

Church Financial Hot Topic

Personnel Policy Questionnaire

Biblical Basis of Calling a Staff Member: How does the calling of a staff member fit into the church's purpose? What is the Biblical basis for calling the church staff? Does the church view the church staff member as a minister?

Calling of Ministerial Staff: How does the church call a minister? What is the process? How does the church vote on calling a minister? What is the responsibility of the church to the new minister and his family?

Employment of Support Staff: Who employs new support staff? Is church action required? If so, how?

Lines of Authority: Who answers to whom? If a problem arises with a staff member, who is responsible for solving the problem? What is the chain of authority among the staff and church?

Staff Meetings: Are they necessary? If so, who is responsible for scheduling staff meetings? What is the expectation of these meetings?

Staff Evaluations: Is this necessary? Who is responsible? How will evaluations be accomplished?

Anniversary Recognition: How often will staff be recognized for years of service? How will they be recognized? Who is responsible for making sure adequate recognition is given?

Personal Conduct: What is the moral expectation of a staff member?

Dress Code: What is expected in regard to a business dress code during office hours?

Office Hours: What are the normal working hours that a church member can expect the office to be open?

Days Off: What days will the church office be open or closed?

Pay Period: How often will the payroll be paid?

Retirement Benefits: Who is eligible for church contributions to the Church Retirement Plan? What percentage of salary and housing (recommended ten percent) will the church make on the behalf of a staff member to his retirement account at Guidestone Financial Resources, SBC?

Insurance Benefits: Who is provided what benefits? Is family coverage provided and what level of benefits?

Holidays, Vacation, and Sick Leave: When are these provided? Will they accrue if they are not used?

Ministry Leave: How many weeks can the staff be away from the church for ministry-related work like revivals, mission trips, and so forth?

Maternity Leave: Does the church comply with the American Family Leave Act?

Family Death or Illness: What is the church policy on family leave? How can it be used?

Jury or Military Duty: Will this service be considered part of ministry leave or extra leave?

Termination by Staff Member: How should a staff member inform the church of leaving its employment?

Termination by the Church: How can a church staff member be dismissed? What is the process?

Sabbatical: Does the church provide for a sabbatical for long-term employees for spiritual renewal and study? If so, what are the terms? What is the approval process? What are the expected results?

Severance Pay: Upon dismissal of employment by the church, what severance pay should be offered to the staff member by the church?

Pulpit Supply: Upon the absence of the pastor, who is responsible for securing a supply preacher? Who pays the supply preacher for his services?

Sexual Harassment Policy: Does the church have a procedure to handle an accusation of sexual harassment by an employee? What committee will deal with such matters?

Child Abuse Policy: Does the church have a written policy on child abuse prevention and reporting?

Accountable Reimbursement Plan: Does the church have a written policy on how the staff will be reimbursed for ministry expenses like travel, hospitality, conventions, books, and continuing education?

Credit Card Usage: Are restrictions and guidelines addressed for the usage of church credit cards?

Job Descriptions: Each ministry position needs a job description upon employment. Are the job descriptions written with realistic expectations? Does each job description have a spiritual role written in it?

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