

DRAFT

**Personnel Manual
For
St. John's
Lutheran Church
East Moline, Illinois**

“For there is a proper time and procedure for every matter . . .”

Ecclesiastes 8:6

The Lutheran Church—Missouri Synod

September 2008

FOREWORD

"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things. Whatever you have learned or received or heard from me, or seen in me--put it into practice. And the God of peace will be with you." Philippians 4:8,9
(A comment from Paul, in prison, encouraging excellence in ministry through his example.)

TO: ALL EMPLOYEES

The following pages contain policies and procedures established for individuals employed by ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS.

Please read this handbook carefully. Although this does not constitute a contractual agreement, we hope it will provide guidance and answer your questions. Any further questions may be directed to the person responsible for Human Resources.

May God bless you in all you do.

Sincerely,

ST. JOHN'S LUTHERAN CHURCH - EXECUTIVE BOARD

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
SECTION 1.000: INTRODUCTION		
Welcome!	1.100	1-1
Introductory Statement	1.200	1-1
Mission Statement	1.300	1-2
Statement of Faith.....	1.400	1-2
SECTION 2.000: EMPLOYMENT		
Employment.....	2.100	2-1
Equal Employment Opportunity	2.200	2-1
Immigration Reform and Control Act of 1986	2.300	2-1
New Hire Act	2.350	2-1
Employment of Minors	2.400	2-2
Employment of Relatives	2.500	2-2
Employee Classifications	2.600	2-2
Job Descriptions	2.700	2-2
Performance Evaluations.....	2.800	2-3
SECTION 3.000: BENEFITS		
Introduction.....	3.100	3-1
Vacation	3.200	3-1
Holidays.....	3.300	3-1
Sick Pay.....	3.400	3-2
Bereavement Pay.....	3.500	3-2
Other Leaves	3.600	3-2
Group Insurance Plans.....	3.700	3-7
Workers Compensation Insurance	3.800	3-7
Unemployment Compensation, Federal and State	3.900	3-7
SECTION 4.000: PERSONNEL STATUS		
Tardiness and Absence.....	4.100	4-1
Termination	4.200	4-1
Time Records - Signing In and Out	4.300	4-2
Break and Meal Periods.....	4.400	4-2
Personnel Records.....	4.500	4-3
Promotion and Transfer.....	4.600	4-3

SECTION 5.000: COMPENSATION

Payday	5.100	5-1
Wage and Salary Reviews	5.200	5-1
Payroll Deductions	5.300	5-1
Overtime	5.400	5-2

SECTION 6.000: DISCIPLINE AND GRIEVANCE

Discipline and Termination Procedure	6.100	6-1
Grievance Procedure	6.200	6-1

SECTION 7.000-8.000: WORKING TOGETHER

Introduction.....	7.100	7/8-1
Morals Policy.....	7.200	7/8-1
Harassment	7.300	7/8-1
Alcohol, Drugs, and Controlled Substances.....	7.400	7/8-2
Workplace Safety.....	7.500	7/8-3
Prohibition of Violence.....	7.600	7/8-3
Outside Activities	7.700	7/8-3
Conflict of Interest.....	7.800	7/8-3
Honorarium Policy	7.900	7/8-4
Electronic Communication Policy.....	8.000	7/8-4
Personal Appearance	8.100	7/8-7
Lost and Found.....	8.200	7/8-7
Smoking	8.300	7/8-7
Access to Church Property	8.400	7/8-7
Business Expense Reporting	8.500	7/8-7
Use of Church Telephones.....	8.600	7/8-7
Employee Parking	8.700	7/8-8
Church Bulletin Boards.....	8.800	7/8-8
References	8.900	7/8-8

**SECTION 9.000: EMPLOYEE STATEMENT OF
ACKNOWLEDGEMENT**

9.000

INDEX

APPENDIX 10.000

Job Descriptions.....	10.100
Performance Evaluations.....	10.200
Forms.....	10.300

CONGREGATIONAL PERSONNEL MANUAL

SECTION 1.000

INTRODUCTION

	<u>Paragraph</u>
WELCOME	100
INTRODUCTORY STATEMENT	200
MISSION STATEMENT	300
STATEMENT OF FAITH	400

1.100: WELCOME!

Welcome to ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS! We consider you to be a gift from God and look forward to working with you as a member of our ministry team. Your gifts and talents which you bring to your position are most appreciated. We are committed to working together with you in service to our Lord through this ministry.

As an employee of the church (or school, if separate), you represent this ministry in both your work life and private life. Our hope is that you would always be sensitive to how others may see you as you live out your daily life. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the Church's Mission Statement.

We pray that you will look to your Lord daily as you are about your work in a way that is suggested in this portion of a prayer from "The Lutheran Book of Prayer."

"Grant that I may day by day put forth efforts which are pleasing to Thee, helpful to my fellow men, and sufficient to provide for my daily needs. Keep me mindful that my service must be done not merely to men but to Thee. Help me to remember that in all things, my sufficiency is of Thee and that whatever I do is to be done to Thy glory. Give me joy in my labor; sincerity in my service, and unselfishness in all my striving. Help me to be faithful in all things, for the sake of Him who died for me." Amen

1.200: INTRODUCTORY STATEMENT

The following pages contain a general overview of procedures and policies established by our congregation for its employees, as well as an explanation of certain benefits provided with this employment. We want you to feel that, although there are policies and procedures to follow, you also sense participation in the servant role to the members of ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS. We hope you will find joy in your work and friendship among your co-workers.

It is important you read, understand, and become familiar with the handbook and comply with the standards, which have been established. Please talk with the pastor if you have any questions or need additional information.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate. However, at all times, the congregation will comply with all applicable laws.

If there is a conflict between the provisions, benefits, and policies in this employee handbook and those set forth in the terms of a staff member's call or contract, the terms of the call or contract shall prevail provided they do not conflict with the Bylaws or constitution of the Synod.

1.300: MISSION STATEMENT

The mission of St. John's Lutheran Church is to serve its members and to spread the Kingdom of God by preaching the pure Word of God, by the right administration of the Sacraments and by the biblical instruction of youth and adults according to the confessional standard of the Lutheran Church and to foster Christian fellowship and charity.

1.400: STATEMENT OF FAITH

This congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the revealed Word of God, verbally inspired, and acknowledges and accepts all the Confessional Writings of the Evangelical Lutheran Church contained in the Book of Concord of 1580, to be the true and genuine exposition of Christian Doctrine taken from and in full agreement with the Holy Scriptures. In this congregation, no doctrine shall be taught or tolerated which is at variance with these confessional writings which are the three Ecumenical Creeds (Apostles', Nicene and Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, The Smalcald Articles, Luther's Large and Small Catechisms and the Formula of Concord. According to this norm of doctrine, all doctrinal controversies which may arise in this congregation shall be decided and settled.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 2.000

EMPLOYMENT

	<u>Paragraph</u>
YOUR EMPLOYMENT	100
Employment At Will	105
EQUAL EMPLOYMENT OPPORTUNITY	200
IMMIGRATION REFORM AND CONTROL ACT OF 1986	300
NEW HIRE ACT	350
EMPLOYMENT OF MINORS	400
EMPLOYMENT OF RELATIVES	500
EMPLOYMENT CLASSIFICATION	600
Overtime	605
JOB DESCRIPTIONS	700
PERFORMANCE EVALUATIONS	800
Initial Performance Review	805

2.100: YOUR EMPLOYMENT

2.105: Employment At Will

As a non-rostered or non-contracted employee of ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS, the employment relationship is one of mutual consent. The employment relationship is terminable at the will of the employee or ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS, that is, either you or ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS may end this relationship at any time, with or without cause.

2.200: EQUAL EMPLOYMENT OPPORTUNITY

ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS is in full agreement with the intent of the Civil Rights Laws. It is our firm belief that the basis of employee selection for hiring, promotion, transfer, training, job assignment, hours of work, rate of pay, and working conditions should be according to ability, not age, race, color, national origin, ancestry, gender, disability, or any other factors not considered pertinent to performance.

Because we are a church body, certain positions demand extensive understanding of and commitment to the doctrinal view of The Lutheran Church-Missouri Synod. For such positions, it is necessary for us to seek out individuals with specific religious training and/or synodical recognition. In addition to the extent allowed by State Law for all positions, the congregation may give preference in hiring on the basis of religion, including persons who are members in good standing of a Lutheran Church--Missouri Synod congregation.

The position of pastor, associate pastor and assistant pastor (if applicable) or positions identifying ordained clergy status as a requirement at ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS are required to be held by ordained ministers of The Lutheran Church-Missouri Synod. Based on religious belief, only males are ordained ministers in The Lutheran Church-Missouri Synod. Therefore, for those positions, females will not be considered for employment.

2.300: IMMIGRATION REFORM AND CONTROL ACT OF 1986

The church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As a condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States, which includes the completion of Form 1-9, Employment Eligibility Verification.

2.350: NEW HIRE ACT

By federal law all employers are required to report newly hired employees to the designated state agency in the state where the employees are hired within 20 days of the hire date. This requirement is the result of legislation designed to improve child support enforcement by locating parents who have neglected to pay support.

2.400: EMPLOYMENT OF MINORS

For employees less than 18 years of age, the hours of employment and working conditions strictly follow the regulations set forth by federal and state laws.

2.500: EMPLOYMENT OF RELATIVES (Optional)

Relatives of individuals on staff normally will not be offered employment with us. Requests for exceptions may be made to the Church Council who may approve the hiring. A relative is defined as any person related to the employee by blood, marriage, or adoption.

2.600: EMPLOYMENT CLASSIFICATION

There are four classifications of employees as follows:

REGULAR FULL-TIME - Any worker who works more than 30 hours a week and more than 5 months per year.

REGULAR HALF-TIME - Any worker who works more than 20 hours a week, but less than full-time, for a period of more than 5 months in a year.

REGULAR PART-TIME - Any worker who works up to, but less than 20 hours a week for a period of more than 5 months in a year.

TEMPORARY - Any worker employed, full-time or part-time, five months or less per year.

You may be asked to sign a statement recognizing your half-time, part-time or temporary status and that you therefore, are not eligible for benefits.

2.605: Overtime and Minimum Wage

Certain job positions are exempt from coverage under the **Fair Labor Standards Act (FLSA)**, which governs the payment of minimum wage and overtime. Some of the types of positions that are exempt from the FLSA are those of a managerial, administrative or a professional nature, although job titles do not control classification as exempt or non-exempt from the FLSA.

2.700: JOB DESCRIPTIONS

In order to mutually understand what is expected of a new employee and for what the employee

will be held accountable, a job description is utilized.

Employees will generally be given a job description before they start working. A job description summarizes your duties and responsibilities and gives you important information about your new job. Please read and study your job description carefully and discuss it with your supervisor if you have any questions.

The church reserves the right to revise and update your job description from time to time, as it deems necessary and appropriate.

2.800: PERFORMANCE EVALUATIONS

Based on actual work performance, a review will be conducted with you by your supervisor on a predetermined date. This is a formal and documented review. Casual and undocumented discussions with your supervisor will also be a part of your performance evaluation.

PURPOSE: All employees participate in a performance review session, at least annually, with their supervisor. This review is intended to provide support for the individual; to improve the performance of the individual by providing meaningful, constructive feedback on the adequacy of performance; and to assist in the development and fulfillment of professional and personal growth goals, as well as the ministry plan of the congregation. Your signature on the review form will serve as notice that the review has taken place and not whether you agree or disagree with the contents.

2.805: Initial Performance Review

In order for you to become acquainted with your new position and for your supervisor to be assured that you are suited to your new position, all new regular employees will have an initial performance review during the first three months after commencing work. Additional reviews may be conducted if performance warrants. Approximately one year after initial reviews are conducted, annual reviews will be conducted.

The purpose of the performance evaluation is to let you know how you are doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

You will have the opportunity to discuss your performance evaluation with your supervisor. Although you should not wait for formal reviews to ask questions, this is a good time to ask questions and clarify important points. Performance evaluations help the church make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a pay increase nor does it alter, modify, or amend the employment-at-will relationship between you and the church.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 3.000

BENEFITS

	<u>Paragraph</u>
INTRODUCTION	100
VACATION	200
HOLIDAYS	300
SICK LEAVE	400
BEREAVEMENT PAY	500
OTHER LEAVES	600
Introduction	605
Personal Leave	610
Jury Duty.....	620
Military Leave	635
Workers Compensation Leave	640
General Provisions	645
Family Care and Medical Leave	650
GROUP EMPLOYEE BENEFIT PLANS	700
WORKERS COMPENSATION INSURANCE	800
UNEMPLOYMENT COMPENSATION, FEDERAL AND STATE	900
Continuing Education Assistance and Professional Memberships	905

3.100: INTRODUCTION

The congregation maintains a benefit program to help meet the needs of its employees. The following information in this section outlines your benefits as an employee of the church.

3.200: VACATION (Not applicable to CEL teachers and aids)

Regular employees will be given vacation on their anniversary date based on their length of continuous service with the congregation, as follows:

<u>Length of Continuous Service</u>	Vacation
Upon hire	2 Weeks
After 5 years	3 Weeks

An employee's anniversary date corresponds to the month and day the employee was hired as a regular full-time employee.

Requests for vacation time must be made in writing and should be submitted to the appropriate supervisor for approval at least one (1) month in advance for vacations of at least five (5) days. Shorter notice may be allowed for vacations of four (4) days or less provided it does not interfere with scheduled work. Seniority will apply when more than one person requests the same vacation day(s).

Vacation is a reward for faithful service and employees are encouraged to use all their vacation time as a means of rest and recuperation. Unused vacation WILL NOT be carried-over into the following year. In no case will pay be granted in lieu of vacation.

Holidays that fall during a scheduled vacation will be paid as holidays and will not be charged against the employee's vacation.

Regular full-time employees will receive pay for unused vacation time for the current year upon termination of employment.

3.300: HOLIDAYS (Not applicable to CEL teachers and aids)

The congregation observes the following holidays for which all regular employees will receive regular pay:

- New Year's Day
- Memorial Day
- July 4th – Independence Day
- Labor Day
- Thanksgiving
- Christmas

The following general provisions apply to holiday pay:

1. Holidays will be observed on the calendar day designated by the church for observance.
2. Holidays falling on Saturday will be observed on Friday and holidays falling on Sunday will be observed on the following Monday.
3. A holiday that falls on a scheduled vacation day or on an employee's time off for sickness will be recorded as holiday time.
4. An unexcused absence the day before or the day after a holiday will result in loss of holiday pay.

3.400: SICK LEAVE

Sick leave is awarded to regular employees at the rate of 2 days (or CEL equivalent) per calendar year. Sick leave must be used concurrently with any FMLA leave when the employee is on FMLA leave due to the employee's own serious health condition or as otherwise permitted under applicable law.

It is your responsibility to contact your supervisor as soon as possible when you are unable to report for work.

Sick leave cannot accumulate beyond the calendar year and no pay for unused sick leave will be granted at year-end.

3.500: BEREAVEMENT PAY

Time off with pay for regular employees may be approved in the event of a death in your family.

If death should occur in your immediate family (spouse, child, parent, parent-in-law, son-in-law, daughter-in-law), up to 3 days may be approved to attend the funeral.

If there is a death of a close relative (grandparent, brother, brother-in-law, sister, sister-in-law), up to 2 days may be approved.

If additional time off is needed and approved, the additional time taken will be charged to vacation, personal leave, and/or forfeit time.

3.600: OTHER LEAVES

3.605: Introduction

The church makes leaves of absence without pay available to employees who have completed at least one year of continuous service, for any length of time up to a maximum number of days that is recommended by the appropriate board or committee and approved by Church Council.

Written requests must state the reason for the leave, as well as the beginning and ending dates. Requests for leaves will be granted at the sole discretion of the church, based on the facts and circumstances surrounding each individual request. Employees who return to work at the end of a leave of absence will normally be returned to their former job classification if an opening exists. If there is no such opening, they will be considered for a comparable position if one is available. Leaves of absence are also granted where state and/or federal law mandates. In particular, the church complies with leaves for jury duty and in situations where the State Family Care and Medical Leave Act or the Federal Family and Medical Leave Act applies. In any situation regarding leaves of absence, the employee should notify the appropriate supervisor at the earliest possible date to discuss the leave.

3.610: Personal Leave

Personal Leave - a leave of absence for personal reasons such as doctor, dentist, and other personal appointments. A total of 2 days leave (or C.E.L. equivalent) per year is granted without salary or pay status changed. 1 additional day is added for every 5 years of employment.

3.620: Jury Duty

Jury Duty - a leave of absence to serve on jury duty.

Employees will be granted a leave of absence, up to 5 days with difference of pay, to serve on jury duty, as required by law.

Upon completion of jury duty, a Verification of Attendance Form must be presented to the church. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the church may request that the required service be rescheduled for a later date that would be more convenient for the church.

3.635: Military Leave

Military Leave - a leave of absence for required active or reserve military service.

For regular employees required to participate in military annual training, ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS will make up the difference between military pay including all allowances and your regular salary, with no loss of earned vacation time. Absences should be cleared with the appropriate person well in advance of leaving for training or active duty. ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS complies with applicable state and federal law concerning leaves for military service.

3.640: Workers Compensation Leave

Workers Compensation Leave - a leave of absence because of work-related illness or injury.

The church complies with applicable state and federal law concerning leaves for work-related illness or injury. It is important that you report any work-related injury to your supervisor as soon as it happens. Employees on leave because of work-related illness or injury will be reviewed on an individual basis by ST. JOHN'S LUTHERAN CHURCH Executive Board.

3.645: General Provisions

The following general provisions apply to all leaves of absence:

1. A request for an extension of a leave of absence, when possible, must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
2. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
3. Coverage under the church's group employee benefit plans will be continued on the following basis:

INSERT INFORMATION

 (leave to Executive Board)
4. Employees will not accrue length of continuous service for the portion of a leave of absence in excess of thirty (30) days, unless otherwise provided by law.
5. Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
6. Employees on leave of absence must communicate with the church on a regular basis, at least once each month, regarding their status and anticipated return to work date.
7. Employees on leave of absence who seek or accept other employment without the church's prior written approval may be subject to disciplinary action, up to and including possible termination.
8. Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including possible termination.
9. A leave of absence must be approved in advance, in writing, by the Church Council or the appropriate approving body when possible, except in situations where mandatory approval is prohibited by law.

3.650: Family and Medical Leave

Your employer recognizes that leave of absence from active employment may be necessary for family or medical reasons. The following leave of absence policy complies with the provisions of the Family and Medical Leave Act of 1993 (FMLA).

Employees eligible for family and medical leave are those who (based on your individual employer):

1. Are one of 50 employees of ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS within a 75 mile radius;
2. Have been employed by ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS for at least 12 months; and
3. Have worked at least 1,250 hours during the previous 12-month period for ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS.

An eligible employee may take leave for the following reasons:

1. The birth of the employee's child;
2. The placement of a child with the employee for adoption or foster care;
3. The care of a child, spouse, or parent ("family member") who has a serious health condition; or
4. The serious health condition of the employee.

Length of Leave: An eligible employee may be entitled up to 12 weeks of unpaid leave within a 12 month period without loss of seniority or benefits. The amount of leave available to an employee at any given time will be calculated by looking backward at the amount of leave taken in the 12 month period immediately preceding the requested leave. An employee who fails to return to work immediately following expiration of the authorized leave period is subject to termination. All leave taken, which would qualify under FMLA (e.g. workers' compensation leave), will be counted against the employee's leave entitlement under FMLA.

Substitution of Paid Leave: During a family or medical leave provided under this policy, an employee shall first exhaust all available vacation and/or paid leave time before continuing such leave on an unpaid basis.

Certification: If an employee takes a leave of absence because of the serious health condition of the employee or employee's "family member," the employee must submit to the ST. JOHN'S LUTHERAN CHURCH Executive Board written medical certification from a health care provider of the serious health condition. Failure to provide such certification may result in a denial or delay of leave. Your employer reserves the right to require that the employee receive a second (and possibly a third) opinion from a health care provider (at the employer's expense) certifying the serious health condition of the employee or the employee's "family member." The employer reserves the right to require the employee to provide re-certification of the medical condition for which leave is taken.

Before returning to work, an employee who is on a leave of absence as a result of his or her own serious health condition must submit a health care provider's written certification that the employee is able to return to work. Failure to provide such certification may result in the delay or denial of job restoration.

During the employee's leave, the employer may also periodically inquire as to the employee's intent to return to work.

Intermittent or Reduced Leave: Leave taken because of the employee's or "family member's" serious health condition may be taken on an intermittent or reduced schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced schedule basis, the medical certification submitted should state that the intermittent or reduced schedule leave is medically necessary. The employer may require an employee taking intermittent or reduced schedule leave to transfer temporarily to an alternative position for which the employee is qualified that better accommodates intermittent or reduced schedule leave or may modify the employee's current position to better accommodate the employee's recurring periods of leave.

Insurance Premiums: During the employee's family or medical leave of absence, the employer will continue to provide health insurance coverage for the employee and their eligible dependents. An employee who does not return will be required to repay all insurance premiums paid by the employer during the leave unless due to a medical condition or other circumstances beyond the employee's control.

Job Restoration: Upon return from family or medical leave in accordance with this policy, the employee will be returned to the same or an equivalent position with no loss in benefits accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave is subject to termination.

Certain "key employees" may not be eligible to be restored to the same or an equivalent job at the conclusion of their leave. The employer will notify such employees of their "key employee" status and the conditions under which job restoration may be denied, if applicable.

Employee Notification: An employee who expects or anticipates taking family or medical leave is required to notify the ST. JOHN'S LUTHERAN CHURCH Executive Board preferably in writing of the expected date of commencement and expected duration of the leave at least 30 days in advance of the leave, or if the need for the leave is not foreseeable, as soon as practicable. In cases where need for the leave is foreseeable, an employee's failure to provide 30 days' notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy should submit a completed Application for Leave Form to the ST. JOHN'S LUTHERAN CHURCH Executive Board. (see appendix)

An employee who anticipates the possibility of taking family or medical leave, or has any question about the application of this policy to your particular situation, should contact the ST. JOHN'S LUTHERAN CHURCH Executive Board.

3.700: GROUP EMPLOYEE BENEFIT PLANS

Because of its Christian concern for its employees, ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS provides benefit programs in order to help its employees with expenses related to illness, injury, or death, as well as to provide retirement income.

Eligibility: All regular full-time and regular half-time employees are eligible for enrollment in the Worker Benefit Plans.

Benefits Provided: The Concordia Retirement Plan provides retirement benefits. The Concordia Disability and Survivor Plan provides disability income and death benefits. The Concordia Health Plan provides medical and vision coverage. The provisions of the Worker Benefit Plans supersede any information provided below. For further details about the benefits of these Plans, booklets are available either in the church office or can be requested by calling the Worker Benefit Plans office.

Enrollment: You will be asked to fill out an Enrollment Form and Beneficiary Form, and these forms will be forwarded to the Concordia Plans office for processing. The Plans office will then mail you a letter confirming enrollment as well as your own booklets and other informational materials.

Cost: The congregation pays 100 percent of the cost for the Concordia Retirement Plan and Concordia Disability and Survivor Plan for its part-time and full-time workers. For the Concordia Health Plan, the congregation pays 100% of the cost of the individual coverage for full-time employees who elect to participate.

Termination of Benefits: Coverage for you and your dependents through the Concordia Plans will discontinue effective at the end of the calendar month in which termination of regular full-time or regular part-time employment occurs. Information about extension of coverage on an individual basis will be mailed to you by the Plans' office.

3.800: WORKERS COMPENSATION INSURANCE

ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS maintains Worker's Compensation coverage in compliance with applicable law. You should report any work-related injury/illness to ST. JOHN'S LUTHERAN CHURCH Executive Board within 48 hours of the incident or as soon as possible.

3.900: UNEMPLOYMENT COMPENSATION, FEDERAL AND STATE

Should you decide to leave the employment of the church or you are involuntarily terminated, you ARE NOT eligible for either state or federal unemployment claims. THIS IS DUE TO THE CHURCH BEING EXEMPT FROM FEDERAL UNEMPLOYMENT TAX AND BEING EITHER EXEMPT OR OPTING NOT TO PARTICIPATE IN THE STATE UNEMPLOYMENT TAX PROGRAM.

**3.905: CONTINUING EDUCATION ASSISTANCE AND PROFESSIONAL MEMBERSHIPS -
Optional**

Where it can be demonstrated that the congregation will benefit from an employee's participation in a job-related program or professional organization, the related expenses may at the congregation's sole discretion be REIMBURSED OR PARTIALLY REIMBURSED. Requests for reimbursement of authorized expenses related to the educational program or professional organization must be approved in advance by the appropriate Board.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 4.000

PERSONNEL STATUS

	<u>Paragraph</u>
TARDINESS AND ABSENCE	100
Introduction	105
Absences	110
Tardiness	115
TERMINATION	200
Resignation	205
Involuntary Termination	210
Layoff	215
Discharge	220
Exit Interview	240
TIME RECORDS: SIGNING IN AND OUT	300
BREAKS AND MEAL PERIODS	400
PERSONNEL RECORDS	500
Introduction	505
PROMOTION AND TRANSFER	600

4.100: TARDINESS AND ABSENCE

4.105: Introduction

It is important that employees are present at the start of their day to promptly begin work. Other staff and congregation members rely on workers being at their assigned tasks at scheduled times so that the work of ministry can be carried out smoothly.

4.110: Absences

Employees should contact their supervisor as soon as it is determined that they will be unable to report to work as scheduled. In the case of an absence due to illness, calling the supervisor at home the night before or prior to the scheduled start of the workday allows adequate time to arrange a replacement.

4.115: Tardiness

Tardiness or absence is considered "excused" only when the employee calls ahead of time and the tardiness or absence is for a compelling reason. If contact or a call cannot be made ahead of time due to physical limitations, earliest contact is required. The church shall determine what constitutes a compelling reason for an absence or tardiness. Tardiness or absence for a non-compelling reason, and failing to call the supervisor according to church policy, will be considered "unexcused".

A consistent pattern of absence or tardiness, whether excused or unexcused, may lead to disciplinary action, up to and including termination.

An employee who fails to call in or report to work for 3 consecutive days, may be considered to have abandoned their job and may be terminated.

4.200: TERMINATION

The employment relationship between the congregation and its employees (excluding called and contracted workers) is of an at-will nature. This means that the employee is hired for an indefinite period of time. Thus, the employee is free to leave at any time he or she believes it is in his/her best interest. Similarly, the church may terminate the employment relationship whenever it deems appropriate.

4.205: Resignation

When an employee voluntarily resigns, a two-week notice of an employee's intent to leave employment is generally desired, but not required. Written notice should include the reason for leaving, the last day of work, an address where the employee can be reached in the future, and be signed and dated by the employee.

4.210: Involuntary Termination

An employee may be involuntarily terminated when the church determines that continued employment will not be to the benefit of the employee or church. Since the employment relationship of employees (excluding rostered and contracted workers) and the congregation is of an at-will nature, an employee can be dismissed without notice.

4.215: Layoff

When conditions dictate that the church must reduce staff through a layoff, the church at its sole discretion will determine which employees shall be laid off. Layoffs will be communicated to affected employee(s) at the earliest reasonable time to allow for productive transition.

4.220: Exit Interview

An exit interview with the employee conducted by a member of the appropriate church board or committee may be held shortly after resignation or termination. This opportunity will be used to clarify, as necessary, the circumstances for leaving, review any accrued benefits to be paid, checkout procedures, and final pay details.

4.300: TIME RECORDS: SIGNING IN AND OUT (when required)

- + *SIGN IN* when reporting to work at the beginning of the day;
- + *SIGN OUT* when leaving for a scheduled meal period;
- + *SIGN IN* when returning to work after a scheduled meal period;
- + *SIGN OUT* when leaving work at the end of the day.

An employee should not sign in until they are ready to begin work. Employees should not mark or sign the time record of another employee or knowingly allow someone else to mark or sign their time record.

Employees may not sign in or begin work early or sign out or work late unless the immediate supervisor has approved this extra time for purposes of pay. (See section on **Overtime Pay.**)

Any change or correction made in or on a time record should be initialed by both the employee and their supervisor.

Violations of this policy may result in disciplinary action, up to and including possible termination.

4.400: BREAKS AND MEAL PERIODS

Nonexempt employees who work at least 5 hours a day will receive an unpaid meal period of 1 hour. However, nonexempt employees who do not work more than 6 hours a day may voluntarily waive their right to a meal period.

Meal periods will be scheduled in consultation with the supervisor so that the normal operation of the organization is disrupted as little as possible.

Nonexempt employees who work at least 3 ½ hours daily are authorized a paid break of at least 10 minutes. The break should normally be taken as close to the middle of the work period as possible.

4.500: PERSONNEL RECORDS

4.505: Introduction

The congregation needs to have complete and accurate information on each of its workers. This includes all nonexempt, exempt, rostered, contracted, full-time and part-time employees. Personnel may review their records upon request. The contents of personnel records are confidential and access to them is limited to those directly involved in the supervision and/or retention of the individual employee.

It is important that the church always have current information about its employees. Employees should immediately notify the congregation of changes in name, address, phone number, or marital status, etc. If for some reason there is a need to change a name and/or Social Security number, original documentation authorizing the change should be reviewed.

4.600: PROMOTION AND TRANSFER

The church's intent is to give qualified employees preference over others when filling job openings within the church. Openings should be announced to existing staff and sufficient time allowed for existing staff to respond prior to advertising the opening to the church-at-large or the general public. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the church are not always possible.

An employee's past performance, experience, qualifications, and potential are factors that will be considered in making promotion and transfer decisions. The individual's personnel records shall be the official source of information.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 5.000

COMPENSATION

	<u>Paragraph</u>
PAYDAY	100
Advances.....	105
Termination Checks	110
WAGE AND SALARY REVIEWS	200
PAYROLL DEDUCTIONS	300
Garnishment.....	315
Other Payroll Deductions.....	320
OVERTIME	400
Overtime Compensation	405

5.100: PAYDAY

ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS has adopted the following pay schedule:

Employees are responsible for completing their time cards and having their supervisors sign them. The supervisor will forward the time card so that it will be included in the payroll.

Payroll will normally be issued through automatic deposit. If automatic deposit is not being utilized checks may be distributed during the workday or mailed to the employee's home.

5.105: Advances

Salary advances ARE NOT permitted.

5.110: Termination Checks

Termination checks shall be released upon return of all building keys and other congregational property which may have been entrusted to the care of the employee.

5.200: WAGE AND SALARY REVIEWS

The wage and salary structure for employees of the congregation are reviewed and proposed by the appropriate board or committee and approved by the Executive Board.

Individual wage and salary reviews may occur at least once each year for every employee. Salary increases may or may not result from such salary reviews. Employee salary reviews may be held in conjunction with performance reviews.

5.300: PAYROLL DEDUCTIONS

(Reference Chapter 3 of Congregational Treasurer's Manual)

Employees who are not Ministers of the Gospel for tax purposes must have various deductions taken from their pay. These deductions include federal and state income taxes and Social Security and Medicare taxes. The Internal Revenue Service and each state Department of Revenue publish withholding tables annually based on personal earnings and the number of exemptions claimed by each worker to satisfy income tax withholding requirements. The worker, by use of the W-4 Form, states the number of exemptions claimed and any additional dollars wished withheld beyond the amount indicated in the tax withholding tables. The amounts withheld for Social Security and Medicare taxes are at a fixed percentage of earnings.

5.315: Garnishment

Garnishments are court ordered repayments of financial obligations by an individual. When so ordered, your employer must deduct the amount from your pay and remit it to the designated entity.

5.320: Other Payroll Deductions

Other payroll deductions are strictly voluntary and must be requested in writing by the employee. By offering these deductions, the congregation provides their workers with the opportunity to save dollars for their future and possibly to experience current tax savings not permitted through non-payroll deducted savings plans.

Voluntary deductions may include: All-Cause Accident Insurance through the Worker Benefit Plans; Church Extension Fund Payroll Savings, Tax-Sheltered Annuities (TSA), and Flexible Spending Arrangements.

5.400: OVERTIME

5.405: Overtime Compensation

Overtime compensation will be paid to non-exempt employees for all hours worked in excess of 40 hours in a seven-day workweek. The overtime rate of pay is one and one-half times the regular hourly rate of pay. Overtime is to be worked only when specifically requested by the supervisor.

Exempt employees are not eligible for overtime pay.

Overtime pay will not be routinely authorized.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 6.000

DISCIPLINE AND GRIEVANCE

	<u>Paragraph</u>
DISCIPLINE AND TERMINATION PROCEDURES	100
Progressive Disciplinary Systems	105
Exceptions	110
Non-Renewal of Contract	115
GRIEVANCE PROCEDURE	200

6.100: DISCIPLINE AND TERMINATION PROCEDURES

Employment is with the mutual consent of you and the church. Consequently, both you and the church have the right to terminate the employment relationship at any time, with or without cause or advance notice. (See Employment At Will, paragraph 2.105)

6.105: Disciplinary Action

If you fail to follow the church's policies regarding job performance and conduct, you are subject to disciplinary action, including termination of employment. For other than major infractions, which can result in immediate termination, you will normally first be verbally counseled about the problem with the intent of clearing up any misunderstanding and establishing behavior expected in the future. Disciplinary action will be documented noting the type of disciplinary action taken, the date, and the subject matter addressed. Violation of policies can result in ineligibility for merit increases, probation, suspension, or termination of employment.

6.110: Exceptions

It is important to note that the severity of the offense may warrant not following a sequence of reminder-warning-reprimand-penalty, and that the disciplinary action taken may begin at any level. A reprimand, for example, could be given for a serious first offense, and your immediate dismissal could result without prior warning or suspension in the case of significant acts of misconduct or serious dereliction of duty as determined by the church in its sole discretion.

6.115: Non-Renewal of Contract

If you are a contract employee, ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS may choose not to renew your contract for any reason in its sole discretion including changes in fiscal or personnel circumstances.

6.200: GRIEVANCE PROCEDURE

The Church recognizes that occasionally employees may become dissatisfied with its practices, policies, or other work situations. The Church encourages a quick and reasonable resolution of any such situations, difficulties, or complaints. The following steps are suggested guidelines for the employee to ensure that the situations, difficulty, or complaint is most effectively and efficiently handled.

1. Where possible the employee is to first orally bring the matter to the supervisor's attention. (A full discussion and understanding of the matter by both the employee and supervisor is essential at this step.) The matter should be put in writing by the supervisor at this time.

2. If the grievance is not resolved between the employee and the immediate supervisor or if an employee wishes to bypass a discussion with the immediate supervisor, the employee should then discuss the matter with the appropriate BOARD chairperson.
3. If the grievance is still not resolved, the employee will put the grievance in written form and send it to the president of the church who will convene a meeting with the employee and appropriate BOARD chairperson to discuss the grievance.
4. The next steps will be to review the complaint with the Parish Planning Council, and finally the Voters' Assembly.

In all instances, employees are eligible to take full advantage of their rights in accordance with the Synod's Bylaws, including the Synodical Dispute Resolution.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 7.000-8.000

WORKING TOGETHER

	<u>Paragraph</u>
INTRODUCTION	100
MORALS POLICY	200
HARASSMENT	300
Sexual Harassment	305
ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES	400
WORKPLACE SAFETY	500
PROHIBITION OF VIOLENCE	600
OUTSIDE ACTIVITIES	700
CONFLICT OF INTEREST	800
ELECTRONIC COMMUNICATION	8.000
PERSONAL APPEARANCE	100
LOST AND FOUND	200
SMOKING	300
ACCESS TO CHURCH PROPERTY	400
BUSINESS EXPENSE REPORT	500
USE OF CHURCH TELEPHONES	600
EMPLOYEE PARKING	700
CHURCH BULLETIN BOARDS	800
REFERENCES	900

7.100: INTRODUCTION

At ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS it is important that all employees work together as a team so that the rights and interests of both the congregation and employees are assured. Common sense, good judgment and acceptable personal behavior on the part of all employees will make ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS a desirable place to work.

7.200: MORALS POLICY

The command of Christ is that His mission for the Church should be carried out according to His will, and that in doing so, we maintain decency and order in our personal and professional lives. No practice or behavior inconsistent with or in conflict with individual moral and ethical conduct required by Scripture shall be tolerated from employees. Any failure to maintain these ethical and moral standards may be grounds for counseling and/or immediate dismissal from employment.

Persons who hold positions of responsibility or positions that put them and ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS in the public eye are often regarded as role models and exemplars of Christian leadership. These persons may be held to a stricter standard of behavior and practice than other employees in both their work and their personal lives. Counseling may be required, and these employees may face dismissal for behavior and practices deemed by ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS to be inappropriate to fulfilling their function as role model and leader in carrying out Christ's mission on earth.

7.300: HARASSMENT

The church will not tolerate any form of harassment including sexual harassment or hazing. A supervisor who harasses or solicits favors (including sexual favors) from an unwilling subordinate in return for promotions, increased wages, continuance of the job, or any similar purpose will be disciplined, which may include termination of employment.

Likewise, unwelcome sexual propositions between employees may also constitute sexual harassment and will not be tolerated.

If an employee feels he or she is being harassed and cannot for whatever reason discuss the problem with the appropriate supervisor or manager, a discussion should take place between the employee and the President of the congregation.

A report of sexual or other harassment will be treated seriously, and a thorough investigation will be conducted. An employee who files a complaint will be treated fairly and courteously at all times, and will not be retaliated against for making such report. Confidentiality will be honored for all parties involved to the degree possible.

7.305: Sexual Harassment

It is the policy of ST. JOHN'S LUTHERAN CHURCH – EAST MOLINE, ILLINOIS to provide an environment free of discrimination. It is important for you to understand that jokes, stories, cartoons, nicknames and comments about appearance may be offensive to others. It is our policy to strictly prohibit any conduct that may constitute sexual harassment and to discipline any employee guilty of such conduct.

Sexual harassment is often difficult to define. However, as a guide, the following behavior may constitute sexual harassment. Unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of the conduct is used as the 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.

Any employee who believes that he or she has been subject to sexual harassment or is aware of any sexual harassment shall immediately report the conduct in confidence to the pastor or the chairman of the Board of Elders without fear of retaliation. An investigation of the incident will be conducted looking at the totality of the circumstances. The employee(s) involved will be informed regarding the findings of the investigation and any disciplinary action to be taken. It is the responsibility of each member of the work team to create an atmosphere free of sexual harassment. In addition, it is the responsibility of each employee to respect the rights of other employees. This policy encourages any witness of an incident of sexual harassment to report such incident immediately. All reasonable efforts will be made to protect the confidentiality of the individual reporting the incident.

7.400: ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

The use, sale, transfer, possession, or being "*under the influence*" of alcohol, illegal drugs, or illegal controlled substances when on duty, on church property, or in church vehicles is prohibited (Exceptions include the sacrament of Holy Communion and/or use at church/district sponsored events.) In addition, off duty conduct that may adversely affect the reputation or interests of the church is prohibited. "*Under the influence*" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety or well being of the affected employee, other co-workers, the public, or church property.

Violation of this policy may result in disciplinary action, up to and including possible termination.

7.500: WORKPLACE SAFETY

ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS is committed to providing a safe environment for employees and visitors. In order to provide a safe work place, access to our work area may be limited to those with a legitimate business interest.

7.600: PROHIBITION OF VIOLENCE

It is the policy of ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS that there will be zero tolerance for violence. This includes joking and talking of violence. If violence in the workplace is displayed or threatened, the person responsible for such conduct will be subject to immediate disciplinary action. In addition to the appropriate disciplinary action, the employee and/or other parties involved may be subject to criminal proceedings as appropriate.

For the purpose of this policy, violence includes physically harming another, shoving, pushing, intimidation or coercion; however, ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS reserves the right to review incidents and expand on what may be considered violence. No weapons are allowed on the premises and no threats or talk of violence will be tolerated.

All employees are to assist in preventing violence in the workplace. You can help by reporting incidents that could indicate a coworker is in trouble. All reports will be investigated.

7.700: OUTSIDE ACTIVITIES

Employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with, the church.

7.800: CONFLICT OF INTEREST

ST. JOHN'S LUTHERAN CHURCH – EAST MOLINE, ILLINIOS is fully committed to conducting its responsibilities in a manner reflecting the highest degree of integrity and honesty. The success of ST. JOHN'S LUTHERAN CHURCH in conducting its affairs is the sum efforts of each individual—board, commission and committee member, officer and exempt employee—in executing his or her responsibilities with good judgment and in an ethical manner.

- Staff persons who receive honoraria or payments for sales or services rendered to ST. JOHN'S LUTHERAN CHURCH – EAST MOLINE, ILLINIOS, DISTRICT OR OTHER ENTITIES OR AGENCIES OF THE SYNOD shall disclose such information. (Reference—Honorariums/Royalties).
- Activities shall not be entered into which may be knowingly detrimental to the interests of ST. JOHN'S LUTHERAN CHURCH – EAST MOLINE, ILLINIOS.
- Information acquired in the course of carrying out church/district business shall not knowingly be used in any way that would be detrimental to the welfare of the Synod and its entities or agencies.

- No staff member or officer of the congregation/district shall vote on any transaction in which the individual shall receive a direct or indirect financial gain.
- Gifts, entertainment or favors in excess of \$100 per person per year from any individual or outside concern that does or seeks to do business with the church/district shall not be accepted.
- Any inappropriate activity shall cease or the position will be vacated.
- Each individual shall sign a statement, modified to the needs of the church/district, prior to accepting a position and thereafter, annually, in which the individual agrees to abide by this policy.
- Responsibilities shall be conducted in a manner reflecting the highest degree of integrity and honesty consistent with the Scriptures, the Lutheran Confessions, the Synodical Handbook, church/district policies and civil laws. (For those employees not familiar with the Lutheran Confessions, Scripture should be used to interpret the expected conduct).

8.000: ELECTRONIC COMMUNICATION POLICY (OPTIONAL)

1. Ownership of Messages

The electronic communications systems, which include, but are not limited to, the telephone, electronic mail, voice mail, facsimiles, computers, the Internet and the World Wide Web, and all information stored on them are the property of your congregation/district and are provided at your congregation/district's expense. All information and messages that are created, sent, received, accessed, or stored on these systems constitute company records.

2. Business Use

The electronic communications systems are to be used primarily to conduct company business. REASONABLE PERSONAL USE OF SUCH SYSTEMS IS PERMITTED, BUT MUST NOT INTERFERE WITH AN EMPLOYEE'S PRODUCTIVITY. PERSONAL USE SHOULD BE LIMITED TO BREAKS, LUNCH AND OTHER NON-WORKING HOURS. Employees may not use the electronic communications systems for political causes; football pools or other sorts of gambling; illegal activities; seeking/inquiring about job opportunities outside of the organizations; list serves for non-work purposes; solicitations or advertisements for unrelated work purposes; or creating, possessing, uploading, downloading, accessing, transmitting, or distributing materials of a sexual nature. Employees may not use the congregation/district's electronic communications systems to post non-work related information, opinions, or comments to Internet discussion groups and other such forums. Employees are prohibited from passing off their views as representing those of his/her congregation/district.

3. No Presumption of Privacy

Although employees are expected to use passwords to access some of the electronic communications systems, such communications are not private and security cannot be

guaranteed. In surfing the Internet and World Wide Web, employees should remember that all connections and sites visited may be monitored and recorded. Employees should assume that any communications – whether business-related or personal – that they create, send, receive, or store on their company’s electronic communications systems may be read or heard by someone other than the intended recipient. In particular, highly confidential or sensitive information should not be sent through e-mail, the Internet, or the World Wide Web. Your congregation/district reserves the right to keep an employee’s e-mail address active for a reasonable period of time following an employee’s departure to ensure that important business communications reach them; your congregation/district will review such communications.

4. Congregation/district’s Right to Monitor Messages

Your congregation/district reserves the right to monitor, access, retrieve, read, and disclose to law enforcement officials or other third parties all messages created, sent, received, or stored on the electronic communications systems without prior notice to the originators and recipients of such messages. Authorized personnel may monitor the electronic communications of employees to determine whether there have been any violations of law, breaches of confidentiality or security, communications harmful to the business interests of your congregation/district, or any violations of this policy and any other company policy.

5. Message Restrictions

Electronic communications may not contain content that a reasonable person would consider to be defamatory, offensive, harassing, disruptive, or derogatory, including but not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, gender, national origin, political beliefs, or disability.

6. Prohibited Activities

Employees may not upload, download, or otherwise transmit copyrighted, trademarked, or patented material, trade secrets; or other confidential, private, or proprietary information or materials in violation of any legal constraints. Employees may not upload, download or otherwise transmit any illegal information or materials. Employees may not use their congregation/district’s electronic communications systems to gain unauthorized access to remote computers or other systems or to damage, alter, or disrupt such computers or systems in any way, nor may employees – without authorization – use someone else’s code or password or disclose someone else’s code or password, including their own. Employees may not enable unauthorized third parties to have access to or use the electronic communications systems, nor may employees otherwise jeopardize the security of their congregation/district’s electronic communications systems.

7. Message Creation

Employees must use the utmost care in creating electronic communications. Even when a message has been deleted, it may still exist on a back-up system, be recreated, be printed out, or may have been forwarded to someone else without its creator's knowledge. As with paper records proper care should be taken in creating electronic records, which may someday have to be produced in connection with legal and/or business needs.

8. Record Retention

As with paper documents created and received by an employee, it is each employee's responsibility to ensure that those electronic messages that should be retained are in fact saved. Those messages that need not be retained should be deleted.

9. Viruses and Tampering

Any files downloaded from the Internet and any computer disks received from non-congregation/district sources must be scanned with virus detection software before installation and execution. The intentional introduction of viruses, attempts to breach system security, or other malicious tampering with any of your employer's electronic systems are expressly prohibited. Employees must immediately report any tampering, or other system breaches to their supervisor.

10. Selling and Purchasing

The standard purchase and sales policies apply to all purchase and sales related activities conducted via the electronic communications systems.

11. Violations

Violations of this policy, including breaches of confidentiality or security, may result in suspension of some or all electronic communication privileges, disciplinary action, and even termination. ST. JOHN'S LUTHERAN CHURCH – EAST MOLINE, ILLINOIS reserves the right to hold the employee personally liable for any violations of this policy.

12. All employees using personal electronic devices on church property are expected to abide by the above electronic communication policy.

8.100: PERSONAL APPEARANCE

Your 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.

8.200: LOST AND FOUND

Employees should not bring large sums of money, jewelry, or other valuables to work. The

church will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

If you happen to find personal belongings that have been lost by another person, please turn them in to your supervisor.

8.300: SMOKING

Smoking is prohibited in the building and the areas immediately around all entrances. This policy is established to provide a smoke-free environment for us and for all of our visitors to the building.

8.400: ACCESS TO CHURCH PROPERTY

It is important that the church have access at all times to church property, as well as other records, documents, and files. As a result, certain management employees and officers of the church reserve the right, but always respecting that information deemed to be of confidential nature (i.e., Pastor's confidential files, personnel files), to access employee offices, work stations, filing cabinets, desks, and any other church property at its discretion, with or without advance notice or consent.

8.500: BUSINESS EXPENSE REPORTING

(Reference Congregational Treasurer's Manual Chapter 6, Business Expenses)

Employees will be reimbursed in accordance with ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS reimbursement policies for all approved business-related expenses. Employees are requested to submit these reports in a timely manner to ensure proper accounting and prompt reimbursement.

8.600: USE OF CHURCH TELEPHONES

From time to time it may be necessary for employees to make and receive personal calls on church phones. However, these calls should be limited to no more than 5 minutes in length, and should be made, whenever possible, during scheduled break and meal periods. Employees are expected to use good judgment and common sense when it comes to personal phone calls. All costs for long distance calls must be reimbursed by you to the church after receipt of bills.

Employees who violate this policy may be subject to disciplinary action.

8.700: EMPLOYEE PARKING

Employees park at their own risk and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Also, the church will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

8.800: CHURCH BULLETIN BOARDS

Posted information on employee bulletin boards is for the benefit of all employees. The church reserves the right to monitor and limit posted information on the bulletin boards and the Lead Secretary is responsible for this monitoring. You will find posters that explain state and federal law, as well as updated information about church policy and procedures. You are responsible for checking church bulletin boards on a regular basis and for reading all posted materials.

8.900: REFERENCES

It is against the policy of ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS to provide letters of recommendation for any employee. A neutral reference providing date of employment and position title may be provided to a potential employer.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 9.000

EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

9.000: EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

I have received a copy of the employee handbook and have read or had it read to me carefully. I further understand all matters set forth in the employee handbook and agree to abide by and adhere to ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS policies during my employment with ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS, as they may be modified from time to time. I further understand and agree that any provision of the employee handbook may be amended, revised, or eliminated at any time by the Church and School.

I understand that my employment with ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS is *not* for a specified length of time. Rather, I understand and agree that my employment is terminable at will so that both ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS and I remain free to choose to end our work relationship at any time, with or without cause. Likewise, I understand and acknowledge that nothing in ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS employee handbook in any way creates an express or implied contract of employment between ST. JOHN'S LUTHERAN CHURCH - EAST MOLINE, ILLINOIS on the one part, and me, on the other part.

I understand that it is my responsibility to maintain and keep my handbook updated as new policies are created and distributed and/or policies are deleted or changed.

I hereby acknowledge receipt of the Employee Handbook.

Employee's Name (Please Print) _____

Employee's Signature _____

Date _____

INDEX

Absences	4.100, 4.110
Alcohol	7.400
Benefits	3.000
Bereavement Pay	3.500
Break Periods	4.400
Bulletin Boards	8.200
Business Expense	8.500
Church Property Access	8.400
Compensation	5.000
Conflict of Interest	7.800
Controlled Substances	7.400
Discharge	4.220
Discipline and Termination Procedures	6.100, 6.105, 6.110, 6.115
Drugs	7.300
Educational Assistance	3.905
Electronic Communication/Email Use	8.000
Employee Statement of Acknowledgement	9.000
Employee Classifications	2.600, 2.605
Employment At Will	2.105
Equal Employment Opportunity	2.200
Exempt Employee	2.605
Exit Interview	4.240
Family Care and Medical Leave	3.600, 3.650
Full Time Employee	2.600
Grievance Procedure	6.200
Group Insurance Plans	3.700
Harassment	7.300
Holidays	3.300
Immigration Reform and Control Act of 1986	2.300
Involuntary Termination	4.210
Job Descriptions	2.700
Job Performance	2.800
Jury Duty	3.620
Layoff	4.215
Leave of Absence	3.600, 3.640
Lost and Found	8.200
Meal Periods	4.400
Medical Leave	3.600, 3.650
Military Leave	3.630
Minors	2.400
Misconduct	4.220
Mission Statement	1.300
Morals Policy	7.200

Outside Activities	7.700
Overtime	2.605, 4.300, 5.400, 5.405
New Hire Act	2.350
Parking	8.700
Part Time Employee	2.600, 4.300, 4.500
Pay Advances	5.105
Payday	5.100
Payroll Deductions	5.300, 5.315, 5.320
Performance Evaluations	2.800, 2.805
Performance Standards	2.800
Personal Appearance	8.100
Personal Leave	3.610
Personnel Memo	6.105
Personnel Records	4.500, 4.505
Professional Memberships	3.905
Promotion	4.600
References	8.900
Relatives	2.500
Resignation	4.205
Safety	7.500
Salary Reviews	5.200
Sexual Harassment	7.305
Sick Leave	3.400
Signing In and Out	4.300
Smoking	8,300
Statement of Faith	1400
Study Leave	3,625
Tardiness	4.100, 4.115
Telephones	8.600
Termination	4.200, 4.205, 4.210, 4.215, 4.220, 4.240, 5.110, 6.100
Time Records	4.300
Transfer	4.600
Unemployment Compensation	3.900
Vacation	3.200
Violence	7.600
Voluntary Termination	4.205
Wage Reviews	5.200
Workers Compensation Insurance	3.800
Workers Compensation Leave	3.635

CONGREGATIONAL PERSONNEL MANUAL

APPENDIX

	<u>Paragraph</u>
JOB DESCRIPTIONS	100
Director of Youth	101
Lead Secretary	102
Records Secretary.....	103
Preschool Secretary	104
Music Department.....	105
Director of Music	105.1
Choir Director	105.2
Organist.....	105.3
Youth Music Director.....	105.4
Custodian	106
CEL Employees	107
PERFORMANCE EVALUATIONS	200
FORMS	300
Request For Reimbursement.....	301
Request For Leave	302
Injury and Illness Report	303

100: JOB DESCRIPTIONS

101: JOB DESCRIPTION – DIRECTOR OF YOUTH

JOB TITLE: Director of Youth
REPORTS TO: Senior Pastor
BUDGET CONTROL: Youth Board
SUPERVISES: Volunteer Youth Counselors
DIRECTED BY: Senior Pastor & Board of Youth

Overall Goal: Develop areas of Youth Ministry to establish strong active youth programs and the integration of youth into St. John=s ministry to the family.

Key Duties:

1. Provide Continuity to Youth and Young Adult programs.
 - \$ Develop Youth and family ministry programs that will excite their participation in Spiritual Development, Ministry, Service and Fellowship.
 - \$ Establish Action Plan to define focus for youth ministry through needs analysis, program plans, recruitment, and training.
 - \$ Implement the plan:
 - Recruit and develop leaders to assure program implementation.
 - Develop communication tools to support the programs.
 - Assure calendar of activities is established.
 - \$ Leverage new confirmation program and family focus to integrate family development into the youth program.
 - \$ Assure Continuity of High School Bible Class.
2. Focus of Youth Ministry Program:
 - \$ Direct support to High School aged programs.
 - \$ Support the CYF Program.
 1. Assure CYF students stay actively involved building on the confirmation experience.
 2. Review and support for parents in fulfilling their responsibilities and opportunities offered by CYF and young youth programs involving fellowship, servant events, and other opportunities.
 - \$ Develop groundwork for post High-School youth program.
3. Administrative Duties:
 - \$ Sunday School Superintendent Support
 1. Material Review for classes
 2. Teacher Recruitment (if asked)
 3. Help with fellowship activities for Pre CYF.
 - \$ In-reach to youth in maintaining an active Christian life.

POSITION:

Position is half-time, up to 18 hours/week.

Intent is the position will close as the congregation grows, and the duties absorbed into a full time Director of Family Ministry.

Qualifications:

1. Understanding of Lutheran Doctrine
2. Capability and commitment to work and relate to youth
3. Capability to plan develop and implement programs
4. Good communications skills
5. Regularly involved in worship and Sunday Schools at St. John=s

Possible Programs:

1. Events incorporating music
2. Youth activities in direct support of worship services
3. Athletic events
4. Theatrical activities
5. Servant events

102: JOB DESCRIPTION – LEAD SECRETARY

Revised 9/6/01

**ST. JOHN'S LUTHERAN CHURCH
JOB DESCRIPTION**

JOB TITLE:	Lead Secretary
REPORTS TO:	Senior Pastor
BUDGET CONTROL:	Executive Board
SUPERVISES:	Secretarial Staff and Volunteers
DIRECTED BY:	Pastoral Staff

JOB FUNCTION: The Lead Secretary has responsibility for the total work of the Church Office. While specific duties may be delegated to other secretarial staff and volunteers, the Lead Secretary maintains final responsibility to insure that the various tasks are completed in a timely and acceptable manner.

PRIMARY DUTIES

- 1) Attend weekly staff meetings.
- 2) Prepare all materials used in the general work of the congregation when requested by the Pastoral Staff, Boards and agencies of the congregation.
- 3) Train, supervise and delegate work to the Office Staff (employed and volunteer).
- 4) Schedule the hours of the secretarial staff to insure adequate coverage during office hours.
- 5) See that all official acts (membership reports, baptisms, marriages, transfers in, transfers out, deaths) are directed to the Membership Records Secretary.
- 6) Collect from pastoral staff items to be added to agendas prepared each month for all boards. An updated Master Calendar is prepared for each board, and the Board of Elders receives the latest Membership Report and current hospital sheet reflecting visits made by Pastors and Elders.

- 7) Maintain the church calendars, (Master, Calendar Creator Plus, and Pastor=s) This includes the authority to schedule appointments for Pastoral Staff.
- 8) Schedule all usage of church facilities, with the approval of the Board of Trustees.
- 9) Schedule all office volunteers for printing bulletins, bulletin assembly and other tasks. Letters are sent every three months.
- 10) Responsible for recruiting and replacing volunteers as needed.
- 11) Maintains adequate office supplies and is responsible for preparing purchase requests initiated by the Staff, Boards, Committees and agencies of the congregation.
- 12) Responsible for overseeing the volunteers who help maintain St. John's Food Pantry. This includes keeping records of all who receive aid from the Pantry, accepting or denying applications for help. **(Note: Ramona now handles these calls and I assist her as needed - 6/05)**
- 13) Responsible for the production and preparation of bulletins, worship service aids, prayer card, inserts, etc. This includes gathering information.
- 14) Responsible for maintaining minutes of meetings, as well as composing summary of each board meeting and Voters= minutes.
- 15) Responsible for establishing and maintaining all office procedures.
- 16) Maintain church filing system
- 17) Arrange volunteer appreciation events for office.
- 18) Train volunteers and any new personnel in use of office equipment
- 19) Gather information on members who have moved outside of our area and once a year send letters to each of them. This includes locating the nearest church and sending a referral to the member and to the church in their area.
- 20) Send out letters for elders each year to members in their zones.
- 21) Responsible for church mailings - sorting, zoning, labels and delivering to post office.
- 22) In the absence of the Preschool Secretary, receive tuition payments and provide receipts.
- 23) Coordinate and arrange volunteer appreciation event(s).
- 24) Open mail and screen to appropriate areas.
- 25) Attend the first confirmation meeting each Fall to receive registration fees as needed.
- 26) Prepare forms for weddings, and assist Pastor in seeing that wedding coordinator, custodian, organist and Altar Guild are notified. See that wedding dates are listed on appropriate calendars in church office. Prepare marriage license for state and the one for couple.
- 27) Notify Altar Guild and Ladies Aid in the event of a death. See that front doors to church are unlocked and that air conditioning/heat are turned on day of funeral.
- 28) Assist in dispersing and recording Petty Cash as needed.
- 29) Be receptive and prepared to do some cross-job training with the records secretary in order to maintain a

knowledgeable understanding of the other=s job responsibilities.

- 30) Check the E-mail on Internet each day, send faxes as needed.
- 31) Maintain confidentiality at all times.

There are many more responsibilities and functions that cannot be listed, simply because of the many varied happenings in a day. In one hour you may need to be a listener, in another you may need to talk to someone who needs to hear that they are loved and the church cares. A servant is expected to respond to all needs as they arise. It is a job description that can never be completed.

103: JOB DESCRIPTION – RECORDS SECRETARY

Revised 9/6/01

ST. JOHN'S LUTHERAN CHURCH JOB DESCRIPTION

JOB TITLE: Receptionist/Membership Records Secretary
REPORT TO: Senior Pastor and Lead Secretary
BUDGET CONTROL: Executive Board
SUPERVISES: Assists in Supervision of Volunteers
DIRECTED BY: Pastoral Staff and Lead Secretary

JOB FUNCTION: Greet visitors, answer phone, provide general secretarial assistance and specifically be responsible for all non-financial computer records.

PRIMARY DUTIES:

- 1) Greet visitors, and answer phones, communicating information to appropriate staff.
- 2) Provide general secretarial assistance, as directed by Lead Secretary.
- 3) Records the computer membership (Shepherd Staff). This includes recording statistical information relating to worship and communion attendance, Sunday School attendance, weekly Bible Class attendance, and preparation of the yearly Synodical Report. Also makes back up copies of all computer information of disks.
- 4) Print computer generated reports and lists for staff and boards. This includes compiling weekly and monthly reports on attendance for Elders.
- 5) Generate labels used for mailings (Informer, congregational, boards, etc.)
- 6) Record Time and Talent information in computer and generate and distribute information to appropriate boards.
- 7) Record official acts and membership changes in Official Record Book.
- 8) Disperse and record Petty Cash as needed. Responsible for balancing Petty Cash Fund.
- 9) Working with Financial Secretary send acknowledgments to those who give memorials to St. John=s, and maintain the Memorial Registries. Compile list of contributors for Endowment/Memorial Committee as needed.
- 10) Type, copy, and assemble various informational booklets as needed. (Ladies Aid,

Marriage, Baptismal, etc.)

- 11) Contact Altar Guild (who provide the napkins), Evangelism Board (who provide banners), Head Usher, Elder, and Cradle Roll of upcoming baptisms. Be sure Lead Secretary has a copy of the upcoming baptism.
- 12) Order and prepare confirmation, baptismal and new member certificates.
- 13) Order and confirm confirmation robes. May include flowers, pictures and other confirmation needs.
- 14) Assist Lead Secretary regarding requests for Food Pantry assistance.
- 15) Assist in arranging volunteer appreciation events.
- 16) Assist Lead Secretary in maintaining adequate office supplies and preparing purchase orders initiated by the Staff, Boards, Committees and agencies of the congregation.
- 17) Assist when needed during registration night for Confirmation sign up.
- 18) Prepare a year end report of all membership changes to be verified with Lead Secretary or purpose of the Statistical Report.
- 19) Generate, copy, and assemble a new phone directory once or twice a year for the congregation, and when changes warrant for the office staff.
- 20) Schedule shut-in visits for communion as needed.
- 21) Schedule acolytes on a two or three month basis. Mail out schedule to each family.
- 22) Prepare letters for guests attending worship.
- 23) Be receptive and prepared to do some cross-job training with the Lead Secretary in order to maintain a knowledgeable understanding of the other=s job responsibilities.
- 24) Learn and assist with bulk mailings.
- 25) Lend assistance to volunteers in using office equipment.
- 26) Write procedures pertaining to job description.
- 27) When necessary answer phones, field questions, take registrations and payments, deliver messages for the Center for Early Learning.
- 29) Attend weekly staff meetings.
- 30) Maintain confidentiality at all times.
- 31) In absence of Lead Secretary, cover additional hours and duties.
- 32) Assist Lead Secretary as needed in picking up and distributing mail.

There are many more responsibilities and functions that cannot be listed, simply because of the many varied happenings in a day. In one hour you may need to be a listener, in another you may need to talk to someone who

needs to hear that they are loved and the church cares. A servant is expected to respond to all needs as they arise. It is a job description that can never be completed.

104: JOB DESCRIPTION – PRE-SCHOOL SECRETARY

ST. JOHN'S LUTHERAN CHURCH JOB DESCRIPTION

JOB TITLE: Pre-School Secretary
REPORTS TO: Pre-School Administrator and Senior Pastor
BUDGET CONTROL: Pre-School Budget under Board of Education
DIRECTED BY: Pre-School Staff

JOB FUNCTION: Provide general secretarial assistance to the pre-School staff and maintain all pre-school financial records (tuition payments and pre-school expenses).

PRIMARY DUTIES

- 1) Responsible for production of all administrative materials (letters, notes, bulletins, programs, preschool book, inventory, budgets, etc.).
- 2) Type contracts for teachers, aides, administrator.
- 3) Receive tuition and registration fees, give receipts and forward all funds to congregational Financial Secretary.
- 4) Maintain a petty cash fund for preschool and a record of expenditures.
- 5) Prepare purchase orders
- 6) Maintain student records (tuition payments, registration forms, attendance, physicals, etc.).
- 7) Keep track of Fall registrations and waiting list (starting in March).
- 8) Call interested parents on waiting list when an opening occurs and/or when a new class is opened.

105: JOB DESCRIPTION – MUSIC DEPARTMENT

105.1: JOB DESCRIPTION – DIRECTOR OF MUSIC

Revised June 2001

ST. JOHN'S LUTHERAN CHURCH

JOB DESCRIPTION-DIRECTOR OF MUSIC

REPORTS TO: Pastor and Board of Elders
SUPERVISES: Other Organists and Choir Directors
JOB FUNCTION: Together with the Pastors, plan and coordinate all music activities within the Church, serving at all regular worship services as well as special programs as Head Organist and Senior Choir Director

PRIMARY DUTIES:

1. Recruit and schedule musicians as needed including choirs, organists, instrumentalists and vocalists.
2. Evaluate all musical programs in the Church including regular Sunday worship, seasonal and special. Recommend improvements where needed. Implement suggested recommendations.
3. Be responsible for reporting to the trustees the need for repair, maintenance and general upkeep of all musical instruments belonging to the Church.
4. After consultation with Church musicians, help Worship Committee prepare a music budget for the Board of Elders by September 1.
5. In consultation with the Pastor, insure that music purchased is appropriate for our Lutheran Theology and for the seasons of the Church year. Administer those budgetary items relating to Church music in a fair and equitable manner.
6. Coordinate and schedule all musical programs of the church, including development of "special" musical programs for non-worship functions.
7. Develop an inventory of all music, music equipment, robes, etc. Conduct inventory on a semi-annual basis and submit same to the Worship Committee in a timely fashion.
8. Arrange for qualified substitutes when needed as approved by the Worship Committee.
9. Provide visible leadership to St. John=s overall vision of Agrowing a loving, Christian family@ by demonstrating support for all aspects of congregational ministry, ie., Bible Study, auxiliaries, fellowship events.

Revised June, 2001

105.2: JOB DESCRIPTION – CHOIR DIRECTORS

ST. JOHN'S LUTHERAN CHURCH

JOB DESCRIPTION - CHOIR DIRECTORS

REPORTS TO: Choir Director
SUPERVISES: None
JOB FUNCTION: Provide music for regular and special church services in consultation with the Director of Music

PRIMARY DUTIES:

1. Direct the choir(s) at the Sunday morning services as the schedule is determined.
2. Provide music for additional mid-week services during the year. The Director of Music (Music Coordinator) will arrange a schedule.
3. Have the responsibility for the leadership of the assigned choir(s).
4. Shall rehearse weekly with the assigned choir(s).
5. Complete pre-rehearsals 20 minutes before service time, if conducted in nave.
6. Have a planned schedule of anthems prepared on at least a semi-annual basis in cooperation with the Director of Music.
7. Select anthems that are doctrinally sound in the Lutheran Confession, and appropriate to the season.
8. Be a recruiter of members with the goal of having a maximum number of persons participating in the choirs. Encourage choir members to assist in recruiting members.
9. Work and communicate with the Director of Music. The Choir Director is in charge of all rehearsal sessions.
10. Notify the Director of Music if unable to serve an assigned scheduled service.
11. Be responsible, together with the individual choir members, for the proper care of music and choir robes. Normally, choir robes are cleaned and pressed at the close of the season before summer storage.
12. Be responsible or delegate the responsibility so that the lights are turned off and doors are locked following rehearsals.
13. Prior permission from the Worship Committee must be obtained to have the choir participate in music programs outside the congregation.

105.3: JOB DESCRIPTION – ORGANIST

ST. JOHN'S LUTHERAN CHURCH

JOB DESCRIPTION - ORGANIST

REPORTS TO: Director of Music
SUPERVISES: None
JOB FUNCTION: To consult on and provide organ music for regular and special Church services. To accompany choirs and soloists as requested.

PRIMARY DUTIES:

1. Organize, develop and secure appropriate organ music for all regular and special Church services. Selections should be in harmony with the seasons of the Church and the service themes in partnership with the Pastor.
2. Be available to rehearse with and accompany Church choirs and soloists as requested. Rehearsals in church nave should be completed 20 minutes before worship service.
3. Be available to play at Church weddings and funerals. Assist families in selecting music appropriate for the occasion and in harmony with the teachings of the Church.
4. Be a consultant for the Worship Committee.
5. Attend music staff meetings as scheduled
6. Continuing education on a regular basis i.e., workshops, seminars, master classes or other as approved by the Worship Committee. The church shall underwrite expenses for one Music Workshop per year
7. Notify Director of Music of the condition, needed repairs and tuning for upkeep of the organ and the pianos used in choir accompaniment
8. May use the organ or piano for private teaching
 - a. Schedule time and use of facilities in advance through the church office so as not to conflict with church program needs
 - b. Encourage development of organ students.
9. Be present at least 15 minutes prior to the beginning of service.

Revised June, 2001

105.4: JOB DESCRIPTION – YOUTH MUSIC DIRECTOR

ST. JOHN'S LUTHERAN CHURCH

JOB DESCRIPTION - YOUTH MUSIC DIRECTOR

REPORTS TO: Director of Music
SUPERVISES: None
JOB FUNCTION: To organize and direct a youth music program for the Church.

PRIMARY DUTIES:

1. Recruit youth to perform in a young people's choir or in other musical groups as deemed necessary.
2. Rehearse youth choir regularly and strive to perform at least once per month at a Church service.
3. Establish programs and activities which will encourage young people to become involved in various aspects of Church music.
4. Select and purchase music in harmony with the seasons of the Church year.
5. Direct the Choirs at scheduled services.
6. Complete rehearsal 20 minutes before service time if conducted in the nave.
7. Have a planned schedule of anthems prepared on at least a semi-annual basis in cooperation with the Director of Music.

106: JOB DESCRIPTION – JANITOR/CUSTODIAN

ST. JOHN'S LUTHERAN CHURCH

JOB DESCRIPTION

JOB TITLE: Janitor/Custodian
REPORTS TO: Pastor/Trustees
BUDGET CONTROL: Board of Trustees
SUPERVISES: Volunteers
DIRECTED BY: Pastoral Staff

JOB FUNCTION: Provides general cleaning and minor repairs to the physical plant.
Clean outside entrances regularly.
Primary weekday work hours need to be after school hours.

PRIMARY DUTIES

NAVE (Weekly, prior to Sat./Sun. services)

1. Vacuum carpets & pew seats
2. Dust mop tile
3. Dust wooden portions of pew

BALCONY

1. Vacuum pew seats
2. Dust wooden portions of pews.
3. Sweep Balcony steps & balcony (not with oil dust mop)

CRY ROOM (Weekly, prior to Sat./Sun. services)

1. Vacuum carpet
2. Clean restroom (weekly)

NARTHEX AND CONCOURSE (Weekly, prior to Sat./Sun. services)

1. Dust mop floor.
2. Dust usher cabinet, Greeters stand & top of Coat rack.
3. Wet mop to remove mud and salt stains weekly.
4. Vacuum Library carpet.

WINDOWS

1. Clean all glass in narthex and cry room, as needed for finger prints. Completely clean all glass as needed in narthex and cry room, at least (4) times a year.
2. Clean back door entrance windows as needed.
3. Clean glass in Secretary office as needed.
4. Clean glass in Sunday school office as needed.
5. Clean glass in Sunday School wing outside twice a year, inside as needed. (Note: if contract to clean windows is signed - this need not be done.

OFFICES

1. Sec. office
2. Work room
3. Pastors' offices
4. Vestry
5. Vicar and Youth Director and Preschool Director
6. Counting Room
7. Sunday School office

1. All office carpets to be vacuumed once a week.(Thurs. or Fri. night) Dust all surfaces.
2. Work room - dust mop floor, clean sink, fill paper towel dispenser. If tile floor needs damp mopped, do weekly.
3. Empty all waste baskets daily.

JANITOR CLOSETS

1. Keep closets in order.
2. Hang up wet mops
3. When supplies are needed have secretary fill out purchase order.
4. Put out dust mops and cloths on pick-up day - Subject to change.

RESTROOMS

1. Toilet bowls cleaned (daily)
2. Urinals cleaned (daily)
3. Clean sinks (daily)
4. Clean mirrors
5. Fill towel dispensers
6. Clean restroom floors, walls, and partitions, wet mop floors daily.
7. Fill toilet tissue holder (as needed)
8. Maintain soap dispenses
9. Empty waste baskets (daily)
10. Pastor's restroom (daily)

FLOORS

1. All hallways to be dust moped once a week, wet moped weekly and in winter as needed to remove salt from parking lot.
2. Gym floor:
 1. Dust mopped daily when preschool is in session.
 2. Burnish gym floor as needed. Stripping of all wax and put sealer and (2) coats of new wax down once a year when school is out.
 3. Wet mop as needed (once a week)
 4. Dust in gym regularly
 5. Use wax restorer as need then burnish.
3. Kitchen:
 1. Wet mop weekly - strip and put two coats sealer when school is out.

4. All purpose room:
 1. Clean floors regularly. Stripping of all wax and put sealer and (2) coats of new wax down twice a year.
 2. All tables and chairs to be put back in order.

CHOIR ROOM

1. Vacuum carpet. (Friday)
2. Dust.

EDUCATIONAL WING

1. Vacuum carpet once a week. (Sat.)
2. Empty waste baskets.
3. Dust ceiling beams and fans as needed.

ADDITIONAL RESPONSIBILITIES

1. Clean outside entrances regularly.
2. Primary weekday work hours need to be after school hours or before school starts.
3. Inform Trustees of needed repairs

20-25 hours per week (or until all work is completed)

Revised 9/05

107: JOB DESCRIPTION – CEL WORKERS

Job Descriptions for CEL refer to CEL Policy Manuel

Forms