EVANGELICAL FRIENDS CHURCH – EASTERN REGION
SUGGESTIONS FOR LOCAL CHURCH EMPLOYEE HANDBOOK

This outline is not meant to be all-inclusive, but to cover the important areas of employer–employee relationships. Actual samples are available online as well as under Finance & Administration Team resources.

I. INTRODUCTION

A. *Church Mission and Values* – Summarize the church’s current mission, vision, and core values, adding that church staff are a vital part of fulfilling the mission.

B. *Human Relations* – A brief message stating the importance of employee–employer relationship, communication, and means to accomplish those.

II. STATUS OF EMPLOYEES

A. *Exempt* – Employees under Federal law considered exempt from overtime pay. See supervisor for status.

B. *Non-exempt* – Employees under Federal law that are entitled to overtime pay for hours worked beyond 40 hours per week. See supervisor for status.

C. *Full-time* – Employees who work at least __________ hours per week.

D. *Part-time* – Employees who work more than __________ hours per week.

E. *Contractual* – Persons/organizations hired for a specific time or task. 1099 forms will be issued on a yearly basis for non-incorporated entities receiving at least $600.00 compensation per year.

III. BENEFITS

A. *Paid Time Off* – Holidays, Sick Leave, Personal Leave, Vacation, Bereavement, Jury Duty, etc.

B. *Leave of Absence* – Unpaid time off and under what circumstances

C. *Insurance* – Type of insurance(s) and who is eligible

D. *Retirement* – Type of plans and who is eligible

E. *Other* – Type of plans and who is eligible

IV. POLICIES

A. *Hiring and Firing* – Procedures including “for any reason termination.”
B. Background Checks – What checks and who pays fees

C. Orientation and Training – What time period, who and what

D. Probationary Period – What time period, who signs off

E. Job Description – Qualifications and duties for each position

F. Clergy Housing Allowance – How declared and how reported

G. Evaluations - How often and who conducts

H. Compensation – Church policy or determined on individual basis

I. Use of Church Technology – Personal use of church computers, tablets, email, social media, etc.

J. Reimbursement of Expenses – What is covered and procedure

K. Other Employment – What is allowed and when scheduled

L. Continuing Education – What is expected and/or required and who pays for

M. Graduate Study – Time allowed and who pays for

N. Breaks – Time allowed during working day

O. Scheduling – Set hours or flexible time

V. EMPLOYEE CONDUCT

A. Attendance – Hours expected, calling off, emergencies, etc.

B. Dress Code – Appropriate to position, task, location, etc.

C. Standard of Conduct/Integrity/Confidentiality – guidelines for interaction, work ethic, honestly, team work/loyalty, maintaining confidences, etc.

D. Substance Abuse – Prohibitions and disciplinary course of action

E. Security and Safety – Provisions provided by church, supervision, risk taking, etc.

Employee Acknowledgment and Signature

__________________________________________  Date: ___________________________