

St. Philip Lutheran Church Human Resource Policy Manual

Approved by SPLC Personnel Committee on: _____

Updated & approved by Personnel Committee on: _____

Copy # ____ of ____

This manual belongs to St. Philip Lutheran Church. All employees are responsible for reading and knowing this manual's contents. **Nothing in this manual shall be construed to create a contract of employment and all employment is employment at will.** The policies in this manual may be changed by the leadership of St. Philip at any time. Updated manuals will be distributed as necessary and signed for by each employee. Please safeguard this Manual. Upon termination, it must be returned to the Business Administrator.

Issued to: _____

Signature: _____ Date: _____

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WELCOME

The pastors, staff, Personnel Committee and Congregational Council welcome you to the ministry at St. Philip Lutheran Church. It is a privilege for the entire staff to work together as a team for the furthering of God's Kingdom on earth. Our mission statement embodies this belief and states "St. Philip Lutheran Church is a community where all people are welcome and may come to know Jesus Christ, become faithful followers empowered by the Holy Spirit and are sent with Christ's love into the world." It is "God's work; Our Hands."

This handbook is for staff at all levels of employment within St. Philip Lutheran Church and enjoys the unqualified approval of the Personnel Committee and the Congregational Council. It is designed to acquaint you with St. Philip Lutheran Church and to provide you with information about federal laws governing human resources, working conditions, and employee benefits as well as a plethora of policies affecting your employment. ***Because of the "at will" employment relationship of all employees at St. Philip Lutheran Church, this handbook is not in any way a contract.*** In addition, either the Personnel Committee or the Congregational Council may elect to change, delete, or add policies at any time.

You will also find several appendices to this document. The first appendix is our "Safe Haven" document. God calls us to be a cross+generational community of faith. Because young people are the most important gifts God entrusts to us, we at St. Philip have made a commitment to be a Safe Haven for all children, youth, the vulnerable, their families and caregivers. This appendix started with guidelines from The Rocky Mountain Synod but has been modified to reflect the needs of St. Philip Lutheran Church and its surrounding community. The second appendix contains our employee forms; the third appendix is our employee policies and our last appendix contains job descriptions for each of our positions.

You should read, understand, and comply with all provisions of the handbook, including appendices. It describes many of your responsibilities as an employee and outlines the programs developed by St. Philip Lutheran Church to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. By familiarizing yourself with the contents of this handbook, you will help ensure that all of St. Philip Lutheran Church's human resource policies and procedures are administered as consistently and fairly as possible.

In our work together as a team, our goal is to have a heart for people while we fulfill Jesus' command: *"...go and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."* Matthew 28:19-20 (NIV)

God bless you.

**PERSONNEL POLICIES, PROCEDURES AND BENEFITS
FOR THE STAFF OF ST. PHILIP LUTHERAN CHURCH
LITTLETON, CO**

FEDERAL EMPLOYMENT LAWS

The Pastor(s), Personnel Committee and Church Council define the titles and number of employees at St. Philip Lutheran Church and establish salaries. Actual interviewing and hiring is the ultimate responsibility of the Personnel Committee with input from the Pastor(s). *All new employees, including rostered leaders, must have a background check as a condition of employment.*

The Department of Labor (DOL) administers and enforces more than 180 federal laws. Following is a brief description of some of [DOL's principal statutes](#). This brief summary is intended to acquaint you with the major labor laws and not to offer a detailed exposition. For authoritative information and references to fuller descriptions on these laws, you should consult the statutes and regulations themselves. The addresses of the web sites are www.dol.gov and www.eeoc.gov. Following is a review of some of the federal employment laws and their implications:

Title VII and the Age Discrimination in Employment Act (ADEA)

(Title VII applies to employers with 15 or more employees; ADEA applies to employers including churches, employing 20 or more employees)

Title VII of the Civil Rights Act of 1964 (“Title VII”) and the Age Discrimination in Employment Act of 1967 (ADEA) protects applicants and employees from being discriminated against with respect to compensation, terms, conditions or privileges of employment based on race, color, religion, national origin, sex (gender), pregnancy and age (40 years of age and older). Both laws are enforced by the [Equal Employment Opportunity Commission \(EEOC\)](#).¹ It is the intent of St. Philip Lutheran Church to practice equal employment opportunities for all. Functioning as a church, however, we can and do discriminate on the basis of religion.

Harassment

In addition to the above, workplace ‘harassment’ is also unlawful under these statutes. St. Philip Lutheran Church is committed to maintaining a work environment in which all individuals treat each other with dignity and respect and is free from all forms of intimidation, exploitation and harassment, including sexual harassment. St. Philip Lutheran Church is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

¹ US Dept. of Labor website <http://www.dol.gov/dol/topic/discrimination/agedisc.htm>

"Harassment," including "sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, gender, disability, or age made by someone from or in the work setting under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment;
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual;
3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment;
4. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities; or
5. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through St. Philip Lutheran Church.
6. Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct which would violate this policy are the following:
 - a. Unwanted sexual advances or propositions;
 - b. Offering employment benefits in exchange for sexual favors;
 - c. Making or threatening reprisals after a negative response to sexual advances;
 - d. Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person's race, color, national origin, gender, disability, or age;
 - e. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age, or disability and that is placed on walls, or elsewhere on St. Philip Lutheran Church premises, or circulated in the workplace;
 - f. Epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts that relate to race, color, gender, national origin, age, or disability, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
 - g. Physical conduct such as touching, assaulting, impeding or blocking movements.

Employees who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Business Administrator, (or the Congregational Council chair if the complaint involves the Business Administrator). Employees who observe conduct of a harassing nature are also encouraged to report the matter to the Business Administrator, or the Congregational Council chair if the complaint involves the Business Administrator. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, St. Philip Lutheran Church reserves the right to fully investigate every complaint and to notify appropriate government officials as the circumstances warrant.

It is against St. Philip Lutheran Church's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any investigation, proceeding, or hearing concerning harassment.

Americans with Disabilities Act (ADA)

(Applies to private employers employing 15 or more employees)

Equal Employment Opportunity

Title I of the Americans with Disabilities Act (ADA) “prohibits employers of 15 or more workers...from discriminating against qualified individuals with disabilities”.²

A qualified individual with a disability is a person who meets legitimate skill, experience, education or other requirements of an employment position that he/she holds or seeks, and who can perform the essential functions of the position with or without reasonable accommodation. If an individual is qualified to perform essential job functions except for limitations caused by a disability, the employer must consider whether the individual could perform these functions with a reasonable accommodation.

An individual is considered to have a “disability” if he/she has "a physical or mental impairment that substantially limits one or more of the major life activities, has a record of such an impairment (of which the employer is aware), or is regarded as having such an impairment.” Temporary injuries or conditions with minimal residual effects such as pregnancy or broken bones are not considered disabilities.³ Essential functions of the job actually define the nature of the job. These functions must be performed in order for the job to be accomplished.

The Act includes a description of a reasonable accommodation by the employer as “any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions.” Reasonable accommodations will depend on a variety of factors such as cost, size of the employer, and hardship. An employer is not required to create a new position nor to remove another employee from an existing position in order to accommodate a disabled individual.⁴

St. Philip will make reasonable accommodations for employees who are qualified individuals with a disability.

² US Dept. of Labor website <http://www.dol.gov/dol/topic/discrimination/disabilitydisc.htm>

³ Copied from the “Employment Law Handbook for Managers and Supervisors” presented by JB Burtch and written by Marguerite (Rita) Ruby presentation at UPSEM on July 24, 2014. Mr. Burtch is a practicing attorney with the firm of Macauley and Burtch in Richmond, VA. He is an expert in labor relations.

⁴ IBID

Fair Credit Reporting Act (FCRA)

(Applies to all private employers with one or more employees)

This law relates to conducting background checks and investigations and would only apply to bookkeepers, financial secretaries, and business administrators. When a consumer agency is used, the law requires employers to provide notice and get written consent prior to conducting a credit report or other types of background screenings on employees or applicants.

In addition, the law requires the employer to notify the employee or applicant prior to taking adverse action if taken based upon information received in a report; and sets the standards that an employer must follow to destroy consumer records. Therefore before a decision is made not to hire an individual because of negative information that has been provided, the applicant or employee must be provided with the name of the company that provided the negative information, a copy of the report and give them their rights under the Fair Credit Reporting Act to dispute the findings if they are in error.

Any negative information in the report will not be used in violation of any applicable federal or state equal employment opportunity laws or regulations. Additionally, any report that contains any credit information at all will be used for employment purposes only for a one-time use. The report will be held in the strictest confidence and will not be shared with anyone who is not involved in the employment decision.

Fair Labor Standards Act (FLSA)

“The FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.⁵

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee’s specific job duties and salary must meet all the requirements of the Department’s regulations.

Executive Exemption

To qualify for the executive employee exemption, all of the following tests must be met:

1. The employee must be compensated on a salary basis (as defined in the regulations) at a rate not less than \$455 per week;

⁵ All information on this page and the next comes from the US Dept. of Labor website http://www.dol.gov/whd/regs/compliance/fairpay/fs17a_overview.pdf

2. The employee's primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
3. The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
4. The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

Administrative Exemptions

To qualify for the administrative employee exemption, all of the following tests must be met:

1. The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
2. The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
3. The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Professional Exemption

To qualify for the **learned professional** employee exemption, all of the following tests must be met:

1. The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
2. The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
3. The advanced knowledge must be in a field of science or learning; and
4. The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

To qualify for the **creative professional** employee exemption, all of the following tests must be met:

1. The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
2. The employee's primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

To qualify for the **computer** employee exemption, the following tests must be met:

1. The employee must be compensated **either** on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week **or**, if compensated on an hourly basis, at a rate not less than \$27.63 an hour;

2. The employee must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described below;
3. The employee's primary duty must consist of:
 - a) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
 - b) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
 - c) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
 - d) A combination of the duties mentioned above, whereby the performance requires the same level of skills.”

There are several other exempt positions including Outside Sales, Highly Compensated Employees (more than \$100,000 per year), Blue Collar Workers and Police, Fire Fighters, Paramedics and Other First Responders but since they do not apply to St. Philip Lutheran Church, they will not be included in this manual.

Overtime Pay

The federal overtime provisions are contained in the Fair Labor Standards Act (FLSA). Unless exempt, employees covered by the Act must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rates of pay. There is no limit in the Act on the number of hours employees aged 16 and older may work in any workweek. The Act does not require overtime pay for work on Saturdays, Sundays, holidays, or regular days of rest, unless overtime is worked on such days.

The Act applies on a workweek basis. An employee's workweek is a fixed and regularly recurring period of 168 hours — seven consecutive 24-hour periods. It need not coincide with the calendar week, but may begin on any day and at any hour of the day. Different workweeks may be established for different employees or groups of employees. Averaging of hours over two or more weeks is not permitted. Normally, overtime pay earned in a particular workweek must be paid on the regular pay day for the pay period in which the wages were earned.⁶

Record Retention

“Every covered employer must keep certain records for each non-exempt worker. The Act requires no particular form for the records, but does require that the records include certain identifying information about the employee and data about the hours worked and the wages earned. The law requires this

⁶ US Dept. of Labor website http://www.dol.gov/whd/overtime_pay.htm

information to be accurate. The following is a listing of the basic records that an employer must maintain:

1. Employee's full name and social security number.
2. Address, including zip code.
3. Birth date, if younger than 19.
4. Sex and occupation.
5. Time and day of week when employee's workweek begins.
6. Hours worked each day.
7. Total hours worked each workweek.
8. Basis on which employee's wages are paid (e.g., "\$9 per hour", "\$440 a week", "piecework")
9. Regular hourly pay rate.
10. Total daily or weekly straight-time earnings.
11. Total overtime earnings for the workweek.
12. All additions to or deductions from the employee's wages.
13. Total wages paid each pay period.
14. Date of payment and the pay period covered by the payment.

Each employer shall preserve for at least three years payroll records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages. These records must be open for inspection. The records may be kept at the place of employment or in a central records office.⁷

Child Labor Laws

The Fair Labor Standards Act includes protections for youth 14 to 17 years old who enter the workforce. The [Child Labor Bulletin 101 \(PDF\)](#) contains information on who is covered by the FLSA youth provisions and who is exempt, minimum age and wage standards, and the hazardous occupations in which youth under 18 cannot be employed. The Bulletin gives youth, parents and employers all the information they need to comply with this law.⁸ At St. Philip, employees from ages 16 to 18 must not be asked to perform hazardous work such as helping with roofing, driving a car to run errands, using a saw, or other activities requested that could be construed by a court as irresponsible on the part of the church resulting in injury to a minor. Children ages 14 and 15 can babysit with the presence of an adult during non-school hours.

Family and Medical Leave Act (FMLA)

(Applies to employers employing 50 or more employees)

Only eligible employees are entitled to take FMLA leave. An **eligible employee** is one who:

⁷ US Dept. of Labor website <http://www.dol.gov/whd/regs/compliance/whdfs21.pdf>

⁸ US Dept. of Labor website <http://www.dol.gov/whd/regs/compliance/childlabor101.htm>

1. Works for a *covered employer*;
2. Has worked for the employer for at least *12 months*;
3. Has at least *1,250 hours* of service for the employer during the 12 month period immediately preceding the leave; and
4. Works at a location where the employer has at least *50 employees within 75 miles*.

The law does not specifically exempt churches from coverage; however, it only applies to employers with 50 or more employees within a 75-mile radius and to schools regardless of the number of employees. St. Philip Lutheran Church does not fall within these requirements.

Immigration and Nationality Act (INA)

(Applies to all employers)

Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S.

This law requires a congregation to collect Employment Eligibility Verification Forms (I-9) from all employees. I-9 forms show evidence of the congregation's effort to inspect and verify documentation demonstrating the person is eligible for employment in the United States. St. Philip Lutheran Church will keep each I-9 on file for at least three years, or one year after employment ends, whichever is longer.

Patient Protection and Affordable Care Act

(Applies to employers with 50 or more FTE)

The Patient Protection and Affordable Care Act, signed into law in 2010, will not affect St. Philip Lutheran Church until such time as we reach 50 or more FTE employees. This number takes into account all full-time, part-time, and temporary workers including those affiliated with St. Philip Lutheran Church as well as the St. Philip Early Learning Center. Extreme caution must be used in designating people as employees or as contract workers and will be determined by the Business Administrator.

PREMISES & WORK AREAS

Safety

Employees should report to the Business Administrator or their supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries. Employees are encouraged to submit suggestions to the Business Administrator concerning safety and health matters.

Privacy

St. Philip Lutheran Church provides offices and equipment to facilitate employees' contributions towards the accomplishment of its mission and reserves the right, when needed to examine all provided resources at any time and without warning.

Safeguarding Personal Property

Employees are expected to exercise reasonable care to safeguard personal items of value brought to work. Such items should never be left unattended or in plain view. St. Philip Lutheran Church does not assume responsibility for the loss or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

Parking

Employees who use the St. Philip Lutheran Church parking lot do so at their own risk and should keep their cars locked while on the lot. St. Philip Lutheran Church assumes no responsibility for any damage to or theft of any vehicle or personal property left in the vehicle while on the parking lot.

Security

St. Philip Lutheran Church makes reasonable efforts to provide security for its property, its employees, and authorized visitors to its premises. Employees are expected to know and comply with St. Philip Lutheran Church's security procedures and are expected to report any violations or potential problems to the Business Administrator.

Employees working with either money or children (such as bookkeeping, VBS or childcare) must meet any applicable special security clearance requirements. These requirements may include more extensive background checks, fingerprinting, credit checks, or other special security measures. Failure or inability to meet and/or comply with any special security requirements are grounds for termination of employment or rejection of an applicant.

Employees are expected to exercise reasonable care for their own protection and that of their personal property while on church premises and while away from the premises. St. Philip assumed no responsibility for employee losses resulting from robbery or theft while away from the premises on church business.

EMPLOYMENT CLASSIFICATIONS

Rostered Leaders

In the Evangelical Lutheran Church in America (ELCA), ordained pastors/ministers, deaconesses, diaconal ministers, and associates in ministry (AIMs) are rostered leaders. They are professionals and as such they have specific educational requirements and expectations.

Full and Part-Time Employees

These policies, procedures and benefits pertain to all full-time and part-time employees. Full-time employees are defined as salaried and scheduled 32 hours or more per week. Part-time employees are individuals hired for an indefinite period, but who work less than thirty-two hours in a week. Lay support refers to secretaries, receptionists, editorial assistants, youth and family ministry personnel, nursery employees, music directors, organists, custodians, bookkeepers, financial secretaries and business administrators employed by the church.

Temporary Employees

St. Philip Lutheran Church may supplement the regular work force with temporary or part-time employees when needed because of periods of peak work load, employee absences, or other situations as may be determined by management. A temporary employee is an individual who is hired either part-time or full-time for a specified, limited period. Other part-time flexible staffing classifications or arrangements may be added as needed.

EMPLOYMENT

Introduction

Finding and retaining qualified employees for the church is extremely important in all areas of service and ministry. St. Philip will select employees by following all the applicable federal and state employment laws as well as praying to the Holy Spirit for guidance and final selection.

Selection Process for Rostered Leaders (Calls/Appointments)

“The Call Process is that unique and prayerful way by which the Synods of the Evangelical Lutheran Church in America (ELCA) engage their congregations, church-related organizations and rostered leaders (ordained ministers, associates in ministry, diaconal ministers, deaconesses, including candidates for each of these rosters) in a time of thoughtful assessment and spiritual discernment of the way God may be drawing each toward the other for mutual ministry for the sake of the mission and ministry of the church.⁹

The Call Committee elected or appointed to represent St. Philip will request nominations from the Synod. The selection process is prescribed by the Synod Minister for Deepening Discipleship. Information about the call process in the Rocky Mountain Synod is summarized in their booklet “Congregations in Transition: Moving to the Future” which can be found on ELCA Rocky Mountain Synod website http://www.rmselca.org/congregations/call_process/index.htm. Please refer to this guideline as necessary.

Selection Process for Non-Ordained Positions

As Lutheran Christians we believe that all of us are called into Christian vocation and ministry through our baptism. All the baptized are gifted and called to serve in the church and in the world. How we respond and live out that calling is expressed in a plethora of ways.

St. Philip Lutheran Church hires individuals on the basis of their ability to do the job which is to be filled, their integrity, and their willingness to serve the church. The selection process should be done with the knowledge that the church is exempt from the provisions of the Civil Rights Act of 1964 which prohibits discrimination based upon religion. Therefore, St. Philip is allowed under federal law to show preference in hiring people who are in good standing of the church.

A member of an employee's immediate family will be considered for employment by St. Philip Lutheran Church provided the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if such employment would:

1. Create either a direct or indirect supervisor/subordinate relationship with a family member; or
2. Create either an actual conflict of interest or the appearance of a conflict of interest.

Position Descriptions

It is expected that written job descriptions will be on file for each position within St. Philip Lutheran Church. The job description should provide the title of the position, the supervisor to whom the position reports, whether the position is part-time or full-time, and it should provide a listing of the core responsibilities. Additionally it should include the purpose of the job, meetings to attend, and any particular qualifications which are pertinent to that particular position. Each job description should be as detailed and accurate as possible especially with regard to “essential functions”. The Americans with Disabilities Act may be applied to positions based upon these job descriptions. All job descriptions must be approved by the Personnel Committee. This job description should be used as the basis for establishing the stated hiring criteria.

Copies of all current job descriptions can be found in Appendix D of this document.

Recruitment

In cases where it is necessary to recruit to fill a particular position, caution should be used in advertising for the open position. No reference should be made to a protected category or categories under Title VII of the Civil Rights Act. When advertising, summarize the essential functions of the position as well as any required qualifications.

Interviewing

St. Philip Lutheran Church will conduct personal interviews for all positions. Members will be selected for the interview process and will develop a list of questions to be asked of the applicant. In a general sense, ask only questions that would be justified by business necessity. The following types of questions must be avoided:

1. Under the Americans with Disabilities Act (ADA) you may not ask if a person has a disability that would affect job performance. The ADA requires employers to make reasonable accommodations to a disabled person during the interview. Examples: Providing a list of written questions for someone who is hearing impaired.
2. You may not ask about prior Worker’s Compensation claims or number of days sick.
3. Avoid any type of questions that may identify the applicant’s age, sex, disability or ethnicity.

Pre-employment Tests

Performance or aptitude tests are designed to identify candidates most likely to succeed with the skills required for a particular job. These tests are legal if they do not eliminate individuals in protected groups. Personality tests should not be used for pre-employment screenings except in those positions in the church where the ELCA teachings prescribe eligible candidates.

Reference and Background Checks

St. Philip Lutheran Church has a responsibility to provide enough proof that reasonable steps were

taken to determine whether a person hired by the church would pose any type of threat to others. Therefore, references will be required from potential candidates and will be checked out prior to extending an offer of employment. It is recommended that at least three references are contacted using a combination of personal and professional references. Reference conversations will be documented and kept with the personnel file should that candidate be selected. All reference conversations must be kept strictly confidential.

If the position being filled requires the candidate to work with any financial information of the church (treasurer, bookkeeper, financial secretary, etc.) then part of the reference checks should include both a standard background check and an investigation of the applicant's credit history.

Background checks will be completed on all employees and volunteers working with our youth and children including the Vacation Bible School volunteers.

The St. Philip Early Learning Center is required by the State of Colorado to perform two separate background checks on all the teachers. Each year the church office will be given a list of all teachers, including substitutes, with the summary page of the background checks indicating that no one has a criminal history.

COMPENSATION

General

Compensation consists of both salary and benefits, where applicable. It is always hoped that the amount of compensation paid reflects the value of the position's duties and responsibilities. It is also hoped that compensation is comparable to what others in the local area are receiving for similar type of work. However, compensation is a very complex issue and is also tied to what a congregation is willing to pay and has the means to pay for the work performed. Unfortunately there are no guidelines that can give clear and concise answers to the plethora of questions and issues that arise for the subject of compensation. Each year during the budget process, the Personnel Committee will determine the amount (if any) of pay raises for each employee. A member of the Personnel Committee will present the committee's recommendations to the Congregational Council at their regularly-scheduled September meeting.

Unless otherwise provided in writing, employment with St. Philip is considered to be "at will" which means that either party may terminate the relationship at any time and for any lawful reason.

The work week runs from Sunday through Saturday. Office hours for coverage are 8:00 am to 5:00 pm Monday – Thursday, and 8:00 am – 12:00 noon on Friday. Depending on the needs of the church, these hours may be adjusted. The office phone may be answered by machine from 12:00 noon to 1:00 pm Monday- Friday and after office hours throughout the rest of the week.

Employees are to report for work punctually as scheduled and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt workflow and service to members. Employees who are delayed in reporting for work more than thirty minutes need to call their supervisor and indicate their plans for the day.

Pay days occur on the last *working* day of each month. For example, if the last working day of the month falls on a weekday, then the employee will be paid on that day. If the last day of the month falls on a Saturday or Sunday, the employee will be paid on the Friday before.

Rostered Leaders

For called/appointed rostered leaders, the Rocky Mountain Synod of the ELCA has in place "Guidelines" to assist in determining reasonable pay for these professional workers. A minimum guideline for defined compensation (salary plus housing) is established in the annual Compensation Worksheet, in which the Baseline Compensation amount is established each year by action of the

Office of the Bishop.¹⁰ It is the policy of St. Philip Lutheran Church that these guidelines are followed as much as possible when it is financially feasible for the church.

Any ELCA ordained minister may designate a part of their compensation toward a category called 'housing allowance'. The main benefit of doing this is a tax advantage. Housing allowances are not included in federal taxable income although they are included in determining Social Security taxes. Both the Rocky Mountain Synod and Portico Benefit Services (formerly known as the ELCA Board of Pensions) provide helpful information on housing allowances. For more information or further clarification, please refer to their website, <https://employerlink.porticobenefits.org/Home/Resources/ClergyHousingAllowance.aspx>. All requested housing allowances by rostered leaders must be approved by the St. Philip Lutheran Church Congregational Council prior to the benefit being allocated.

Exempt vs. Non Exempt

Employees are classified as either **exempt** or **non-exempt**. Exempt employees are employees who, because of their positional duties and responsibilities and level of decision making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees are most often found in managerial, supervisory, professional, and administrative roles. Exempt employees are expected to work whatever hours are necessary to accomplish the goals of their exempt position.¹¹

Non-exempt employees are employees who, because of the type of duties performed, the usual level of decision making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Employees who are required to work more than eight (8) hours per day within one week at any given time will be eligible for over-time pay of 1 ½ pay for every hour over 40 hours. This will not be paid without prior permission and proof of necessity.¹²

If an hourly employee misses work and desires to make up the lost time within the same week in which it was lost, the employee must talk with their supervisor to see if it fits within the best interest of St. Philip. St. Philip Lutheran Church does not require employees to make up lost time in lieu of lost pay, nor is it required to grant such requests.

Timecards

All non-exempt employees are required to complete an individual time record showing the daily hours worked. Time records cover one work month and are to be completed by the end of each workday. Time records are legal documents. Be careful to handle them properly.

¹⁰ Definition of Compensation and Benefits for Rostered Leaders, Rocky Mountain Synod, Evangelical Lutheran Church in America

¹¹ Susan M. Healthfield, Human Resources Expert

¹² Susan M. Healthfield, Human Resources Expert

The following points should be considered in filling out time records:

1. Full-time non-exempt employees are to record their starting time, time out for lunch break, time in from lunch, quitting time, and total hours worked for each workday;
2. Part-time non-exempt employees are to record their total hours worked for each workday;
3. Non-exempt employees who work hours outside of the normal work day need to get approval of their supervisor;
4. Employees are required to take lunch and/or meal breaks when appropriate.

Time cards must be turned into the Administrator a minimum of five days before the pay period ends. Accumulated hours that cannot be predicted after submission will be added to the following pay period. End of year pay must be correct at final submission.

Employee time records are to be checked and signed by the supervisor involved. Time not worked for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time) should be approved by the supervisor on the time record.

EMPLOYEE CONDUCT

Personal Behavior of Employees

Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of St. Philip Lutheran Church. Such conduct includes:

1. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
2. Giving proper advance notice whenever unable to work or report on time;
3. Complying with all St. Philip Lutheran Church safety and security regulations;
4. Maintaining work place and work area cleanliness and orderliness;
5. Treating all members and repeat visitors, visitors, and fellow employees in a courteous manner;
6. Refraining from offensive or undesirable behavior or conduct, or conduct which is contrary to St. Philip Lutheran Church's doctrinal stance or official policies; and
7. Performing assigned tasks efficiently and in accord with established quality standards.

Sexual Behavior

Employees are expected to set an example of behavior which exemplifies the highest moral standards of sexual behavior. Those unable to comply will be expected to resign or they will be terminated. Please see our Child Protection Policy for more details.

Employee Violence Prevention

1. Employees are to report all threats of violence as soon as possible to the Business Administrator.
2. Employees are to report all suspicious individuals or activities as soon as possible the Business Administrator.
3. If an employee hears a violent commotion, they are to call 911 immediately.
4. Employees are to cooperate fully with security personnel, law enforcement, and medical personnel that respond to a call for help.
5. Employees, only if qualified, may provide first aid to injured persons.

Personal Appearance of Employees

Each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Employees are expected at all times to present a professional, businesslike image to members and repeat visitors, prospects, and the public. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with St. Philip Lutheran Church.

Personal Use of Communications Systems

Employees should be particularly careful to exercise courtesy and thoughtfulness in using the telephone. A positive telephone contact with members and repeat visitors can enhance goodwill while

a negative experience can destroy a valuable relationship. The following procedures should be observed whenever possible:

1. When answering the telephone, use a pleasant tone of voice, give the name of the department, and identify yourself (an example might be, “St. Philip Lutheran Church, this is Jim. May I help you?”);
2. If the person with whom the caller wishes to speak is on another line, ask the caller if he wants to be placed on hold or be transferred to voice mail.

Employees should not use St. Philip Lutheran Church communication services and equipment for personal purposes except in emergencies, short conversations or when extenuating circumstances warrant it. Such usage is restricted because it can impede the normal flow of business, incur unnecessary St. Philip Lutheran Church expense, and reduce productivity. *When personal usage is unavoidable, employees must properly log any user charges and reimburse St. Philip Lutheran Church for them.* However, whenever possible, personal communications that incur user charges should be placed on a collect basis or charged to the user's credit card or personal bill.

Conflicts of Interest

Employees are not to engage in any activity, practice, or act which conflicts with, or appears to conflict with, the interests of St. Philip Lutheran Church or its members and repeat visitors.

Confidential Nature of St. Philip Lutheran Church's Interests

Information designated as confidential is to be discussed with no one outside St. Philip Lutheran Church, and only discussed within St. Philip on a "need to know" basis. This responsibility is not intended to impede normal ministry communications and relationships, but is intended to alert employees to their obligation to use discretion to safeguard the confidence being placed in St. Philip Lutheran Church. Discussing confidential information with others outside of the church could be grounds for dismissal.

Anonymous Correspondence

All anonymous correspondence should be routed to the Senior Pastor and kept in strict confidence.

Media & Public Inquiries

All media inquiries and other inquiries of a general nature should be referred to the Business Administrator in the absence of a designated media contact. Inquiries seeking information concerning current or former employees should likewise be referred to the Business Administrator.

EMPLOYEE EXPENSE REIMBURSEMENTS

Accountable Reimbursement Plan

St. Philip Lutheran Church will reimburse legitimate pre-approved expenses to employees.

Any St. Philip Lutheran Church employee will be reimbursed for any pre-approved ordinary and necessary business and professional expenses incurred on St. Philip Lutheran Church's behalf if the following conditions are satisfied:

1. The expenses are reasonable in amount.
2. The employee documents the amount, time and place, business purpose, and business relationship of each person or persons entertained with the same kind of documentary evidence that would be required to support a deduction of the expense on the employee's tax return (original, itemized receipts are required; oral or employee-written statements will not qualify).
3. The employee documents such expenses by providing the Business Administrator with an accounting of such expenses, at least monthly. An expense will not be reimbursed if substantiated more than sixty (60) days after the expense is paid or incurred by the employee.
4. Reimbursements will be paid out of St. Philip Lutheran Church funds and not by increasing paychecks by the amount of the reimbursements.
5. Reimbursable and professional expenses may include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, and professional dues.
6. St. Philip Lutheran Church will not include as taxable income any business or professional expense reimbursement properly substantiated and reimbursed according to this policy, and the employee should not report the amount as taxable income on his IRS Form 1040.
7. Any St. Philip Lutheran Church advance or reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee according to this policy must be returned to St. Philip Lutheran Church within 120 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.
8. If, for any reason, St. Philip Lutheran Church's reimbursements are less than the amount of business and professional expenses properly documented by an employee, St. Philip Lutheran Church will not report any part of the reimbursement as taxable income for the employee, and the employee may deduct the unreimbursed expenses as allowed by law.
9. Under no circumstances will St. Philip Lutheran Church reimburse an employee for business or professional expenses incurred on its behalf that are not properly substantiated according to this policy.
10. All receipts and other documentation from an employee to substantiate reimbursed expenses under this policy will be retained by St. Philip Lutheran Church.

Participation in Trade and Professional Associations

Employees are encouraged to participate in trade and professional associations that promote St. Philip Lutheran Church goals, individual skills development, and/or professional recognition. However, employee participation in such associations must not conflict with St. Philip Lutheran Church's interests. Payment of dues for those organizations directly related to the job position may be requested of St. Philip Lutheran Church for consideration.

Travel Expense

Employee travel on behalf of St. Philip must be approved in advance and such travel should be engaged in and reimbursed according to the guidelines below.

Employees are to use the most expedient mode of transportation available, to book the least expensive fares, and to stay in and eat at moderately priced establishments. Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the supervisor. Employees are expected to exercise prudent discretion in incurring expenses while traveling on behalf of the Church. Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's personal responsibility.

Employees should provide their supervisor with a copy of their itinerary before leaving on St. Philip Lutheran Church travel.

Automobile Usage

St. Philip Lutheran Church may allow certain employees to drive on business for the Church. Employees who use their personal vehicle for approved business purposes are asked to track the miles and associated expenses and take them as a deduction on their taxes unless they do not itemize. If not itemizing they will receive a mileage "allowance" equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. In addition, employees driving on St. Philip business may claim reimbursement for parking fees and tolls incurred. Any regular driver of any vehicle on St. Philip business must have a prior approval of our insurance company's background check. For security reasons, there are not to be any 15-passenger vans used for transporting children and youth.

Entertaining

Certain employees may engage in the entertainment of associates on behalf of St. Philip only if they have been authorized to do so by their supervisor. Such authorization will define the general circumstances and expense limits of the approved forms of entertainment.

Expense reimbursement requests must be accompanied by receipts. Business functions or entertainment should not involve the consumption of alcoholic beverages.

Meal Reimbursement

St. Philip may provide, pay for, or reimburse employees for ministry-related meals. Meal expenses must be reasonable and should not exceed guidelines set by the Business Administrator and Finance committee.

Membership in Clubs and Civic Organizations

Employees are encouraged to seek membership in community clubs and civic organizations where such membership will promote St. Philip Lutheran Church's interests and enhance its image in the community. These memberships will not normally be paid by St. Philip Lutheran Church, nor will they normally be reimbursed by St. Philip Lutheran Church, and employee participation in such community organizations must not adversely affect the employee's job performance, be detrimental to St. Philip Lutheran Church's interests, or place the employee in the position of serving conflicting interests.

Intellectual Property

The original work belongs to the church if the work is performed on the premises and /or during regular work hours and/or using church equipment (including computers) unless other arrangements are made with the pastor. Please see the specific policy related to Intellectual Property located in the "Policy" appendix of this Manual.

BENEFITS

Disclosure of Benefits

All health and retiree benefits provided by St. Philip Lutheran Church are described in official documents which are kept on file by the Business Administrator. These documents are available for examination by any plan participant or beneficiary. In addition, they are the only official and binding documents concerning St. Philip Lutheran Church's benefits.

Records

Records of leave are to be submitted by Church Council to the Business Administrator. The Business Administrator will be responsible for all pay records. She/he will keep all records of vacation, sick and funeral leave as well as Jury Duty.

State & Federal Unemployment Insurance Exemption

Because churches are exempt from participation in state and federal unemployment insurance programs, St. Philip Lutheran Church does not provide unemployment insurance as an employee benefit.

Health and Pension

St. Philip will provide the ELCA benefit plan for all full-time employees not covered under another plan. This plan includes coverage for Retirement Pension Benefits, Medical and Dental Benefits, Disability Benefits, and Death Benefits. Coverage for dependents (spouses and children) is optional only to the extent that it is provided by the employer of the spouse.¹³ Pay may be provided in place of coverage with approval by the Personnel Committee and the Congregational Council. ELCA "rostered" persons may opt for family coverage. Other staff may cover family at their own expense.

Part-time employees may be offered the ELCA benefit plan at their own cost.

COBRA

Though churches are not required to participate in the program, the ELCA benefit plan includes COBRA coverage. Please see the Business Administrator if you need to be covered by COBRA.

Holidays

The church office will observe the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day. Full-time staff (30 hours or more per week) will also have one floating holiday to be coordinated with the calendar.

Holidays falling on Saturday will be observed on Friday; holidays falling on Sunday will be observed

on Monday. If a holiday falls at a time a staff member must work, the time may be coordinated with the calendar for use of a floating holiday in place of the calendar holiday.

If a Federal Holiday or a liturgical holiday falls on a rostered leader's regular day off, the rostered leader, in consultation with the Congregational Council, may schedule additional time off during that week.¹⁴

All full-time employees are eligible to receive their regular rate of pay for each observed holiday.

Hourly employees working less than 30 hours a week are not eligible to receive holiday pay. Hourly full-time employees (30 hours or more a week) are eligible to receive holiday pay. Salaried part-time employees will be paid their normal pay regardless of holidays.

Temporary employees and employees who are on a leave of absence or on layoff are not eligible to receive holiday pay.

To receive holiday pay, an eligible employee must be at work, or on an authorized absence, on the work days immediately preceding and immediately following the day on which the holiday is observed.

If an employee is absent on one or both of these days because of an illness or injury, St. Philip Lutheran Church reserves the right to verify the reason for the absence before approving holiday pay.

If a holiday occurs during an employee's vacation period, the holiday will not be charged as a vacation day.

Vacation

For rostered staff, a paid vacation of at least four weeks, including four Sundays, shall be granted to the rostered leader and the cost of pulpit supply for these absences shall be borne by the congregation.

Time spent in outdoor ministries or retreats with congregational youth, adults, or family groups should not be considered as vacation time when it is part of the church program or a job-related activity.

Congregations may wish to provide an additional two (2) Sundays per year in order to allow rostered leaders the opportunity to take a "3-day weekend."¹⁵

Full-time, non-rostered staff is entitled to the following vacation schedule. Dates of employee vacations are to be coordinated with the Business Administrator based on calendar items. A work week is the amount of time stated in the job description.

13 Rocky Mountain Synod, Compensation Guidelines, page 5

14 Rocky Mountain Synod, Compensation Guidelines, page 6

15 Rocky Mountain Synod, Compensation Guidelines, page 6

Calendar year 6 months through 1 year	5 days total
Calendar years 1 through 4	10 days total
Calendar years 5 through 9	15 days total
Calendar years 10 and above	20 days total

After six months full-time employees are eligible for one week vacation. After a total of twelve months, full time employees are eligible for an additional week of vacation. For example, the hire date is April 1. As of October 1 the employee would have earned one week's vacation. As of April 1 of the following year, a second week would be earned. The following years of vacation time will be accumulated as of January 1.

If any year-end vacation time has not been used, no more time will be given until the existing vacation time is used. There will be no payment for vacation not taken unless the employee will not return.

Part-time employees who work at least 20 hours per week but less than 30 hours per week on a yearly basis will not be paid vacation until the 2nd year of service according to the following schedule:

Calendar years 2 through 6	1.0 work week based on normal hours worked
Calendar years 7 through 11	1.5 normal work weeks
Calendar years 12 and above	2.0 normal work weeks

For example: the employee is scheduled to work six (6) hours a day four days a week for a total of 24 hours. After two years of service they can be paid for up to 24 hours as vacation pay.

Part-time employees working less than 20 hours per week (1,040 hours per year) and temporary employees receive no vacation benefit.

Date of employee vacations are to be coordinated with the supervisor and Business Administrator based on calendar items. A work week for full-time employees is considered no less than 32 hours according to current law.

Employees whose employment is terminated for any reason or who are laid off for more than thirty days will receive vacation pay for any unused vacation accrued at the time of termination or lay off. If an employee dies, pay for accrued and unused vacation will be paid in a lump sum to the employee's estate.

AUTHORIZED ABSENCE FROM WORK

Short-term absences resulting from jury duty, voting, testifying as a subpoenaed witness, emergency St. Philip Lutheran Church closings, and approved participation in community affairs will not be charged against an employee's accumulated days of paid absence.

Funeral Leave

Full and part-time employees are allowed five (5) paid working days for a death in the immediate family. Immediate family is defined as mother, father, spouse, children, brother, sister, grandparents and in-laws. Absences due to death of relatives other than immediate family, or a friend may be permitted for the day of the funeral and up to two (2) days for travel as needed.

Jury Duty

A full-time employee will be allowed necessary time off, with pay, to serve on jury duty. Jury pay will be given to the employer. If not appointed to a trial, the employee must return to work immediately upon being released by the court. Employees will be paid their regular base rate for authorized absences to serve as a juror or subpoenaed witness, up to a limit of two work weeks per calendar year. Part-time employees will be allowed necessary time off without pay. Part-time workers may keep their jury pay.

Military Leave

Employees with one year or more of service will be protected against loss of income as a result of participation in annual encampment or training duty in the United States military reserves or the National Guard. In these circumstances, St. Philip will pay the difference between what an employee earns from the government for military service and what the employee would have earned as normal straight-time earnings on the job. This difference will be paid for up to two weeks in a calendar year.

Short-Term Absences

Short-term absences resulting from jury duty, voting, testifying as a subpoenaed witness, emergency St. Philip Luther Church closings, and approved participation in community affairs will not be charged against an employee's accumulated days of paid absence. Employees will be paid their regular base rate for authorized absences to serve as a juror or subpoenaed witness, up to a limit of two weeks per calendar year.

Job Injury

Employees who become ill on the job or suffer any work related injury, no matter how minor, must report the situation to the Business Administrator for determination of appropriate action such as

arranging for examination and treatment, and for recording of the incident.

An injury requiring a worker's comp report must be submitted to the insurance company within 24 hours by the Business Administrator. Worker's Comp offices check for fraudulent claims and will prosecute when proven. Be very careful the claim form has the correct information. You will be asked to see a designated provider for the medical check-up.

No compensation will be paid for absences covered by Workers' Compensation.

Personal Leave of Absence:

With approval from the supervisor, employees may be granted an unpaid personal leave of absence to attend to personal matters. All unpaid vacation and sick pay must be used for personal leave and is included in the requested time off. If an employee fails to return to work following an approved leave of absence, the employee will be terminated from employment.

Sick Leave

Full-time salaried employees accrue one day paid sick leave for each month worked not to exceed ten (10) days per year. Should a major medical condition occur, the employee may apply to their supervisor and the Personnel Committee for a leave of absence. Upon approval of such request, the employee shall receive full pay until all sick leave days and vacation days accrued are exhausted. The employee can continue the leave of absence with benefits, if applicable, and without pay for a total of twelve weeks.

Sick leave may also be used to care for another in the immediate family. Part-time employees are not eligible for paid sick leave.

Medical Leave

For rostered employees only, St. Philip will provide medical leave up to 60 days with full salary, housing and benefits, and provision for partial disability thereafter as agreed upon, as coordinated with ELCA pension and benefit guidelines.¹⁶

Family Medical Leave

St. Philip does not fall under the regulations of the Family Medical Leave Act (FMLA) [see page 11] however we do support the need for parents to be with a new child. Any full-time employee who has been at St. Philip for a year may request a leave of absence from his/her supervisor once during any twelve month period due to pregnancy or adoption of a minor child for a period of six (6) weeks. Any unpaid vacation time will be used. The employee may continue the leave of absence for an additional six weeks, without pay, upon approval of their supervisor and the Personnel Committee. Part-time personnel will not be eligible for Family Medical Leave. For rostered leaders, working in conjunction

¹⁶ Rocky Mountain Synod, Compensation Guidelines, page 6

with Congregational Council leadership, parental (maternity/paternity) leave of up to six weeks, with full salary, housing and benefits will be provided. An unpaid leave of absence may be granted for time beyond the six weeks.

Disability Leave

In cases of disability for rostered leaders only, it is expected that St. Philip will continue to pay full salary, housing and benefit contributions for the first 60 days of disability, until the disability benefits of the ELCA Pension Plan go into effect.¹⁷

First Call Theological Education (FCTE)

New seminary graduates are required to participate in First Call Theological Education, which means they must take at least 50 continuing education hours per year for the first three years of their ministry. If St. Philip calls a new graduate we will submit \$600 (of the \$1,000 total) annually to the Region 2 Office for the cost of the program, as well as grant the pastor the time for the two Core Events each year as well as Colleague meetings (once every 4-6 weeks).¹⁸ The cost of these programs will be paid as part of the continuing education money granted in the past when s/he is called. Travel expenses are also provided by St. Philip Lutheran Church.

Sabbatical Leave

Rostered leaders who have served in an active professional ministry with a minimum of 6 years and who have served their current call or appointment for five or more years may take an extended period of time off. Sabbatical leaves must be worked out in conjunction with the Office of the Bishop. They are intended for in-depth study or personal growth related to the regular call of the rostered leader and should include time for personal and familial reflection. Sabbatical leaves will normally be for a period of three months. All time off must be recorded per the Compensation Guidelines of the Rocky Mountain Synod. See page 7 of their handout.

Spiritual Renewal

Per the Continuing Resolution adopted at the 2013 Synod assembly, it is recommended that rostered clergy be allowed 1 day a month (paid time) for prayer and spiritual renewal.¹⁹

Educational Assistance

A minimum of 50 contact hours (defined as a 50-minute classroom instructional session) per year of continuing education is required of every rostered leader of the ELCA. This time is considered as necessary for improving and building ministry. It is not considered vacation time. St. Philip Lutheran Church provides two weeks of continuing education time to rostered leaders for updating their skills and for professional growth.

¹⁷ Rocky Mountain Synod, Compensation Guidelines, page 6

¹⁸ Rocky Mountain Synod, Compensation Guidelines, page 7

¹⁹ Rocky Mountain Synod, Compensation Guidelines, page 6

St. Philip Lutheran Church may also provide educational assistance to regular full-time employees with at least one year of service beyond their designated professional education budget. In addition to rostered leaders, Continuing Education funds are in individual budgetary line items for the Business Administrator, the Director of Music and the Coordinator of Children and Family Ministries. These funds may be carried over for up to one year. These individuals are paid as usual for their time and should keep up with their work duties electronically or otherwise.

Another continuing education line item for general staff use will be under the 'Council' budgetary category. This line item will not be rolled over from year to year. Eligible employees may be approved for use of these funds only for courses of study which St. Philip Lutheran Church determines are directly related to the employee's present job or which will enhance the employee's potential for advancement to a position within St. Philip Lutheran Church and to which the individual has a reasonable expectation of advancing. In addition, to be eligible for reimbursement, courses or programs must be offered by accredited institutions and passing grades (if applicable) must be obtained. Application for use of these funds must be made to the Personnel Committee at least six weeks ahead of the event for which the money is to be used. Individuals must work with their supervisors to determine how their duties will be covered during continuing education time.

Funds will be provided on a reimbursement basis after original receipts for expenses and evidence of attendance/completion are furnished. Employees seeking reimbursement for educational expenses must agree in writing to repay St. Philip Lutheran Church in full if they leave St. Philip Lutheran Church voluntarily or are terminated within one year from the date of reimbursement.

PERFORMANCE EVALUATIONS

It is the intent that the job performance of each employee should be evaluated once a year by the employee's supervisor prior to the annual salary review (generally in late August). A member of the St. Philip Lutheran Church Personnel Committee shall also be present during the evaluation. Performance evaluations are meant to be a benefit to both the employee and the supervisor. They should be conducted in a fair and non-demeaning manner.

Please consider the following when writing up an evaluation:

1. Are you knowledgeable with regard to the performances that are being measured? As a supervisor you should have first-hand knowledge of the employee's performance.
2. Are you using objective measures in your evaluation? Measurements should be based on tasks vs. attitudes.
3. Be honest. Both strengths and weaknesses should be identified. It is difficult to rate people on a sub-par basis, but it is not helpful to the employee in the long run if they believe they are doing an acceptable job when in fact they are not.
4. Set some goals for the upcoming period.

When a new employee is hired, it is imperative that evaluations are not delayed until the normal evaluation time period. If an employee is hired at the end of the year or in the beginning of the year, there should be either a 90-day or 6-month evaluation done. Again, a member of the St. Philip Lutheran Church Personnel Committee shall also be present during this evaluation.

It is also encouraged that a performance evaluation be done when an employee is placed into a different position as well as at termination. If a performance appraisal has been completed on the employee within one month prior to any of the above occasions, a new appraisal need not be completed except in cases involving probation or termination.

An informal discussion with the supervisor for a new employee may be requested by either party sooner than one year. It is the goal of the Personnel Committee to assign new employees a 'mentor' from the Personnel Committee who can work with the new member and help with their transition into church work.

Reviews are open processes with input from employee and supervisor.

A good performance appraisal is not a promise of continued employment.

TERMINATION

Voluntary

It is expected that at least fourteen (14) calendar days advance notice to the supervisor and President of the Personnel Committee be given in the event an employee finds it necessary to terminate his/her employment. Failure to call into the office three (3) consecutive days by an absent person without approved leave will be considered a resignation unless a satisfactory reason is provided.

The Personnel Committee of St. Philip shall conduct an exit interview no later than the employee's last working day. These documents will be stored off site for security purposes.

Involuntary

St. Philip Lutheran Church or the employee may terminate employment at any time and for any reason. If this is necessary, please following these guidelines:

1. Prepare for the termination conference. Plan what you want to say and anticipate any questions he/she is likely to ask.
2. Have two representatives present at the discipline or termination event. One of them should take notes.
3. Be courteous and calm. Do not shout or use profanity. Maintain all confidences.
4. Allow the employee to have his/her say. Acknowledge his/her position but don't suggest that the decision may have been wrong. Take very accurate notes during this time.
5. Never 'pass the buck' or express personal disagreement with the decision.
6. Be prepared to respond to questions regarding benefits, final paychecks and other matters.²⁰

The Business Administrator will have the final pay (including accrued vacation) for terminating employees available on their last working day unless the employee quit and failed to give at least seventy-two hours notice. If the employee quit without the minimum seventy-two hours notice, the Business Administrator will have the final pay (including accrued vacation) available within seventy-two hours. He/she will also be responsible for securing the return of all St. Philip Lutheran Church property in their possession for which the employee signed an agreement of responsibility. (ex. Keys, personnel manuals, etc.)

²⁰ Extracted from materials presented by JB Burch at the CCA training seminar in Richmond, VA, summer of 2014 at Union Presbyterian Seminary. Materials were published in 2012 by Hunton & Williams LLP

GRIEVANCE PROCEDURE

Employees are encouraged to try to resolve issues that arise. If needed, the supervisor can help or the Personnel Committee member assigned to the individual staff member will be provided for support. If needed, the Rocky Mountain Synod provides arbitrators for conflict resolution as well.

APPENDIX A – SEXUAL MISCONDUCT

St. Philip Lutheran Church Sexual Misconduct and Child Protection Policy

Preamble

God made humans male and female and saw that this was good. Gen. 1:27; 2:21-23; and 5: 1-2. God gifted humans with gender and sexuality. The Bible teaches that any good gift from God can become misused or distorted and that such corruption can result in injury, shame and humiliation. Gen. 3:8-13 and II Samuel 11: 1-12:15.

Relationships among people are the foundation of Christian ministry and are central to Church life. Defining safe relationships is not meant, in any way, to undermine the strength and importance of personal interaction or the ministerial role. Rather, it is designed to assist all who fulfill the many roles that create the living Church to demonstrate their love for children and adults in the most sincere and healthy relationships.

The Gospel calls St. Philip Lutheran Church to minister to all of God’s people and to show special tenderness and care for those who are vulnerable, including children and the elderly, and those experiencing illness, loss, and brokenness. The ministries of the Church cannot succeed unless care is taken to ensure these ministries are safe for all.

Sexual Misconduct

For purposes of this policy, “**sexual misconduct**” is any sexual conduct which arises from the work of the church; involves a church worker or volunteer and another individual; and which constitutes either unlawful activity, sexual harassment, or activity contrary to the moral teachings of the church.

It is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment does not refer to behavior or compliments of a socially acceptable nature. It refers to sexual behavior that, to a reasonable person, is unwelcome, personally offensive, lowers morale, and consequently interferes with work effectiveness. It can be visual, verbal, or physical.

Sexual misconduct also includes youth peer sexual harassment.

“Youth peer sexual harassment” ‘

For purposes of this policy, “**youth peer sexual harassment**” is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature by or between minors involved in any church activity which has the purpose or effect of intimidating, embarrassing, or humiliating the other person.

“Consistent” volunteers

For purposes of this policy, “**consistent volunteers**” include High School Youth Volunteers, Guides and Teachers and Volunteers in the confirmation program; Teachers in the Sunday School Program

including Vacation Bible School; Teachers, Aides and Guides in the Kids of the Kingdom Program; and Regular Drivers for all programs.

Background Investigations

All church personnel and consistent volunteers shall be required to give St. Philip Lutheran Church authorization to obtain a criminal background check. Each person will be required to produce at a minimum their date of birth, social security number, address, former name(s) and written signature for the purpose of conducting this background check. A copy of the authorization attached to the results of the background check shall be kept in a confidential file by the Business Administrator.

Code of Conduct

- a. Church personnel will exhibit the highest Christian ethical standards and personal integrity.
- b. Church personnel will conduct themselves in a manner that is consistent with the discipline and teaching of the Church.
- c. St. Philip Lutheran church will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- d. Church personnel will avoid taking unfair advantage of counseling or a similar relationship of trust.
- e. Church personnel will not physically, sexually, or emotionally abuse or neglect a child or an adult.
- f. All church personnel will report promptly any suspected abuse or neglect of a child to the appropriate civil and/or law enforcement authority.
- g. Church personnel will accept their personal responsibility to protect children and adults from all forms of abuse.

Because it would be impossible to compile a comprehensive list of specific acts constituting Sexual Misconduct, we must use common sense, guided by the principles set forth above, to direct our behavior. Church personnel must be alert to avoid any type of contact with children that might lead to misunderstandings, or be misconstrued or misinterpreted by reasonable people.

In their work, as appropriate, clergy and other church personnel should seek to develop a proper rapport with children. But given the seriousness of the consequences of Sexual Misconduct, they should exercise caution and common sense to avoid potentially dangerous situations and to preclude any occasion that could give scandal or cause injury, whether that injury is intended or not by any church personnel.

Obligation to Report

In the event of a known or suspected incident of Sexual Misconduct, the following procedures must be followed. There are two distinct types of reporting for suspected Sexual Misconduct: internal and external. Internal reporting provides notice to church officials of suspected instances of child abuse or neglect and allows church officials to investigate and, as appropriate, apply corrective measures. External reporting provides notice to the local law enforcement or local department of social services of suspected instances of child abuse or neglect. All Church personnel are mandatory child abuse reporters.

- a. Internal Reporting: Child abuse reports must be made quickly. Employees and unpaid staff who reasonably suspect an incident of sexual misconduct or who believe that they are victims

of sexual misconduct, shall immediately provide a written detailed report of the same to the Senior Pastor, Associate Pastor, Business Administrator, Youth Director and/or the Head of Youth Ministry.

- b. External Reporting: It is the policy of St. Philip Lutheran church that all church personnel (clergy, school employees, childcare center employees, licensed professional counselors, licensed marriage and family therapists, and unlicensed psychotherapists) are required to report allegation of Sexual Misconduct with a child in accordance with the Colorado child abuse reporting laws (please see Appendix A). No liability arises from reporting unless it can be proven that a false report was made and that the person knew that the report was false or it was made with reckless disregard for the truth. No one is bound to report unreliable rumors of alleged abuse.

Investigation of Incident Reports

Once an incident of alleged Sexual Misconduct is reported, an investigation will immediately be commenced. Every investigation will be guided by Christian care for the alleged victim, the family of the alleged victim, the person reporting the incident, the alleged offender, and others potentially affected by such circumstances. The individual receiving the report shall immediately consult with church legal counsel and promptly form an investigation team appropriate for the circumstances. Upon receipt of a facially credible allegation that the alleged offender may represent a risk to the alleged victim or others, the alleged offender will be relieved of church responsibilities and placed on administrative leave pending the outcome of the investigation. Such leave shall be with or without pay and benefits as the Senior Pastor or his designee decides.

When accusations of Sexual Misconduct are made, a member of the investigation team should promptly contact the alleged victim. The team should interview the alleged victim, other witnesses, and the alleged offender as appropriate for the purposes of gathering information and offering assistance.

The church shall designate an individual, who may be a member of the investigation team, to serve as a communications liaison to the alleged victim.

Action Where Guilt Determined

Any church employee, unpaid staff, or casual volunteer who admits to, does not contest, or is found guilty of an incident of sexual misconduct shall be immediately disciplined or terminated from employment or any position of responsibility with the church. Any one who admits to, does not contest, or is found guilty of an incident of youth peer sexual harassment shall be immediately disciplined and reported to his or her parents or guardians.

Distribution and Acknowledgement of Policy

The Business Administrator shall distribute a copy of this policy to all employees and consistent volunteers of the church.

Education

Education alone cannot shape mature Christian attitudes nor will it immediately change inappropriate sexual behavior. It can, however, make a positive difference. Upon request of the Church Council, all employees and consistent volunteers are expected to attend appropriate educational programs designed to help recognize and prevent sexual misconduct involving children and others.

Media Contact

Any media contact regarding an incident of sexual misconduct must be directed to the Senior Pastor or his designee.

APPENDIX B – EMPLOYEE FORMS

Employee Information/Emergency Contact Form

Last Name: _____ First Name: _____ Middle Initial: _____

Home Street Address: _____

Home City: _____ Home State: _____ Home Zip Code _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Social Security Number: _____

Gender (circle one) M F

Birth Date: _____

Name of individual to notify in case of emergency: _____

Relationship to employee: _____

Best phone number to use in contacting them: _____

Second name of individual to notify in case of emergency: _____

Relationship to employee: _____

Best phone number to use in contacting them: _____

Employee Statement of Acknowledgement Form

This is to acknowledge that I have received a copy of St. Philip Lutheran Church's Human Resource Policy & Procedure Manual with all appendices including the Safe Haven document. I understand that it provides guidelines and summary information about its human resource policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that St. Philip Lutheran Church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both St. Philip Lutheran Church and I have the right to terminate the employment relationship at any time with or without cause, in compliance with the Human Resource Policy & Procedure Manual, and that this employment-at-will relationship will remain in effect throughout my employment with St. Philip Lutheran Church unless it is specifically modified by an express written agreement signed by me and the Personnel Committee chair.

I further acknowledge that this employment-at-will relationship may not be modified by any oral or implied agreement.

In addition, I acknowledge that I agree to use ELCA arbitration in the case of unresolved disputes.

Employee's Name (Please Print)

Employee's Signature

Date

Picture/Video Release Form

I/we hereby grant ST. PHILIP LUTHERAN CHURCH (SPLC) and sweetjeanmedia.com (website of members Doug and Sandra Murphy) permission to use my (our) likeness(es) in photographs, video recordings or electronic images in any and all of its publications including the TV monitor, websites, any form of social media and pictorial directory entries for promotional and educational purposes only.

I/we understand and agree that these materials will become the property of SPLC and/or SweetJeanMedia and will not be returned. I/we hereby authorize both entities to edit, alter, copy, exhibit, publish or distribute these images for purposes of publicizing the organization's programs or for any other lawful purpose. In addition, I/we waive the right to inspect or approve the finished product, including written or electronic copy, wherein my/our likeness appear(s). Additionally, I/we waive any right to royalties or other compensation arising or related to the use of my/our image. I/we hereby hold harmless and release and forever discharge SPLC and/or SweetJeanMedia from all claims, demands, and causes of action which I/ourselves, my/our heirs, representatives, executors, administrators, or any other persons acting on my/our behalf or on behalf of my/our estate have or may have by reason of this authorization.

I/we am/are 18 years of age and am/are competent to contract in my/our own name. If there are persons under age 18, a parent or guardian has signed below. I/we have read this release before signing below and understand the contents, meaning and impact of this release.

(Signature) (Signature) (Date)

(Printed Name) (Printed Name)

I hereby certify that I am the parent or guardian of the following people under 18 years of age and do hereby give my consent, without reservation, to the foregoing release on behalf of this (these) person (people).

(Parent/Guardian's Signature) (Date)

I do not give my permission for my child(ren), guardian(s) or my images to be used by St. Philip or SweetJeanMedia for any reason.

(Parent/Guardian's Signature) (Date)

(Parent/Guardian's Printed Name) (Date)

Authorization to Obtain Background Check Form

St. Philip Lutheran Church is an equal opportunity employer. The information below is needed to complete the legally-required background checks for any type of work within the church or with children and youth.

Please return the completed form to Linda Goodnough, Business Administrator.

Thanks for your cooperation!

Date: _____

Full Name: _____
 Last First Middle

Maiden/aliases _____

Street Address: _____

City/State: _____

Zip Code: _____

County in which you reside: _____

Home Phone Number: _____

Cell Phone Number: _____

Date of Birth: _____

Driver's License Number: _____

State Issued: _____

Social Security Number: _____

Have you ever been accused of, participated in, or been convicted of sexual misconduct?

_____ Yes _____ No

Applicant Signature (required)

APPENDIX C – EMPLOYEE POLICIES

Cell Phone While Driving Usage

This policy concerning cell phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, sends out tweets, surfs the Internet or downloads and allows for the reading of and responding to email.

You may not use your cellular phone or similar device as described above to receive or place calls, text messages, surf the Internet, check phone messages, twitter, or receive or respond to email while driving if you are in any way engaging in business for the church. Cell phone use while on church business is permitted only in the case of emergencies. Per House Hill 09-1094-2009, emergencies are defined as when a person:

1. Has reason to fear for his or her life
2. Believes that a criminal act may occur to oneself or another
3. Reports a fire, traffic accident, road hazards, medial or hazardous materials
4. Reports a person driving in a reckless, careless or unsafe manner.

Cell phone use is permitted in designated parking areas or in the shoulder lane.²¹

Much research has been done that proves cell phone use while driving is dangerous and may even approach the equivalent danger of driving while drunk. A new law in Colorado, effective December 01, 2009, bans the use of cell phones for drivers under the age of 18 at all times. In addition texting, twittering and emailing is banned for all drivers of all ages.

The Colorado driving law restricting cell phone use is a Class A traffic offense. The law requires officers to witness the offense before issuing a ticket. First-time offenders are ticketed \$50. Second time offenders are ticketed \$100.

Employees who violate this policy will be responsible for any fines levied and may be subject to disciplinary actions, up to and including termination.

²¹ Colorado General Assembly website.

[www.leg.state.co.us/clics/clics2009a/csl.nsf/billcontainers/349F9CCA2B83CD5087257537001A2BB0/\\$FILE/1094_enr.pdf](http://www.leg.state.co.us/clics/clics2009a/csl.nsf/billcontainers/349F9CCA2B83CD5087257537001A2BB0/$FILE/1094_enr.pdf)

Computer Use

Use of Computers

1. Staff Computers
 - a) Office computers are available for staff business use only.
 - b) Church members may use the office computers with permission from a paid staff member or the Network Administrator. (Exception: non-paid staff oversees the Sunday school computer.)
 - c) The only password available for general member use is the guest password and user account. If a personal password is given out to anyone and damage is caused, the signed-on user will be held liable. If the guest account is abused it will be disabled.
 - d) No one should use an office computer without permission from the person who resides in that office or the Network Administrator.
2. Youth Room Computer
 - a) The head of the Family Promise program and the Associate Pastor are responsible for the youth room computer. People they authorize to use the computer need to be aware of the Computer System Policy of St. Philip and must be cleared by the Network Administrator.
3. Software/Hardware
 - a) Only the Network Administrator can add software or hardware to the system.
 - b) Any disks or CD's brought in from elsewhere must be checked for viruses before use.

Computer resources **MAY NOT** be used for the purposes listed below. Violation of any of these will result in disciplinary action up to and including immediate termination.

1. Violation of any applicable federal, state or local laws, rules or regulations such as possession or distribution of child pornography which is a federal crime and will be prosecuted. Any pornography site is considered abuse of resources and is not to be accessed.
2. Harassment of other persons or parties.
3. Libel or slander of other persons or parties.
4. Accessing, transmitting, storing, or distributing offensive material of any kind such as: racist literature, symbols or any hate materials of any kind.
5. Destruction or damage to equipment, software or data belonging to the church or other users.
6. Gaining or attempting to gain unauthorized access to any computing, information or communications devices or resources.
7. Disruption or unauthorized monitoring of electronic communications.
8. Unauthorized copying of copyrighted or other protected material.
9. Violation of system security.

Use of the Internet

1. All who use the Internet must read and agree to abide by this policy.

2. The Internet is a global electronic network. The Internet may contain inaccurate, outdated, incomplete, or controversial information.
3. All staff will have access to the Internet with the primary use being for church business.
4. To best protect the integrity of our system, no entry into unknown web sites or e-mails should take place.
5. Any unusual things that show-up should be reported to the Business Administrator immediately.
6. If problems appear, Internet cookies may be checked on each computer to track what sites have been entered in order to help locate the problem.
7. No sites may be entered or materials accessed that are not acceptable to the mission of St. Philip.
8. In no case should any settings be changed by anyone other than the System Administrator.
9. Only the System Administration may add/delete/remove software.
10. There is to be no illegal activity in the use of the computers; i.e., snooping, hacking, etc.
11. No chat rooms are to be accessed.
12. No surfing without specific approval for a specific need. (exception: staff research)
13. All uses and language must be appropriate for St. Philip Lutheran Church.
14. No charges may be incurred to the church.
15. No personal information such as addresses or telephone numbers should be shared with an unknown person or source.
16. The system cannot be used for any profit-making endeavors.

Back-Ups

1. Backups to the system will be run nightly and will copy system files to multiple locations. Copies of the backups will be held at an offsite location and on the St. Philip Web Server in a secure location not accessible to the public.

System Care

1. There is to be no abusing the equipment physically (i.e.: kicking it, hitting it, etc.). Treat the system equipment as you would if it was your own.

All users that use the St. Philip Lutheran Church computer system must abide by the policies stated.

The Network Administrator reserves the right to deny access to the system to anyone. Any user may have his/her user account disabled for violating the rules stated above. Any employee who violates any of these conditions or who abuses their computer privileges may face termination.

PLEASE REMEMBER THERE IS NO PRIVACY WHEN YOU USE ELECTRONIC MAIL.
NOTHING IS CONFIDENTIAL. ALL CAN BE EASILY CHECKED WHETHER DELETED OR NOT.

Conflict of Interest

Purpose

The purpose of the Conflict of Interest policy is to protect St. Philip Lutheran Church's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of St. Philip or it might result in a possible "excess benefit" transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions

Interested Person - Any director, principal officer, or member of Council or a committee with Council delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest – A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

An ownership or investment interest in any entity with which St Philip has a transaction or arrangement
A compensation arrangement with St. Philip or with any entity or individual with which St. Philip has a transaction or arrangement, or,

A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which St. Philip is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate Church Council decides that a conflict of interest exists.

Procedures

1. **Duty to Disclose** - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with Church Council delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists** – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Church Council meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Council members shall decide if a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the Church Council meeting, but after the presentation, he/she shall leave the meeting during the discussion of and vote on the transaction or arrangement involving the possible conflict of interest.
 - b. The President of the Church Council shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the Church Council shall determine whether St. Philip can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under the circumstances not producing a conflict of interest, the Church Council shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interest of St. Philip and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflicts of Interest Policy
- a. If the Church Council has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigations as warranted by the circumstances, the Church Council determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the Church Council and all committees with Council delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Church Council's decision as to whether a conflict of interest in fact existed.

The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

A voting member of the Church Council who receives compensation, directly or indirectly, from St. Philip for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from St. Philip for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the Church Council or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from St. Philip, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Annual Statements

Each administrative officer and member of Church Council with Council delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands St. Philip Lutheran Church is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Periodic Reviews

To ensure St. Philip operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, including the following subjects:

1. Determination as to whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Determination as to whether partnerships, joint ventures, and arrangements with management organizations conform to St. Philip's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further the charitable purposes of St. Philip and do not result in either an impermissible private benefit or in an excess benefit transaction, per IRS definitions.

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, St. Philip may, but need not, use outside advisors. If outside experts are used, their use shall not relieve Church Council of its responsibility for ensuring periodic reviews are conducted.

Credit Card Usage

St. Philip Lutheran Church has a business credit card. This card does not carry access to cash via an ATM. The card is kept on the church grounds locked up. You must ask the Business Administrator for access to this card if you need to use it. You are allowed to use this credit card only for ministry-related expenses.

Below are some guidelines for using the church credit card:

1. You alone are responsible for the safekeeping of the credit card once it has been checked out to you.
2. No one, other than you, is permitted to use the credit card while it is in your possession.
3. You are making financial commitments on behalf of St. Philip Lutheran Church. Therefore, it is your responsibility to ensure that you are paying fair and reasonable prices for the items being purchased.
4. When the credit card is used to make purchases, the Business Administrator must receive the original itemized 'receipt' along with the appropriate account code structure so that the bill can be paid correctly when it becomes due.
5. You must not use the credit card for non-church related expenses or for personal purchases of any kind.
6. Failure to follow any of the above-listed terms and conditions or if you are found to have misused the credit card in any way, your actions may result in the following consequences:
 - a. Revocation of the privilege to use the credit card
 - b. Disciplinary action
 - c. Termination of employment
 - d. Criminal charges being filed against you with the proper authorities
7. If you should lose the card or have it stolen while in your possession, immediately report the loss or theft to Bank One at 1.800.237.5000 or to the Business Administrator.

Document Retention

St. Philip Lutheran Church takes seriously its obligations to preserve information relating to litigation, audits, and investigations as well as the general operations of the church. It is our intention to establish an ongoing, coordinated administrative effort to systematically manage documents and records. The purpose of this policy is to ensure that documents are secure, accessible, maintained and destroyed according to business practices that are practical, while still meeting the legal requirement applicable to the church. In addition, the policy provides administrative personnel information about the recommended minimum requirements for document retention. These guidelines are to apply to both electronic and paper copy documents.

The Business Administrator is responsible for preserving the safety and confidentiality of documents in the church's possession. Documents should be maintained at the church's offices to provide for their security and preserve their usefulness. Without specific authority to the contrary, no documents should be retained in the personal possession of a director, officer, staff member or volunteer including being stored at a personal residence, on a personal computer or as a part of a personal email account. Documents stored off premises or outside the control of the church will not be considered as becoming a part of the church's documents until properly secured by St. Philip. Security measures should be employed to ensure appropriate disclosure when confidential or private information is given to Council members or others.

Documents should be maintained until the end of the identified retention period, and should then be destroyed in an appropriate manner. Sensitive documents such as those containing financial, account, or personnel information should be destroyed with no reasonable risk of the information being recovered. It is the responsibility of the Business Administrator to oversee the implementation of this policy including the selection of the appropriate means of document destruction.

Electronic documents are to be retained in the same manner as paper documents. Electronic documents created from paper documents may be retained rather than the paper copies as long as the documents are true and correct copies of the actual documents and are saved. Due to security issues, all hard drives located in computers, printers, scanners and copiers are to be separately purged prior to the disposing of any machine.

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the church and its employees. Therefore, failure to comply may result in disciplinary action against responsible individuals. Compliance concerns regarding this policy should be directed to the Business Administrator. All permitted document destruction shall halt if St. Philip is being investigated by a governmental law enforcement agency, and routine destruction shall not resume without the written approval of the churches Congregational Council.

The information listed in the retention schedule below is intended as a guideline and may not contain

direction regarding all the records of St. Philip. Questions regarding documents not included on this list or actions that are not addressed as a part of this policy should be addressed to the Business Administrator.²²

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate Resolutions	Permanent
	Congregational Council meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	5 years
	Correspondence on legal, insurance and important matters	Permanent
	Trademark registrations, patents and copyrights	Permanent
Finance and Administration	Financial statements (audited and year end prepared in house)	Permanent
	Auditor management letters	7 years
	Donor Credit Cards	Retain as required by Merchant Agreement
	Payroll records	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	Accounts payable and receivable ledgers	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	10 years after all obligations end
	Donation records for endowment funds and significant restricted funds	7 years
	Donation records	7 years
	General ledgers	Permanent
	Bank statements and reconciliations	7 years
	Invoices (from vendors or to customers)	7 years
	Payroll records and summaries	7 years
	Retirement & pension records	Permanent
Stewardship/Commitment cards	3 years	
Usher logs	7 years	

²² Reprinted with permission from Frank and Elaine Sommerville, adapted for St. Philip Lutheran Church

Insurance Records	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Accident reports	Permanent
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
Real Estate	Deeds	Permanent
	Leases (expired)	Permanent
	Mortgages, security agreements	7 years after all obligations end
	Building & site drawings	Permanent
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Forms 990	Permanent
	IRS Forms 990-T plus all related worksheets	Permanent
	Forms 941	Permanent
	Forms 1099	Permanent
	Forms W-2/W-3	Permanent
	Charitable Organizations Registration Statements (filed with State Attorney Generals)	7 years
Human Resources	Employee personnel files	Permanent for employees working with children or youth or 7 years after termination for all other positions
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	Permanent for all who work with children or youth, otherwise 7 years for everyone else
	Employment applications	3 years
	Background checks	Permanent
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years

	Timecards	3 years
	Volunteer records	Permanent if the volunteer works with children or youth, otherwise 3 years
Technology	Software licenses and support agreements	7 years after all obligations end
	Electronic Documents (Microsoft Office, Adobe Acrobat, etc.)	Depends on subject matter

Email Etiquette

Our email system is primarily for church use. Occasional personal use is allowed as long as it does not interfere with fulfilling your duties. Please understand that all email is stored and the church may inspect that email (including personal email) without notice. Please be sure to check your email on a regular basis so that our parishioners can be better served.

As part of the St. Philip Lutheran Church staff covenant, we ‘covenant’ with one another in many ways regarding our communication with one another and with our parishioners. We promise to create an emotionally safe environment that fosters open communication with both staff and congregants. We covenant to respond, rather than react, in our communications. We covenant to strive to communicate our concerns directly and to use email to communicate information rather than feelings. Please consider using these following email etiquette rules to create effective emails:

1. **Write well-structured emails:** Do not make an email longer than it needs to be. Remember that reading an email is harder than reading printed communications. Use bullets when possible.
2. **Use short, descriptive subjects:** This will help the recipient as well as yourself if you ever need to find the email again. If previous email threads are used to open a new email thread, change the subject of the new email thread to avoid confusion.
3. **Use a spell checker:** Embarrassing spelling errors can easily be avoided.
4. **Read your email before sending.** Many times we are in such a hurry that we don’t bother to read an email before we send it out. A spell checker cannot eliminate all errors and typos. Simply by rereading an email before it is sent out will help you reduce errors and improve the effectiveness of your message.
5. **Do not send unnecessary or large attachments via email.** If possible include a link to a downloadable document instead. Large attachments (over 10 MB) are highly likely to be blocked along the way and create problems with our network.
6. **Do not write emails in capitals:** Capitals in emails come across as AGGRESSIVE. Usually this is not the intention of the sender, but nevertheless the recipient can be intimidated by use of capitalization.
7. **Do not use abbreviations such as OMG and LOL.** This is not appropriate for church communications.
8. **Only mark emails as important if they really are important:** Over usage of the high importance option will obtain the adverse effect.
9. **Do not use the ‘recall’ option:** Emails cannot be recalled. The recipient will only see another email message saying that you wish to recall the email message.
10. **Never use email to discuss confidential information:** If you don’t want your email to be displayed on a bulletin board, don’t send it. Moreover, never make any libelous, sexist or racially discriminating comments in emails, even if they are meant to be a joke.

11. **Don't send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks:** By sending or even just forwarding one libelous, or offensive remark in an email, you and the church can face court cases resulting in multi-million dollar penalties.
12. **Do not overuse the cc: field:** Try not to use the cc: field unless the recipient in the cc: field knows why they are receiving a copy of the message. Using the cc: field can be confusing since the recipients might not know who is supposed to act on the message.
13. **Be careful using 'Reply to All':** Make sure that everyone from the original email really needs to see your response.
14. **Include the message thread:** It is better to include the message thread so that the recipient can browse through the history of the conversation without having to search through their inbox.
15. **Include an email signature:** Include your name, title, church address, and church phone number. Do not add personal quotes to your email signature.
16. **Keep emails short and concise:** Short and concise emails are more effective than longwinded emails. If the email is too long, recipients will only skim over the content.
17. **Send a complete response:** If you are replying to an email with questions, make sure you reread the original email before sending your reply to make sure that you have answered all questions.²³

²³ <http://www.policypatrol.com/email-etiquette-rules>

Gift Acceptance

St. Philip Lutheran Church shall execute no planned giving agreement without the advice of legal counsel. Prospective donors shall be strongly encouraged to seek their own legal and/or tax counsel in matters relating to their charitable gifts, taxes, and estate plans.

To protect the interests of St. Philip Lutheran Church (sometimes referred to as “SPLC” or “the church”) and the persons and entities who support its causes, these policies are designed to assure that all gifts to, or for the use of, charitable causes are structured to provide maximum benefit to all parties involved.

The goal of this policy is to encourage giving to SPLC without encumbering the church with gifts that cost rather than benefit our organization. The goal is also to avoid gifts that the donor restricts in a manner inconsistent with the goals of St. Philip.

To facilitate the receipts of gifts and bequests, SPLC must be capable of responding quickly and in the affirmative where possible to all gifts offered by prospective donors. Unless stated otherwise, the Finance Committee intends that these policies apply to all gifts.

Gifts of:

1. Cash
 - a St. Philip Lutheran Church will accept gifts in the form of cash and checks regardless of amount, unless: (i) a question exists as to whether the donor has legal title to the asset; or (ii) a question exists as to the legal capacity of the donor to transfer the funds.
 - b Donors shall make all checks payable to St. Philip Lutheran Church and donors shall never make checks payable to an employee, Council member, or volunteer for the credit of the church.
2. Publicly Traded Securities
 - a St. Philip Lutheran Church shall accept publicly traded securities. The donor should anticipate that SPLC will immediately sell such securities.
3. Closely-Held Securities
 - a The Church may only accept closely held securities upon written approval. The Finance Committee will review these securities using the following criteria:
 - i. There is a readily available market for their disposition.
 - ii. Accepting such securities will not create any potential liability to the church.
 - iii. The closely held entity engages in no activities that would be inconsistent with the objectives of St. Philip Lutheran Church.
4. Real Property
 - a The Finance Committee, with the support of the Congregation Council, must approve in writing all gifts of real estate in advance of accepting the gift.

- b SPLC may require that a licensed appraiser issue an appraisal of the real estate before acceptance. The licensed appraiser shall not have any business or other relationship with the donor. The costs of the appraisal shall be borne by the donor.
 - c The Church cannot accept any gift of real estate until the Finance Committee determines that no environmental waste contaminates the property. SPLC may require an Environmental Survey. All costs related to the survey will be borne by the donor.
 - d In general, residential real estate located with the state of Colorado may be accepted, unless the Finance Committee determines that the property is not suitable for acceptance.
 - e Special deliberation shall be given to the receipt of real estate encumbered by a mortgage, as the ownership of such property may give rise to unrelated business income (UBIT) for SPLC, as well as payments, taxes and insurance that may burden the finances of the church.
5. Tangible Personal Property
- a. Jewelry, artwork, collections, and other personal property shall not be accepted unless the employee or volunteer working on behalf of St. Philip has reason to believe the property has a value in excess of \$1,000. Such property can only be accepted on behalf of the church by the Finance Committee or such other person or persons authorized to do so by the Congregation Council.
 - b. No personal property shall be accepted unless there is reason to believe the property can be quickly sold. No personal property shall be accepted that obligates the church to retain it in perpetuity. No perishable property or property which will require special facilities or security to property safeguard it will be accepted without prior written approval by the Finance Committee and approved by the Congregation Council.
 - c. Notwithstanding the forgoing, if there is reason to believe the personal property has a value of \$1,000 or more, it may only be accepted after receipt and review by the Finance Committee, and after an appraisal qualified under the terms of the Internal Revenue Code governing gifts of personal property.
6. Other Property
- a. Other property of any description including mortgages, notes, copyrights, royalties, easements, whether real or personal, shall only be accepted by further action of the Finance Committee.

Deferred Gifts

- 1. Bequests
 - a. St. Philip Lutheran Church shall actively encourage gifts through Wills and Living Trusts.
 - b. In the event of inquiry by a prospective donor, representations as to the acceptability of a bequest to SPLC shall be made in accordance with the Gift Acceptance Policy only.
 - c. The church shall at all times retain the right to refuse a gift from an individual or from an estate when it is not in the best interest of SPLC to accept the gift.

- d. When St. Philip is the recipient of a gift from a will or trust, the Finance Committee shall review the restrictions upon the gift and determine if it is in the best interests of SPLC to accept the gift.
 - e. SPLC will not accept a gift that might result in conflict within the church or confusion as to the utilization of the gift that might create an undue finance burden upon the church.
 - f. When SPLC receives an unrestricted estate gift, the Finance Committee, in consultation with the Congregation Council, shall determine its highest and best use at the time.
 - g. If unrestricted funds are not needed for the ordinary and everyday expenses of the church, priority for unrestricted gifts may be given to the St. Philip Lutheran Church Mission Endowment Fund (SPLCMEF)
2. Life Estate Gifts
- a. Donors shall generally not be encouraged to make gifts of a remainder interest in real property in which the donor retains a life estate.
 - b. This policy is based upon the possibility that the donor may need to sell the home in the future and find that the value of the life estate is a small portion of the value of the property. Such gifts may be accepted by the Finance Committee when the asset involved appears to be a minor portion of the donor's wealth and the Finance Committee is satisfied that there has been full disclosure to the donor of the possible future ramifications of the transaction.
3. Life Insurance Gifts
- a. St. Philip Lutheran Church will encourage donors to name the church as a beneficiary of all or a portion of a person's life insurance policies.
 - b. St. Philip will not, however, as a matter of course agree to accept gifts from donors for the purpose of purchasing life insurance on the donor's life. Exceptions to this policy will be made after researching relevant Colorado laws to assure SPLC has an insurance interest under applicable state laws.
 - c. No insurance products may be endorsed for use in funding gifts to the church. In no event shall lists of the church's donors be furnished to anyone for the purpose of marketing life insurance for the benefit of donors or the church. This policy is based on the fact that this practice represents a potential conflict of interest, may cause donor relations problems, and may subject the church to state insurance regulations should the activity be deemed as involvement in the marketing of life insurance.

Designated Gifts Establishing Designated Accounts

- 1. The Finance Committee, with approval by the Congregation Council, will determine what designated accounts may be established.
 - a. Any donor to the church may request in writing to the Finance Committee the establishment of a designated account. Once an account is established, SPLC may accept funds into that account.

- b. The Finance Committee will determine the length of time the account shall exist. When that time has passed, the Finance Committee may either extend the time period for expiration of the account or transfer any remaining funds to the general fund.
2. Disbursing Designated Funds
- a. Designated funds may only be spent for the purpose for which they are designated.
 - b. If, at any time, SPLC accepts custody of a designated account which has not been approved by the Congregation Council, and the church does not intend to use the designated fund for the purpose designated, SPLC will return the monies to the donor or contact the donor for permission to transfer the funds to another fund or charity chosen by the donor.²⁴

²⁴ Reprinted with permission from Frank and Elaine Sommerville, adapted for St. Philip Lutheran Church

Intellectual Property

St. Philip Lutheran Church appreciates the efforts of its employees to accomplish its mission of spreading the ministries of the Church. Many of our employees assist the Church by creating resources (such as books, music, videos, homilies, programs, and manuals) that further the Church's missions and ministry. For this effort, St. Philip is grateful. We believe these resources have greatly assisted those we serve and those who seek the ministries of the Church.

Realizing that God's work through the Church is much greater than the work of any of those He has called here to serve Him, through our personal contributions to resource development, employees and contractors have an opportunity to freely contribute to the furthering of His work through the Church.

All intellectual property or related materials -- including documents, writings, sermons, homilies, notes, reports, music, and any and all copyrightable material; and any intellectual property rights associated therewith -- prepared or developed by employees or contractors in the performance of their duties of St. Philip Lutheran Church, with equipment belonging to St. Philip, or at the direction of St. Philip, shall remain, be, and/or become the sole property of St. Philip Lutheran Church, without limitation. All copyrights will be procured by St. Philip, all publishing contracts will be through St. Philip, and all royalties will be the property of St. Philip Lutheran Church. These steps are necessary to protect our ministry and potential tax liabilities. Anyone with questions concerning this policy, please contact the Business Administrator.²⁵

Intellectual property is a property right that can be protected under federal and state law, including copyrightable works, ideas, discoveries, and inventions. Although not very applicable to a church, the term 'intellectual property' also relates to intangible property such as patents, trademarks, copyrights, and trade secrets. A patent is the right to exclude others from making, using or selling the invention throughout the United States of America. In short, others may not make, use or sell the patented invention without the authorization of the patent owner. A patent is, therefore, a limited monopoly granted by the government for the term period of the patent. After the patent expires, anyone may make, use or sell the invention. The issuance of patents, trademarks, and copyrights is governed at the federal level by the standards and regulations of the U.S. Patent and Trademark Office.

Trademarks differentiate the goods of one manufacturer from the goods of others. Trademarks are important business assets because they allow companies to establish the reputation of their products without having to worry that an inferior product will diminish their reputation or profit by deceiving the consumer. Trademarks include words, names, symbols and logos. The intent of trademark law is to prevent consumer confusion about the origin of a product. In the United States trademarks may be protected by both Federal statute under the Lanham Act, 15 U.S.C. §§ 1051 - 1127, and states' statutory and/or common laws.

²⁵ Reprinted with permission from Frank Sommerville, adapted for St. Philip Lutheran Church

The U.S. Copyright Act, 17 U.S.C. §§ 101 - 810, is federal legislation enacted by Congress under its Constitutional grant of authority to protect the writings of authors. See U.S. Constitution, Article I, Section 8. Evolving technology has led to an ever expanding understanding of the word "writings". The Copyright Act now covers architectural design, software, the graphic arts, motion pictures, and sound recordings. Because federal legislation invalidates inconsistent state law, the copyright field is almost exclusively a Federal one.

A copyright gives the owner the exclusive right to reproduce, distribute, perform, display, or license his work. The owner also receives the exclusive right to produce or license derivatives of his or her work. Limited exceptions to this exclusivity exist for types of "fair use", such as book reviews. Under current law, works are covered whether or not a copyright notice is attached and whether or not the work is registered. The federal agency charged with administering the act is the Copyright Office of the Library of Congress.²⁶

²⁶ <http://definitions.uslegal.com/i/intellectual-property/>

Marijuana/Alcohol in the Workplace

Marijuana and alcohol use are legal in Colorado, but St. Philip Lutheran Church prohibits employees from working under the influence of either of these substances. We have instituted a drug-free-workplace policy which is in place to help ensure that employees come to work ready and able to work, and that they don't endanger others while they are working.

Legal Background

Twenty states and the District of Columbia have decriminalized possession of marijuana for medical use. Washington and Colorado allow recreational use as well, but federal law still classifies marijuana as a Schedule I drug—one with no legal use.

Although state laws vary, what is true in every state is that these laws don't require employers to permit drug use in the workplace or tolerate employees who report to work under the influence. "When employees walk on to the job, they become an employer's responsibility. Use that impacts an employee's ability to do their job, quickly and legitimately becomes a concern for the employer."

Colorado's law states that it "is not intended to require an employer to permit or accommodate the use, consumption, possession, transfer, display, transportation, sale or growing of marijuana in the workplace or affect the ability of employers to have policies restricting the use of marijuana by employees." In Colorado an appellate court has held that the state's "lawful activities" statute did not protect an employee from termination after he tested positive for marijuana, despite his status as a licensed medical marijuana patient. The court reasoned that, because marijuana is still illegal under federal law, its use is not a "lawful activity" receiving protection.

The 6th U.S. Court Circuit of Appeals has also held that "private employees are not protected from disciplinary action as a result of their use of medical marijuana, nor are private employers required to accommodate the use of medical marijuana in the workplace."

Federal Law and Regulations

Federal regulations still prohibit marijuana use. In addition, the Americans with Disabilities Act (ADA) does not require employers to allow marijuana use as a reasonable accommodation for someone with a disability, even if that person is a registered medical marijuana patient. The 9th U.S. Circuit Court of Appeals has held that "the ADA does not protect medical marijuana users who claim to face discrimination on the basis of their marijuana use."²⁷

²⁷ Joanne Deschenaux, J.D., is SHRM's senior legal editor. More information can be found on her website at <http://www.shrm.org/legalissues/stateandlocalresources/pages/marijuana-use-workplace-drug-policies.aspx#sthash.pX1nphZ2.dpuf>

Nursery

Requirement for Nursery Staff

1. The Supervisor/Coordinator for the nursery must have completed child protection training consisting of First Aid, CPR and Child Abuse training.
2. Anyone who consistently works in the nursery should take a class in first aid, child CPR and go through child abuse training. The St. Philip Early Learning Center offers these classes in August of each year. The church can pay for anyone who needs the classes in order to work in the St. Philip nursery on a consistent basis.
3. No one under the age of 18 may take care of children by themselves or with another underage person.
4. Please arrange for a substitute (sub) if you cannot work at an agreed-upon time. The Nursery Supervisor also needs to be notified. If a sub is not available, the nursery should not accept more than 5 infants or 10 toddlers when an attendant is working alone.
5. Time off needs to be planned in advance for a sub to cover.
6. Nursery workers are covered under the church insurance policy as long as all guidelines as set out in the Nursery Guidelines notebook are followed.
7. Pay close attention to the sign-up sheet. Be sure it is completely filled out especially for allergies or allergy concerns.
8. Please note that Tornado and Fire procedures are posted on the wall. Be sure you know them.

When to dial '911'

Generally speaking, good judgment is necessary in the decision whether or not to call '911'. In all cases after the call is made the parents must be located immediately or preferably someone can be getting them while the child is being attended to. Always call '911' in the following cases:

1. If a child is choking and you cannot immediately clear the obstruction.
2. If there is an accident that needs professional attention. (e.g. a child has a fall and is not able to move or seems to have a broken bone)
3. If someone is taking a child that does not have permission.

Duties of Nursery Staff

Opening:

1. The nursery needs to open fifteen (15) minutes in advance of an event to receive children.
2. Nursery workers must wear nametags whenever present for childcare.
3. At least one nursery attendant needs to arrive 15 minutes in advance of the opening of the nursery to prepare the chemicals for use, to be sure extra diapers are available, the shelf is clear to receive diaper bags and snacks prepared.

Sign-in Sheets:

1. It is the responsibility of the nursery attendants to be certain that every child is signed in and signed out by the parent or authorized person on the sign-in sheet and to handout and collect pagers used.
2. The sign-in sheet should be reviewed at each session to determine if additional allergy precautions are needed. Care should be taken in the distribution of snacks that may contain ingredients resulting in food allergies.
3. To allow for proper management of the nursery, any child whose behavior is too disruptive, overly upset, inconsolable, or ill shall be returned to their parent by a nursery worker or parents will be notified by pager to pick up their child.

Responsibilities of Nursery Attendants to the Children:

It is the primary responsibility of the nursery staff to see that the safety and well being of the children are maintained.

1. Children should be under the direct supervision of a nursery attendant at all times.
2. No child should ever to be left alone - outside or inside.
3. A child should never be left unattended on a changing table. The nursery worker must maintain contact with the child at all times. The diaper changing policy is posted on the wall and must be followed at all times.
4. If at all possible, no nursery worker should be left alone with a child. If a nursery worker needs to walk with a crying baby, they will need to stay within view of the nursery room.
5. Parents of all children are to be asked about food allergies so that we can best protect them while they are in our care. All children with specific allergies must be protected from food that could make them sick.
6. Due to the increase in severe peanut allergies and life threatening nature of contact with the molds contained on nuts, as well as the nuts themselves, no peanut related food items should ever be in the nursery or on the person of a nursery worker.

Snacks:

1. Children's Ministries needs to provide snacks and juice as well as diapering supplies during the summer.
2. Children's Ministries needs to provide chemicals and equipment for sanitizing the nursery and toys.
3. The Early Learning Center provides snacks and juice during the program year.
4. Diapering supplies are provided by the Early Learning Center during the program.

Outside Preparation:

1. Outside gates on the playground must be checked before allowing children out to play.
2. The gates should be kept locked.

3. The playground should be checked. Anything that does not belong should be removed before children are allowed outside.

Closing/Care of the Nursery:

1. Toys must be sanitized with bleach solution each time the nursery toys are used after the children leave. Follow the bleach guidelines included in the Nursery Folder.
2. The nursery must be wiped down with the room bleach and left clean with things put away at the end of each session.

Time Sheets

1. Time sheets should be started as the individual's work in the nursery begins and should be completed when all work is done. All timesheet entries need to include the date, time in and time out.
2. Time sheets must be turned in to the Business Administrator by the Nursery Supervisor/Coordinator with her signature, according to published due dates.

Social Media

Social media sites are powerful communication tools that have a significant impact on our church and our professional reputations. St. Philip has adopted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media. The same laws, professional expectations, and guidelines for interacting with fellow staff, members, visitors, students, parents, media, and others apply online as in the real world. You are liable for everything you post to social media sites.

This policy governs the publication of and commentary on any social media site by employees of St. Philip Lutheran Church. For the purpose of this policy, social media means any facility for online publication and commentary, including but not limited to blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube. This policy is in addition to and complements St. Philip Lutheran Church's Computer Use Policy and any existing or future policies regarding employee behavior, the use of technology, computers, e-mail, internet, conflict of interest, breach of confidentiality and defamation. Publication and commentary on social media carries similar obligations to any other kind of publication or commentary. Employees of St. Philip Lutheran Church are free to publish or comment via social media in accordance with this policy. Personal social media accounts do not need to be registered with St. Philip. Employees should strive for appropriate conduct online at all times, ensuring that participation is not likely to draw negative attention to yourself or to St. Philip.

Below are some guidelines that you can use when using Social Media.

1. **Social Media User IDs:** You may not use St. Philip's name to register with personal social media accounts. Social media identities, logon IDs, user names and URLs may not use the name of St. Philip.
2. **Protect Your Own Privacy:** Privacy settings on social media platforms should be set to ensure limited access to your personal information. Be mindful of posting information that you would not want the public to see. Check your account and privacy settings to ensure you know who can access any postings you make before you post them. Choose unique passwords and ensure your password is different than passwords used to access your St. Philip and home accounts. Consider any friend/connection requests carefully, especially from people you do not know.
3. **Respect Confidentiality:** It's perfectly acceptable to talk about your work and have a dialog with the community, but it's not okay to share confidential or proprietary information. Be sure that what you are announcing has been publicized in on the website, or announced in a staff meeting before posting it.
4. **Respect Copyright laws:** It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others. You should never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is good general practice to link to others' work rather than reproduce it

5. **Respect Others:** Do not disparage the name or reputation of St. Philip Lutheran Church, its practices, officers, directors, employees, volunteers or members. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenities, etc.), but also proper consideration of personal conversations. When resolving conflict with someone within the church, do not post about the conflict online. Individuals should not be cited or referenced without their approval. Never identify anyone by name without permission and never discuss confidential details of an individual's data. Your social media site or blog is not the place to "conduct St. Philip business."
6. **Photos/Videos:** Photos on social networking sites must be appropriate. As a guideline, they should be photos that could be posted on the St. Philip official website. Examples of photos that should be avoided include but are not limited to photos involving alcohol, nudity, medical and hospital patients, graphic scenes and obscene text. Photos of children (minors under the age of 18) should not be posted without written consent from the parent(s) or guardian(s). See the St. Philip Lutheran picture/image release form. Photos should always be posted with the appropriate photo credits. Photos should not be 'tagged' without permission from the individuals in the photos.
7. **Controversial Issues:** If you see any misrepresentations made about St. Philip in social or mainstream media, please notify the Business Director.
8. **Own Your Mistakes:** If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly. It is better to remove it immediately to lessen the possibility of a legal action.
9. **Think about Consequences:** Remember that once something is posted online it cannot be removed, ever! There will always be some type of archive that could eventually come out and affect yours and/or St. Philip Lutheran Church's reputation.
10. **Respect Your Employer's Time:** All time and effort spent on your personal blog or social media site should be done on your personal time and should not interfere with your job duties or work commitments.²⁸

²⁸ Reprinted with permission from Frank and Elaine Sommerville, adapted for St. Philip Lutheran Church.

Transportation

All transportation provided for activities on behalf of St. Philip Lutheran Church must abide by the following policy.

1. All drivers should have driving records checked with our insurance company.
2. All children required by law to be in a child safety seat must be contained according to law.
3. No adult should be alone in a car with one other child not their own.
4. When multiple cars are used for an event they are to caravan. If one stops, all must stop.
5. There should be no driver under the age of 18 transporting children.
6. Only upon the written approval of parents and approval of the youth director should youth over the age of 18 (considered ages 18-21) drive other youth to events.

Whistleblower

St. Philip Lutheran Church requires all rostered leaders, non-rostered employees, Council members, and volunteers to observe high standards of business and personal ethics in conducting their duties and responsibilities. As Christians following the law of God we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable federal, state and local laws and regulations. This policy is intended to encourage and enable employees and others to raise serious concerns prior to seeking outside resolution.

Reporting Responsibility

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

It is highly recommended that the issue first be taken to a supervisor or someone who can address the issue properly. If you are not comfortable speaking directly with your supervisor or if you are not satisfied with his/her response, you are encouraged to speak with the Chair of the Personnel Committee or the President of the Congregational Council. Violations or suspected violations may be submitted on a confidential basis either by you personally or someone can submit them for you anonymously.

Handling of Reported Violations

There will be an acknowledgement of the receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

No Retaliation

No one listed above who in good faith reports a violation of our policies or applicable laws shall suffer harassment, retaliation or adverse employment consequences. Anyone who retaliates against someone who as reported a violation in good faith is subject to discipline up to and including termination of employment.²⁹

²⁹ Reprinted with permission from Frank and Elaine Sommerville, adapted for St. Philip Lutheran Church

Workplace Theft

St. Philip Lutheran Church allows people from all walks of life to use our building. Our church policy is an 'open door' one which means that anyone can walk in—we do not lock them out during business hours. Therefore, we need to ensure that we remove any opportunity for anyone to steal from us personally or from the church in the larger context. The following are some basic guidelines:

1. Please make sure that all valuables, including any purses and wallets, are locked in a secure drawer or cabinet or on your person at all times. Do not leave them out in plain sight for anyone to see or to help themselves to. Many women 'hide' their purses under their desk or in a file drawer. Men think their wallets are safe in their jacket pockets or briefcases. But desks, jackets and briefcases are usually the first place thieves look.
2. Never keep any cash from any ministry source in your possession. Always place all cash in an envelope with the amount and purpose of the money and then put that envelope into the office safe.
3. Never leave church or personal credits cards out in the open.
4. If you are the last one out the door for either lunch or at night, please make sure all doors are locked up and lights are turned out. Unless doors are locked up computers and other small electronics can easily walk out as can other smaller items like office supplies. Copier/postage meter use could be exploited.
5. Do not share passwords for the copier or the postage meter.
6. Never allow your keys to be used by someone you don't know. Never duplicate your keys.

APPENDIX D – JOB DESCRIPTIONS

ST. PHILIP LUTHERAN CHURCH

Senior Pastor

Updated September, 2014

SUPERVISED BY: CONGREGATION COUNCIL

EXEMPT SALARIED POSITION

Purpose of the job:

Preach the Gospel of Jesus Christ and lead in the spiritual development of all.

Essential duties of the job:

1. Preach and teach the word of God.
2. Administer Holy Baptism and Holy Communion.
3. Lead in worship.
4. Proclaim the forgiveness of sins.
5. Provide pastoral care.
6. Speak for justice on behalf of the poor and oppressed.
7. Encourage persons to prepare for the ministry of the Gospel.

Jobs supervised by this position:

1. Associate Pastor
2. Church Business Administrator
3. Director of Music

Committees responsible for:

- 1.

Meetings to attend:

1. Staff
2. Council
3. Endowment
4. Stewardship

Accountability:

This position is responsible to and reports directly to the Congregation Council.

Position specifications:

This is a rostered professional position working a minimum of 40 hours per week. In addition to the

compensation package which includes a housing allowance and a FICA allowance, this position receives the ELCA benefits package, four weeks of vacation per year including four Sundays, and two weeks continuing education time including four continuing education Sundays, up to two months of continued salary, housing, and contributions to the ELCA Pension and Other Benefits Program in a 12-month period in the event that the pastor is physically or mentally disabled and, where applicable, parental leave up to six weeks with full salary, housing and benefits.

Reviews:

It is the desire of St. Philip to hold yearly reviews – a process starting in August and ending no later than September.

Qualification requirements:

1. Ordination recognized through the Evangelical Lutheran Church of America
2. Possesses a sound understanding of Lutheran doctrine
3. Recognizes the changing environment in the Church
 - a Theology/hermeneutics
 - b Worship styles
 - c Methods of participation
 - d Pluralism
4. Strong organizational skills (facilitator)
5. Envisions and implements new approaches, activities and projects.
6. Knows where the ELCA fits into the larger Church
7. Appreciates and values a variety of worship styles
8. Strong preaching skills
9. Compassionate
10. Able to maintain confidentiality
11. Possesses a sense of humor

Suggested Affiliations:

1. Rocky Mountain Synod
2. South Metro Conference

Term of call: At the discretion of the Congregation Council.

ST. PHILIP LUTHERAN CHURCH

Associate Pastor

Updated September, 2014

SUPERVISED BY: SENIOR PASTOR EXEMPT SALARIED POSITION

Purpose of the job:

This position reports to and serves at the discretion of the Senior Pastor. Responsibilities for pastoral leadership of the congregation are shared with the Senior Pastor.

Essential duties of the job:

1. Work with the Senior Pastor in worship and leadership.
2. Assume up to one-half of the overall preaching responsibilities.
3. Officiate at baptisms, weddings, and funerals on a shared basis with the Senior Pastor.
4. Provide pastoral counsel, visitation and referral to the members of St. Philip.
5. Work directly with the Discipleship ministry providing guidance, leadership and direct support.
6. Work directly with the Family Life ministries providing guidance, leadership and direct support.
7. Responsible for the youth and family ministry.
8. Attend ministry meetings as needed, including weekly staff meetings and church council meetings.
9. Other duties as deemed necessary.

Jobs supervised by this position:

1. Coordinator of Children and Family Ministries

Committees responsible for:

1. Ministry Support
 - a. Discipleship
 - b. Family Life

Meetings to attend:

1. Staff
2. Leadership training
3. Ministry Support
 - a. Discipleship
 - b. Family Life
4. Congregational meetings
5. Other necessary called meetings

Accountability:

This position is responsible to and reports directly to the Senior Pastor, but works closely with the church Executive Council, other staff members, church members and ministry leaders.

Position specifications:

This is a rostered professional position working a minimum of 40 hours per week. In addition to the compensation package which includes a housing allowance and a FICA allowance, this position receives the ELCA benefits package, vacation time of 28 days per year, including four Sundays, and two weeks continuing education time including four continuing education Sundays, up to two months of continued salary, housing, and contributions to the ELCA Pension and Other Benefits Program in a 12-month period in the event that the pastor is physically or mentally disabled and, where applicable, parental leave up to six weeks with full salary, housing and benefits.

Reviews:

It is the desire of St. Philip to hold yearly reviews – a process starting in August and ending no later than September.

Qualification requirements:

1. Ordination recognized through the Evangelical Lutheran Church of America
2. Possesses a sound understanding of Lutheran doctrine
3. Able to maintain confidentiality.
4. Organization skills.
5. Envisions and implements new approaches.
6. Initiates activities and projects and works autonomously.
7. Knows where the ELCA fits into the larger Church.
8. Appreciates and values God-centered worship.
9. Willingness to grow preaching skills
10. Compassionate/relational.
11. Possesses a sense of humor
12. Effective communicator and motivator.
13. Effective teacher.
14. Effective working with youth.
15. Team-oriented approach to ministry.

Suggested affiliations:

1. Rocky Mountain Synod
2. South Metro Conference

Term of call: Coterminous with the call of the Senior Pastor.

ST. PHILIP LUTHERAN CHURCH

Church Business Administrator

Rev. February 26, 2010

SUPERVISED BY: SENIOR PASTOR EXEMPT SALARIED POSITION

Purpose of the job:

To provide professional leadership and management for the business operations of the church, while demonstrating the values set forth in St. Philip's Vision Statement to be a welcoming place for all people. There are basically three specific areas of responsibility: "administration", "finance" and "property".

Essential duties of the job:

1. Manage the overall church office function that provides administration support to the pastors, the congregation, church council, and ministry teams. Duties include office management, keeping and culling of data and records, maintaining an effective filing system, handling confidential business, overseeing the church's computer system, insuring that the church follows its legal responsibilities, maintaining the church calendar and attending such meetings that apply to these areas.
2. Provide administrative support to church ministries to both support programs and insure compliance with church guidelines. Those duties include attending ministry functions and representing the administration group on teams and task forces as required.
3. Work under the guidance of the church Treasurer and the Finance Committee to provide complete financial and accounting management for the fiscal operations of the church. Oversee the receiving, depositing and recording of all income; code and approve all payments while providing appropriate safeguards. Provide support for the creation, monitoring and reporting of the church budget. Process payroll and file appropriate 941 State and Federal tax withholding documents on a monthly, quarterly and annual basis. Issue W-2's and 1099's annually as well as prepare all year-end reports including the Synod report and the annual congregational report. An ongoing understanding of all phases of the church's finances is required.
4. Take ownership of the church physical facility as it applies to operation and repair and maintenance of the building, equipment and grounds. Although the volunteer property and grounds committee along with Church Council will authorize expenditures for the property, the employee will insure that contractors and vendors perform in accordance with agreements and verify accuracy of billings and timeliness of payments. The employee will also work with the property and grounds committee to see that mechanical and electrical systems are used efficiently.

5. Supervise the assigned workers to efficiently and effectively support the requirements of the administrative.
6. All other job requirements as assigned.

Jobs supervised by this position:

1. Office Administrator
2. Custodian
3. Nursery Supervisor
4. Early Learning Center Director

Committees responsible for:

1. Property and facility management
2. Financial management
3. Stewardship staff representative
4. Communications
5. Office Technology/database

Meetings to attend:

1. Staff
2. Council
3. Leadership Training/Retreats
4. Ministry Support
 - a. Property and facility management
 - b. Finance committee
 - c. Stewardship staff representative
 - d. Communications-Office Technology/database
5. Early Learning Center Board
6. Congregational Meetings
7. Other necessary called meetings

Accountability:

The position is responsible to and reports directly to the Senior Pastor, but works closely with the church Executive Council, other staff members, church members and ministry leaders.

Position specifications:

This is a full-time position with a minimum of 36 hours per week. Hours may vary during peak and summer periods. This position will receive a paid vacation, paid sick leave, eight paid holidays, FICA contributions, Portico Pension benefits and travel/accident insurance while on church business. This position is also granted each year \$1,000 of continuing education funds to be used throughout the year.

Reviews:

It is the desire of St. Philip to hold yearly reviews – a process starting in August and ending no later than September.

Qualification requirements:

1. A working knowledge of Windows, Word, Excel, Publisher and calendar software.
2. A basic understanding of computer hardware and networking.
3. Outstanding organizational skills.
4. A problem solver.
5. Flexibility as well as the ability to adapt quickly to new situations.
6. This employee must be capable of working in an unsupervised environment.
7. A people-oriented person who can listen attentively and is compassionate.
8. The ability to multi-task.
9. A strong background in finance.
10. The ability to use all office equipment (i.e., telephones, copiers, fax machines etc.).
11. This individual must be detail oriented.

Suggested affiliations:

1. Mile High Chapter of the National Association of Church Business Administrators (DBA: The Church Network).
2. National Association of Church Business Administrators (DBA: The Church Network).

ST. PHILIP LUTHERAN CHURCH

Church Office Administrator Updated September, 2014

SUPERVISED BY: BUSINESS ADMINISTRATOR PART-TIME HOURLY POSITION

Purpose of the job:

This job is primarily two-fold. As an Editorial Assistant, this position will prepare the weekly Order of Worship PowerPoint slides and weekly announcement slides and install them on the Sanctuary and narthex computers. It will assemble, format, and edit content of the weekly SPIN email and the monthly Happenings as well as special publications for funerals and confirmation ceremonies. As the church secretary and receptionist, this position will provide a welcoming presence in the office, on the phone, and in person as well as provide secretarial support to the pastors, other staff members and the congregation when appropriate.

Essential duties of the job:

1. Prepare worship slides, announcement slides, SPIN and Happenings in a timely fashion, meeting required deadlines for publication and worship. This includes researching and creating pertinent visual images and graphics.
2. Work closely with the pastors and the Director of Music to ensure that worship information is correct; communicate changes to worship servants and office staff.
3. Prepare special bulletins like Children's bulletins and confirmant bio booklets for the confirmation dinner.
4. Provide a welcoming presence in the office and on the phone.
5. Receive and compile prayer requests.
6. Provide copyright expertise to ministry leaders, staff and members and oversee the volunteer who reports copyright usage to licensing agencies when required.
7. Procure and track weekly altar flower arrangements, as well as tracking and assisting in the procurement of flower orders for special occasions.
8. Order office supplies.

Jobs supervised by this position:

1. Volunteers who help in the office with attendance entry, copyright reporting, connection cards, special mailings or whatever is needed.
2. Volunteers who help in the mailing of birthday and anniversary cards, weekly SPIN to homebound and monthly Happenings to homebound.

Meetings to attend:

1. Weekly staff meetings
2. Annual staff retreat

Accountability:

This position is responsible to and reports directly to the Business Administrator and indirectly to the pastors but works closely with Director of Music, other staff members and church members.

Position specifications:

This is a part-time hourly position with a minimum of 28 to 30 hours per week. Hours may vary based on workload.

Reviews:

It is the desire of St. Philip to hold annual reviews – a process beginning in August and ending no later than September.

Qualifications:

1. Proficient in Windows, Word, PowerPoint, and Publisher
2. Ability to interact with individuals in a kind, supportive, and confidential manner – both on the phone and in person.
3. Familiarity with office equipment including telephones, copier and fax machine.
4. A strong understanding of the Lutheran liturgy.
5. Ability to keep confidences in all matters.

Suggested affiliations:

None.

ST. PHILIP LUTHERAN CHURCH

Coordinator of Children and Family Ministries Revised September, 2014

SUPERVISED BY: ASSOCIATE PASTOR NON-EXEMPT PART-TIME HOURLY POSITION

Purpose of the job:

This position is intended to minister to children ages 0 through 6th grade and their families.

Essential duties of the job:

1. Provide encouragement and support to families of young children through direct contact and sharing of resources (i.e., family visits, attendance at school, visit the nursery and children's sporting events), or any other appropriate activity.
2. Start a pilot program for Faith 5 by regularly meeting with 7-11 families who will commit to using the Faith 5 program in their homes for a period of six weeks.
3. Continue to encourage families to grow the faith of their children in their homes through the Faith 5 program or another program, based on the results of the pilot program.
4. Support and work with the Children's Ministry Team.
5. Encourage and support the building of an active fellowship program for the children.
6. Encourage the children and families to regularly attend worship and be involved in worship through service roles such as the acolyte program, Sharing Our Faith, or the lector program.

Jobs supervised by this position:

None

Meetings to attend:

1. Staff meetings as necessary.
2. Children's Ministry meetings.

Accountability:

The position is responsible to and reports directly to the Associate Pastor, but works closely with other staff members and church members.

Position specifications:

This is a part-time position with a minimum of 15 to 20 hours of work per week. Hours may vary during peak and summer periods. This position receives personal vehicle mileage compensated according to current IRS rates and policies. Benefits include annual continuing education funds and a professional allowance. Medical insurance will be offered but must be paid by the employee.

Reviews:

It is the desire of St. Philip to hold yearly reviews – a process starting in August and ending no later than September.

Qualification requirements:

1. Strong relational skills.
2. Ability to relate to children and families.
3. Organizational skills.
4. Writing skills.
5. Minimal computer skills.

Suggested affiliations:

None.

ST. PHILIP LUTHERAN CHURCH

Custodian Rev. September 2014

SUPERVISED BY: BUSINESS ADMINISTRATOR NON-EXEMPT PART-TIME HOURLY POSITION

Purpose of the job:

The primary purpose of this position is to keep all areas of the church clean and presentable. This includes the reception area, the front entrance and the hallways. This position is also responsible for cleaning and maintaining the offices, the classrooms and the conference (meeting) rooms as well as the worship space and the bathrooms. When the ELC is used, this position cleans that area as well.

Essential duties of the job:

1. Keep all areas of the church clean and presentable.
2. Restock paper products, soap and general cleaning supplies.
3. Empty the trash cans and recycle appropriate products.
4. Mop the floors.
5. Other duties as assigned.

Jobs Supervised by this position:

None

Meetings to attend:

None

Accountability:

This position is responsible to and reports directly to the Business Administrator, but works closely with the Early Learning Center staff, church staff members and church members.

Position Specifications:

This is a part-time position with a minimum of 15-20 hours of work per week. Hours may vary during peak and summer periods. This position receives no benefits or insurance.

Reviews:

It is the desire of St. Philip to hold yearly reviews – a process starting in August and ending no later than September.

Qualifications:

1. Ability to work independently.
2. Maintain confidentiality.
3. Multi-task.
4. Have an eye for detail.

Suggested affiliations:

None.

ST. PHILIP LUTHERAN CHURCH

Director of Music Ministries

Revised November 2014

SUPERVISED BY: SENIOR PASTOR EXEMPT SALARIED POSITION

Purpose of the job:

To provide liturgy resources and all music relating to Saturday and Sunday services as well as special services at St. Philip Lutheran Church.

Essential duties of the job:

1. Provide liturgy resources and music for Saturday services, Sunday services and special/other worship services.
2. Conducts performances/rehearsals of the Sanctuary Choir, Handbell Choir and all instrumental ensembles.
3. Responsible for recruiting, developing and managing choirs and all instrumental ensembles as well as maintaining instruments
4. Maintain music libraries.
5. Serve as a resource to any children's and youth music groups including the Sunday school children's music program(s).
6. Attend weekly meetings with the Senior Pastor (or designated person) to plan upcoming worship services.
7. Work with Worship Styles and Format Team.
8. Provide Editorial Assistant with weekly music selections two weeks in advance with any final changes a week in advance on Monday at the latest.
9. Arrange the yearly schedule of music for all styles of worship (including the summer music program) with the Senior Pastor and worship team(s).
10. Responsible for annual music budget and input to Sanctuary AV.
11. Keep church office aware of rehearsal and other music program-related needs.
12. Purchase all church choir/instrumental music within planned annual program budget.
13. Arrange for musicians and fill-in organist/pianist for all worship services.
14. Make arrangements for soloists for special services (weddings, funerals, et. al) on an ad hoc basis.
15. Review weekly service PowerPoint slides.
16. Write monthly Happenings article.
17. Promote worship understanding through Happenings articles, education classes/sessions for all ages within the congregation and other means.

Jobs supervised by this position:

1. Organist/Pianist position(s).
2. Volunteers who help lead the music program.

Meetings to attend:

1. Staff
2. Worship Styles and Format Team as needed

Accountability:

The position is responsible to and reports directly to the Senior Pastor, but works closely with the music groups, other staff members and church members.

Position specifications:

This is a part-time position with a minimum of 15 to 20 hours of work per week. Hours may vary during peak and summer periods. This position will receive one week paid vacation per year, but no other benefits or insurance.

Reviews:

It is the desire of St. Philip to hold yearly reviews – a process starting in August and ending no later than September.

Qualification requirements:

1. Education/training and experience in the music field and choral and instrumental music conducting.
2. Has a solid understanding and appreciation of the liturgical and musical heritage of the Lutheran Church as well as the genre of sacred music.
3. Commitment to all facets of the church's mission to be a welcoming community of faith.

Suggested affiliations:

1. Membership in the Association of Lutheran Church Musicians (ALCM), the National Pastoral Musicians Association (NPM), Hymn Society, and the American Guild of English handbell Ringers (AGEHR).

ST. PHILIP LUTHERAN CHURCH

Nursery Supervisor/Coordinator Updated September, 2014

SUPERVISED BY: BUSINESS ADMINISTRATOR NON EXEMPT HOURLY POSITION

Purpose of the job:

To provide a welcoming, safe, loving and clean environment for children from birth to those who do not turn 4 until after September 15th of the year they are registered.

Essential duties of the job:

1. Establish and enforce procedures for checking children in and out of care.
2. Establish and enforce procedures for keeping nurseries clean, safe and sanitary.
3. Be sure rooms and equipment are clean and in good order at end of the day's use.
4. Supervise or oversee supervision on the playground.
5. Change diapers and help children with personal hygiene.
6. Provide snack time. (ELC provides juice during the school year.)
7. Have age-appropriate activities accessible. (ELC provides most of the supplies for Sunday.)
8. Make all decisions mindful of the vision and mission of St. Philip.
9. Set an example of a life reflective of God's calling.

Jobs supervised by this position:

Nursery Assistant
Infant Nursery Assistant, if needed

Meetings to attend:

None

Accountability:

The position is responsible to and reports directly to the church Business Administrator, but works closely with Children's Ministries, and church members.

Position specifications:

This is a part-time position with a minimum of 3 ½ hours in the summer and 4 ½ hours during the program year. Childcare will be provided as needed for special services and new member classes.

Reviews:

It is the desire of St. Philip to hold yearly reviews – a process starting in August and ending no later than September.

Qualifications:

1. Group childcare experience.
2. Able to deal in a professional manner with member and visitor families.
3. Ability to arrive at least 15 minutes before services to check children in from parents.
4. Provide permission for a background check.
5. Attend the ELC CPR/Universal Precautions training along with First Aid training.

Suggested affiliations:

None

ST. PHILIP LUTHERAN CHURCH

Nursery Assistant Updated September, 2014

SUPERVISED BY: NURSERY SUPERVISOR **NON-EXEMPT HOURLY POSITION**

Purpose of the job:

To provide a welcoming, safe, loving and clean environment for children from birth to those who do not turn 4 until after September 15th of the year they are registered.

Essential duties of the job:

1. Enforce procedures for checking children in and out of care.
2. Enforce procedures for keeping nurseries clean, safe and sanitary.
3. Be sure rooms and equipment are clean and in good order at end of the day's use.
4. Supervise the playground.
5. Change diapers and help children with personal hygiene.
6. Provide snack time. (ELC provides juice during the school year.)
7. Have age-appropriate activities accessible. (ELC provides most of the supplies for Sunday.)
8. Make all decisions mindful of the vision and mission of St. Philip.
9. Set an example of a life reflective of God's calling.
10. Coordinate with ELC classroom use.

Jobs supervised by this position:

None

Meetings to attend:

None

Accountability:

The position is responsible to and reports directly to the Nursery Supervisor.

Position specifications:

This is a part-time position with a minimum of three to five hours per week. Hours may vary during peak and summer periods. This position receives no benefits or insurance.

Reviews:

It is the desire of St. Philip to hold yearly reviews – a process starting in August and ending no later than September.

Qualifications:

The employee should be:

1. Eighteen (18) years of age or older.
2. Experienced in group childcare.
3. Deal in a professional manner with member and visitor families.
4. Willing to arrive at least 15 minutes before services to accept children from parents.
5. Agree to have a background check run on them.
6. Available to attend the ELC-CPR, Universal Precautions training and first aid training in August or the equivalent elsewhere.

Suggested affiliations:

None

ST. PHILIP LUTHERAN CHURCH

Organist/Pianist Updated September, 2014

SUPERVISED BY: DIRECTOR OF MUSIC MINISTRIES NON EXEMPT PART-TIME POSITION

Purpose of the job:

Play organ or keyboard accompaniment/solo's at all Sunday worship services and special services throughout the church year.

Essential duties of the job:

1. Cooperates with Senior Pastor, Music Director, and Music Team and Worship Styles and Formats team in general planning and leadership of overall church music program throughout the year.
2. Attends and participates in all choir rehearsals as well as instrumental rehearsal when needed.
3. Plans weekly prelude, postlude, hymn arrangements and cover music for all worship services with the Music Director.
4. Provides Office Administrator with weekly music selection by Monday morning two weeks prior to the service.
5. Plans and schedules, together with Music Director, for special music for all services when regular choirs are on vacation and during summer months.
6. Provides or approves arrangements for provision of organ/keyboard accompaniment for all weddings and funerals, and consults with wedding party or the family of the deceased, as necessary.
7. Plans, together with the Music Director, an annual program and program budget for the organ/keyboard area, which is submitted to the Music Team for approval.

Jobs supervised by this position:

None

Meetings to attend:

None

Accountability:

This position is responsible to and reports directly to the Music Director. .

Position specifications:

This is a part-time salaried position with a minimum of 15-20 hours per week.

Reviews:

It is the desire of St. Philip to hold annual reviews – a process beginning in August and ending no later than September.

Qualifications:

1. Organist.
2. Pianist.
3. Accompanist.
4. Interest in various musical styles.
5. Capable in various musical styles.
6. Interpersonal communication skills.
7. Flexibility
8. Desire to make all decisions mindful of the vision and mission of St. Philip to be a welcoming place which invites, equips and sends.
9. Set an example in personal life reflective of God's calling

Suggested affiliations:

None.