet use for personal reasons is acceptable, as long as it keeps with the BUMC environment and is not in violation of any of the above requirements.

8.4 Social Media

The term “social media” includes all means of communication or posting information or content of any sort on the Internet, whether or not associated with BUMC. Inappropriate postings, including discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated. If an employee misuses social media, their supervisor may take disciplinary or corrective action, including termination.

8.5 Expense Reporting

Staff should adhere to the financial policies of BUMC. Financial policies are approved by the Board.

8.6 Solicitation

While on church property, BUMC staff members may not sell any product or service, pursue outside business interests, solicit contributions, lobby for political candidates or causes, or use church bulletin boards, mail systems, photocopiers, or contact lists for such purposes. This policy does not prohibit appropriate charitable endeavors, but all such activities at BUMC must be approved by the employee's supervisor.

8.7 Confidentiality

Employees of BUMC have periodic access to sensitive personal, financial, and confidential information because of their work or because it is shared by a member of BUMC. This information must be kept confidential and only shared with those who have a legal or ministerial need to know. Staff should refer to their supervisor if they are unsure as to what is considered confidential information and, when in doubt, should not share.

8.8 Alcohol, Drugs and Controlled Substances

The use, sale, transfer, possession, or being under the influence of alcohol, drugs, or controlled substances when on duty or on church property is prohibited. In addition, off duty conduct that may adversely affect the reputation or interests of BUMC is prohibited. Violation of this policy may result in disciplinary action, up to and including termination.

8.9 Harassment

BUMC is committed to providing a work environment that is free of discrimination. In keeping with this commitment, BUMC maintains a strict policy prohibiting unlawful harassment, including sexual harassment.

Unlawful sexual harassment includes unequal treatment due to gender or sexual orientation, as well as sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to the conduct is made a condition of employment,
- Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee, or
- The harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive work environment.

It is also important to understand that jokes, stories, cartoons, nicknames, and comments

about appearance may be legal, but offensive to others. Any employee who believes they are being or have been harassed in any way prohibited by this policy should report the facts of the incident or incidents to the Senior Pastor or the employee's supervisor immediately, in accordance with the conflict resolution procedures set forth above, without fear of reprisal. The totality of the circumstances shall be promptly investigated. While confidentiality shall be maintained, if possible, complaints of harassment and discrimination must be investigated and the need to investigate is greater than the need to maintain confidentiality. If the complaint involves the Senior Pastor, then the employee may report it to the Chair of the Board instead of their supervisor or the Senior Pastor.

9 RESIGNATION, SUSPENSION AND TERMINATION

9.1 Resignation

An employee preparing to resign is asked to notify the Board in writing at least thirty (30) days prior to departure and shall identify the last day of employment. Upon termination of employment, the number of vacation hours that will be paid out will be equal to the employee's vacation leave balance.

9.2 Suspension

The Board may suspend a non-ordained, program, or support staff employee for continued unsatisfactory job performance as described in Section VII, for civil or criminal misconduct, or for other appropriate reasons. The Board shall determine the length of the suspension and if the suspension shall be with or without pay. Ordained clergy may be suspended only by the bishop.

9.3 Termination

The Board may terminate non-ordained staff, professional program staff, administrative support staff, or a temporary worker for any reason, in accordance with their at-will employment status. Terminated employees shall be given two weeks' notice or, at the Board's discretion, two weeks' pay in lieu of notice. Terminated employees shall be paid their unused accrued vacation leave in accordance with church policy. Employees terminated for cause, that is, for civil or criminal misconduct or for other reasons that require immediate action, need not be given notice or pay in lieu of notice, and shall not be paid their accrued vacation. Any notice of termination shall be prepared by the Chair of the Board and must be approved by a two-thirds vote at a specially called Board meeting. In cases of emergency where the Chair is not available, the Senior Pastor in consultation with the Lay Leader may remove an employee from the workplace immediately, until the Chair returns. During the two-week notice period, or in the case of a for-cause termination within two weeks of termination, the employee may request the Board to reconsider the termination. Ordained clergy may be terminated only by the bishop.

10 GRIEVANCES

An employee who believes they may have been discriminated against based on race, color, national origin, gender, sexual orientation, genetic information, disabilities, age, or sexual harassment or harassment for any other illegal reason, may file a grievance. Employees are expected to first address the grievance through the Conflict Resolution process set forth in Section 7.4. If unresolved, the employee has the right to present the grievance orally and in writing to the Board, which shall, with reasonable promptness, give the employee a written statement of its decision. If the employee wishes, this decision may be appealed to the Board whose decision, on review, shall be final. The Chair of the Board shall inform the employee in writing of its decision. An employee may present non-grievant concerns to the Senior Pastor or the Chair of the Board but are not entitled to a mandatory hearing or written decision.

11 Preschool Personnel Policies

All policies for the preschool staff are outlined in the “BUMP Staff Handbook” which is located on Sharepoint. The preschool committee reviews this document annually in the Spring.

12 ACKNOWLEDGMENT

I have received and read the Burke United Methodist Church personnel policies, which have been approved by the Board.

Employee

Date

Appendix A

Guidelines for Search Committees

The objective of any search committee is to help find the most appropriate person for a specific open staff position. It is our belief that this should be done by a group of people and not just one individual. Inviting someone to be a part of our church staff involves more than just hiring a competent person, but also someone who understands their opportunities to serve the Lord through a position on the staff at Burke United Methodist Church. We believe that it is by the presence of the Holy Spirit that we will find the person that God wants to be part of our staff and we will lovingly bring them into a deeper relationship with God as we reach the mission of Burke UMC and the United Methodist Church.

Make Up of the Committee:

The Search Committee will be made up of:

- The staff supervisor of the needed position will chair the search committee.
- 1-2 members of the Leadership Board who volunteer to serve in this capacity.
- 3-4 more people who are connected to the area of ministry of the needed position which will be selected by the chair and appropriate CAML for that area.

Note: In selection of the search committee, it should make sure that people of varied backgrounds are members of the committee.

Responsibilities:

The responsibilities of the Search Committee are to:

- 1) Develop a plan of action early in the process.
- 2) Maintain confidentiality of proceedings, deliberations, and recommendations, at all times, even after the selection and recommendation has been made.
- 3) Conduct all activities in accordance with the Book of Discipline and laws of the State of Virginia.
- 4) Invite the Holy Spirit to be present at all meetings and deliberations and make prayer an essential part of the process.
- 5) Review or develop (if necessary) a Job Description and get approval from the Leadership Board and receive salary range information from the Board.
- 6) Develop the wording for a blurb to go out to advertise the position. Traditionally, we make sure that it is advertised in our newsletter, our website, the District and Conference websites, and Indeed.com.
- 7) Obtain resumes, curriculum vitae, or written recommendations for persons applying through a wide search. We have an e-mail to collect this information:
burkeumcjobs@gmail.com.
- 8) Share communications only among members of the committee.
- 9) Narrow down the applicants for interviews.
- 10) Review all available references from the final selections.

- 11) Develop interview questions for each candidate and make sure they address critical aspects of the job description.
- 12) Conduct interviews and narrow down to one or two finalists and rank them in order of preference.
- 13) Communicate with the Senior Pastor and Board Chair once you are ready to make a final offer and a final salary offer can be established.
- 14) Make the offer for employment (contingent on a background check).
- 15) Once the offer is accepted, the staff member on the search committee will communicate and coordinate information needed to begin the background check. At this point, the search committee's work is complete. The supervisor then needs to look to the "Staff Onboarding Document" located in Sharepoint.

Recommendations:

The "Wide Net" Approach

One of the keys to success is to cast a wide net for any position. On top of the recommended spaces for advertising the position, sometimes the notice may have different avenues for posting based on the job functions. For example, specific websites exist for church organists or music professionals. It is important to give time to allow people to read and think before they will respond to an advertisement. While the circumstances for each search are different, it may be necessary to allow 3-4 weeks at a minimum for people to apply. We suggest that a close date for the applications be included in the search committee plan, and that it be stated in any advertisement/posting. Ideally, the Search Committee will consider at least 3 candidates.

Professional Approach

It is important that the Search Committee conduct all activities with a high degree of professional conduct. If there are conflicts of interest, members of the Search Committee should excuse themselves. If friend or family members of the Search Committee members have applied, it may be necessary for a committee member to excuse themselves. All communications with the candidates should be only through the Chairperson or their designee. As an act of both professionalism and respect for all who apply, the chair or designee should contact all candidates who apply and do not get the position to let them know they were not selected.

Confidentiality

One of the keys to the successful work of the search committee is maintaining confidentiality of the workings of the committee and all communications. We suggest that e-mail may be effective in scheduling meetings, but deliberations, thoughts, ideas, or comments should not be communicated through e-mail. We ask the search committee to set some guidelines around these communications. Hallway communications from one search committee member to another should be discouraged, as this may not be allowing the full committee to consider and deliberate. The work of the search committee is best done by meeting together in as full a group as possible to discuss the issues. The privacy of the candidates should be maintained throughout the process.

Last updated March 2025

Responsibility of the Leadership Board

As designated in the Book of Discipline, the actual hiring of individuals, as well as approval of the job description and setting of the salary range during the initial phase and actual salary offer at the appropriate time is the responsibility of the Leadership Board (as they function as the SPRC for the church). The Board has given the search committee the authority to select the candidate (which is why it is essential at least one Board member is present), however the salary and job description changes are still decided upon by the Board.

Appreciation

It is with not only the Spirit of God acting within the committee but with the deliberations of the Search Committee that the correct person will be joined to our Staff and Church family. We thank all members of search committees for their willingness to give of their time and efforts to this important ministry.

Appendix B

**Burke United Methodist Church
Annual Evaluation Form
YEAR**

Employee Name:

Position Title: Office Manager/Bookkeeper

Supervisor Name: Jason Snow

Supervisor Title: Senior Pastor

Date of Review:

Period Reviewed:

Accomplishments (list goals that were accomplished during the review period)

Essential Functions

Rating Scale

- 1- Unacceptable (does not meet expectations)*
- 2- Needs Improvement (meets some, but not all, expectations)*
- 3- Meets Expectations (consistently meets basic expectations)*
- 4- Outstanding (consistently exceed expectations)*

Performance Expectations	Comments	Rating
Serves as office point of contact during office hours		
Answers phone calls and checks voice mail		
Maintains church calendar, including coordinating with outside groups who utilize the church, including District events and the Korean and Hispanic congregations		
Schedules and trains office volunteers		

Processes criminal and sex offender background checks as required by church policy		
Supports pastors and Leadership Board, as needed		
Manages daily operation of church office, including inventory & ordering of office and coffee cart supplies		
Orders altar flowers each week and notifies altar guild members about order		
Manages personnel leave time		
Types letters to church members around charitable donations and any others as needed. Creates nametags as needed		
Oversees all mailings		
Maintains, safeguards, and reconciles all checking, savings, and credit accounts		
Pays bills and track expenses using QuickBooks, assigning payments to correct accounts		
Processes all check/expense requests and verifies requests have been approved by appropriate approving official and the correct budget account is indicated		
Provides monthly ledgers for all accounts		
Prepares financial documents for Church and Charge conferences		
Prepares budget reports for Leadership board, as needed		
Supports church annual audit		
Records income to correct account based upon Financial Secretary's weekly report		

Works with the payroll company to prepare bi-monthly payroll for church staff, including the preschool		
Provides oversight to the payroll company		

Core Competencies

Competency	Comments (Provide examples of behavioral strengths and areas in need of growth around the below competencies)
<p><i>Mission Ownership and Execution</i> Demonstrates understanding and full support of the mission, vision, values, and beliefs of the congregation and can effectively communicate these ideas to staff and laity. Effectively executes the mission and vision by anticipating organizational barriers, using working knowledge of channels of communication and organizational decision-making processes to overcome these barriers, and understanding and supporting teamwork by promoting group goals ahead of personal agenda and offering self as resource to other team members.</p>	

<p><i>Helping Orientation</i> Exudes a natural sense of care for the well-being of others and attends to their needs in an appropriate manner, observing proper boundaries. Establishes good working relationships with all others who are relevant to the completion of work and works well with people at all levels of the congregation. Is willing to supply answers and resources to help others and communicates directly with relevant individuals.</p>	
<p><i>Effective Communication Skills</i> Can deliver a message clearly and articulately and demonstrates communication styles appropriate to the situation at hand. Can write clearly and succinctly in a tone appropriate to the context. Employs correct grammar, punctuation, and patterns of speech. Provides the information people need to know to do their jobs well and helps them understand its relevance to the task at hand. Is timely and transparent in the sharing of information.</p>	
<p><i>Technical Expertise</i> Demonstrates the technical skills required to proficiently execute the essential function of the job and develop any skills that are lacking.</p>	
<p><i>Initiative</i> Enjoys working hard and sets demanding, but achievable, objectives for self and others. Seizes opportunities and is not afraid to take calculated risks. Generates innovative ideas and fresh approaches. Learns from mistakes and has good judgement regarding viable ideas and suggestions.</p>	
<p><i>Attention to Detail</i> Keeps larger picture in mind while consistently attending to the many small pieces which must be assembled into an organized whole. Follows up on missing items. Able to determine and answer questions</p>	

needed to address a problem.	
<p><i>Ethics & Integrity</i> Honors the core values of the church in choice of behavior and advocates for those behaviors in others. Practices direct, honest, and transparent communication and keeps confidences. Admits mistakes and responds to situations with constancy and reliability.</p>	

Goals for the Coming Year

Employee Comments

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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____