Appendix 4

The Church of the Pilgrimage
Plymouth, Massachusetts

PERSONNEL POLICIES AND PROCEDURES

Approved by the Church Council on December 19, 2023

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PERSONNEL POLICIES AND PROCEDURES

The Church of the Pilgrimage
Plymouth, Massachusetts

The Personnel Committee oversees the consistent application of the *Personnel Policies and Procedures* to called Pastors, contracted clergy, and lay staff of the Church.

The Personnel Committee serves the Church Council in an advisory capacity on issues related to personnel administration. It does not exist to manage the interface between staff and congregation (that is the work of the Council) and it does not exist to provide managerial or leadership oversight to the staff team (that is the work of the Senior Pastor). An effective Personnel Committee recommends policy on human resources management to the Council and ensures compliance with employment laws. The Council adopts or amends the policies as it sees fit. Once policy has been adopted, it is the role of the Personnel Committee to satisfy the Council that the Church complies with established policies.[1]

A. PERSONNEL PROCEDURES

1. Employee Definition

a. An employee of The Church of the Pilgrimage is a person who is compensated for the work performed for the Church.

b. Due to the unique interpersonal relationships and overlapping roles within church settings, employment of congregation members as contracted clergy or lay staff is not allowed. Such employment would present significant challenges in separating the roles of employee and congregation member.

2. Some Possible Positions of Employees/Independent Contractors (titles may vary)

a. Pastor (called)
b. Associate Pastor (called)
c. Contracted Clergy
d. Choir Director adults and/or children
e. Organist or Substitute Organist
f. Choir Section Leads
g. Leaders of specific projects/programs such as Christian Education Director
h. Church School Leader

[1] Adapted from Susan Beaumont, LLC: https://susanbeaumont.com/ask-alban-the-personnel-committee/ , accessed 4/26/2022.

i. Nursery Coordinator
j. Office Manager, Administrative Assistant
k. Sexton or Custodian
l. Treasurer

3. Job Descriptions and Qualifications

a. Called Pastors of the Church shall meet the Church's qualifications, as stated in the Search Committee Profile, and the requirements of the Pilgrim Association of the Southern New England Conference United Church of Christ (SNEUCC) for standing in the Association.

b. Written job descriptions for contracted clergy and lay staff shall provide clear statements of the job responsibilities and tasks to be performed, with the understanding that responsibilities may change as circumstances change. Required and preferred qualifications, training, and professional affiliations shall be included.

c. Job descriptions for new contracted clergy and lay staff employees shall be prepared by the Personnel Committee in collaboration with the Senior Pastor and the appropriate Ministry Team. Job descriptions require approval by the Church Council.

d. The Personnel Committee, in consultation with the Senior Pastor and the appropriate Ministry Team, shall review annually and revise, as necessary, the job descriptions of contracted clergy and lay employees of the Church. Such revisions require approval by the Church Council.

e. The Personnel Committee shall assure that contract letters at hiring reflect the appropriate job description and are signed and dated by the employee, the Chairperson of the appropriate Ministry Team, and the Chairperson of the Trustee Ministry Team. The original contract letter shall be maintained in the employee's personnel file. (Refer to Section 9, Employee Records.) A copy of the contract letter shall be given to the employee.

f. The Senior Pastor shall establish job priorities for contracted clergy and lay staff, as needed.

g. All employees/independent contractors must agree to a CORI review. After receiving the CORI report, the Safe Conduct Committee will ascertain the eligibility of the person. All employees/independent contractors shall be thoroughly familiar with the *Safe Conduct Policy and Procedures* (Appendix 5). and agree to abide by those procedures. It is the responsibility of the Safe Conduct Committee to ensure compliance with those procedures and updating of CORI reports.

4. Employment

a. Each employee, at the time of hiring, shall receive a copy of the *Bylaws*, *Behavioral Covenant* (Appendix 1), *Personnel Policies and Procedures* (Appendix 4), and *Safe Conduct Policies and Procedures* (Appendix 5). Each employee shall sign and date a statement (Document C) signifying their agreement to abide by the provisions contained in the above documents. The signed statement shall be placed in the employee's personnel file.

b. A settled Pastor's Call Agreement includes the Terms of Call which include, but are not limited to:

- **i.** relocation expenses, salary, and housing
- **ii.** financial benefits (annuity, health, vision, and dental insurance, social security and Medicare offset, life insurance and disability income plan)
- **iii.** time benefits (weekly work schedule averaging 40-50 hours per week, two (2) days off per week, holidays, vacation time, parental leave, personal and sick leave, sabbatical leave)
- **iv.** provisions in case of injury, disability, or death
- **v.** professional expenses (ministry expenses, conference, association and wider church meetings, continuing education, mileage)
- **vi.** freedom and responsibility of the pulpit
- **vii.** review of ministry
- **viii.** mediation procedures
- **ix.** termination of pastoral call.[2]

c. Each contracted clergy or lay employee, when hired, shall receive an agreement of employment in the form of a contract or letter. The agreement shall include but not be limited to expected salary, expected hours of work, holidays, sick leave, special time off, training continuing education, and, as appropriate, pension opportunities and health and insurance benefits. All training/continuing education require approval by the appropriate Ministry Team and the Senior Pastor.

d. The Senior Pastor and the Chairperson of the Personnel Committee shall thoroughly explain the remuneration and benefits an employee is to receive prior to the beginning of his/her employment.

e. Recommendations for compensation or benefit changes for contracted clergy and lay employees shall be discussed with the Senior Pastor, the Trustee Ministry Team, and the Council and, if necessary, require approval by the Congregation through the annual budget process and Congregational vote to approve the budget.

f. Additional compensation for special projects not accounted for in an employee's job description require approval by the Trustee Ministry Team upon recommendation of the Senior Pastor and the appropriate Ministry Team.

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[2] *Call Agreement Workbook,* pp. 9-16. www.ucc.org/ministers, United Church Resources. See also *2019 Guidelines for Local Church Personnel and Search Committees for Authorized Ministers and Professional Expense Reimbursement,* Clergy Leadership Development Council of the MACUCC.

g. Unsatisfactory employee performance or behavior noted by the Senior Pastor, the Chairperson of the appropriate Ministry Team, or the Moderator, including, but not limited to inability or unwillingness to adhere to the Job Description, Bylaws, Behavioral Covenant, or Safe Conduct Policies and Procedures may result in an action plan for performance improvement or modification of that behavior. It is important to address concerns as they arise.

Employee dismissal may result if such an action plan does not result in acceptable alteration in the unsatisfactory performance or behavior.

h. Following the conclusion of employment, with the employee's consent, an Exit Interview, conducted by the Chairperson of the Personnel Committee and the Moderator, shall be held with the employee to ascertain the employee's level of satisfaction with her/his employment at The Church of the Pilgrimage.

5. Designation of Supervisory Responsibilities

a. The Senior Pastor provides leadership and oversight of the Church staff. The Called Pastor(s) shall be responsible to the Church Council and ultimately to the Congregation. All staff are responsible to the Senior Pastor in collaboration with the appropriate Ministry Team. In cases where conflicts have not been resolved by preliminary efforts, the Council is ultimately responsible for encouraging amicable relationships between Church staff members, including the Pastor(s), and between Church staff members and Congregation members.

b. The Visitation Minister, if there is one, shall be responsible to the Senior Pastor in collaboration with the Deacon Ministry Team.

c. Employees who work with the Church youth and the Church School shall be responsible to the Senior Pastor in collaboration with the Christian Education Ministry Team.

d. Employees whose work is to direct or participate in the musical aspects of the Church and its worship services, including the youth and children's choirs, shall be responsible to the Senior Pastor in collaboration with the Music Ministry Team.

e. Employees whose work is administrative, clerical, or custodial shall be responsible to the Senior Pastor in collaboration with the Trustee Ministry Team.

f. The Senior Pastor shall participate in the hiring process for all employees along with the Chairperson of the appropriate Search Committee and/or Ministry Team. (Refer to "Channels for Employment" Chart, Document A.) Advertisement for available positions shall include a summary of the job description and essential qualifications, as developed by the appropriate Ministry Team, Senior Pastor, and the Personnel Committee.

6. Employee Reviews

Since the goal of ministry assessment is to improve the practice of ministry vitality in the Congregation, it is essential for the assessment process to model healthy communication practices. Feedback (written or verbal) should never be anonymous; it should provide personal reflection (*e.g. 'I have experienced…' not 'some people say…'*)*; participants should engage in speaking their own truth and listening to others speak their truths. As feedback is received, pastors, staff, and volunteers have a right to know who offered feedback."*[3]

a. Foundational components which shall be in place for effective review of all employees:

i. Specific goals reflecting the ministries of the Congregation to its membership and to the wider community, ministries grounded in the Church's Vision and Mission Statements and affirmed by the Church Council.

ii. The Church's Behavioral Covenant, as the foundation for healthy communication practices within the review process. Anonymous comments shall not be considered in reviews.

iii. Appropriate job descriptions for each staff position so that faithful performance of each position can be assessed objectively.

iv. A signed call agreement for the Pastor(s) and signed employment letter or contract for other staff members.

v. The Pastor's three-way covenant with the Congregation and The Pilgrim Association of the Southern New England Conference, United Church of Christ. Expectations and commitments of the relationship between Pastor, Congregation, and Association shall be part of ministry review.

vi. An agreement (Document D), signed by all participants, to respect the confidentiality of the review process among the participants of each review.

b. Called Pastor Reviews

i. *Each Called Pastor shall be reviewed individually and annually.*

ii. A Pastor's ministry is not done in isolation. Rather, it involves the whole ministry of the Congregation. The annual Pastor's review focuses on the covenantal relationship between the Pastor and the Congregation and avoids focusing only on how the Pastor functions as an employee. Rather, it focuses on how the Pastor and

[3] *A Sure Foundation, resources for the relationship between pastors and congregation,* p. 26, Produced by Ministerial Excellence, Support, & Authorization (MESA) Ministry Team, 2018, United Church of Christ.

Congregation are doing together in carrying out the various aspects of the vision, mission, and ministry to which God calls the Church.[4] The Pastor's call agreement, as well as responsibilities to the greater UCC and the Pastor's outreach to the wider community, on behalf of the Church, shall also be considered.

iii. Process for Pastor Reviews

- The Moderator shall call a special, confidential meeting, of the Pastor and the following Church Council review team members, who act as representatives of the Congregation: Moderator, Assistant Moderator, and Chairpersons of the Christian Education, Deacon, Membership and Evangelism, Mission and Outreach, Music, Stewardship, and Trustee Ministry Teams. No other Pastors or other Congregation members shall attend this meeting.

- Before the meeting, the Pastor and the Council review team members named above shall reflect on the question, "How are we doing together to accomplish the Vision and Mission of the Church through our ministry?". All participants, including the Pastor, shall bring to the meeting their written responses to the question. The Pastor's response shall contain a self-assessment based on the same question. If so desired, the Pastor may discuss her/his response with her/his Pastoral Relations Committee. The Pastor shall send a PDF copy of her/his response to the Moderator to be distributed to the Council review team members before the meeting. This document shall be confidential. (See Document D.)

- During the meeting, in answering the above question, the participants, including the Pastor, shall reflect on the progress toward the previous year's goals for the Congregation and the Pastor. They shall examine their shared efforts and responsibilities in carrying out the various aspects of the vision, mission, and ministry to which God calls the Church. They shall consider the big picture of the Church including accomplishments as well as items that may not have come to fruition, without placing blame. They shall propose goals for the coming year.

- At the meeting, the Assistant Moderator shall take notes on the discussion.

- After the meeting, the Moderator, Assistant Moderator, and Deacon Ministry Team Chairperson shall consider the meeting notes and write a draft review, which shall form the basis of further conversation with the Pastor. This draft shall reflect what was said at the meeting. If other items are added to this draft, it shall include the names of the persons who stated the item. A PDF copy of the draft shall be sent to each member of the Council review team. This draft shall be confidential. (See Document D.) The Council review team

[4] *Completing the Circle: Reviewing Ministries in the Congregation,* by David R. McHahill, The Alban Institute, Inc. (2003), p. 20

members will have at least 48 hours to indicate if there are any discrepancies between dialogue at the meeting and the draft review.

- If the Moderator, Assistant Moderator, Deacon Ministry Team Chairperson, and Pastor agree on the Congregational and Pastoral responsibilities and the results of their shared efforts, a copy of the review document (including goals and changes agreed to during their review conversation) shall be signed and dated by the Moderator, Assistant Moderator, Deacon Ministry Team Chairperson, and the Pastor. The review document, including joint and individual goals for the coming year, shall be placed in the Pastor's Personnel file within two weeks of the review date.

- If, after trying to reach consensus, disagreements remain regarding the review document (including joint and individual goals for the coming year), the Pastor may add a written appendix to his/her reflection and goals. A signed and dated copy of the Pastor's appendix shall be added to the review document, sent to the Council review team members, and placed in the Pastor's Personnel file.

- Accomplishments and goals jointly articulated by the Council review team and the Pastor shall be shared with the Congregation in the Moderator's Annual Report.

- The Pastor may include additional accomplishments and goals in the Pastor's Annual Report.

- Reviews of other called ministers, *i. e.* Associate Pastor, shall be carried out with the procedure described above in collaboration with the Senior Pastor.

c. Contracted Clergy and Lay Employee Reviews

i. Reviews of all other employees shall be called and chaired by a member of the Personnel Committee. The review team shall consist of the Senior Pastor, the Chairperson and one other member of the Ministry Team to which the employee is responsible, and a Personnel Committee member who shall ensure compliance with appropriate procedures (in item vii below) and the Behavioral Covenant.

ii. New staff employees shall be reviewed at the end of their first three months of employment and shall receive a written copy of the report signed by Senior Pastor, Chairperson of the appropriate Ministry Team, and the employee. The employee review shall be completed, and documentation shall be filed in the employee's personnel file within two weeks following the review date.

iii. Each employee shall be reviewed at least once a year. S/he shall receive a written copy of the final review document signed by the Senior Pastor, the Chairperson of

the appropriate Ministry Team, and the employee. The final review document shall be filed in the employee's personnel file within two weeks following the employee's review date.

iv. Recommendations by the Senior Pastor or the appropriate Ministry Team in collaboration with the Senior Pastor for employee modifications of work or work habits, additional training, or other matters, as appropriate, shall be included in reviews.

v. During the review, areas in which an employee has exceeded ordinary expectations shall be noted. The spirit of collegiality and cooperation that the employee exhibits in relationships with Pastor(s), staff colleagues, and congregation members shall be considered in the review. Employees are expected to exhibit flexibility in response to unforeseen events in the life and worship of the Church.

vi. If the work performed and the job description do not match, modifications shall be made.

- The Personnel Committee, in consultation with the Senior Pastor and the appropriate Ministry Team, may modify and update the job descriptions of contracted clergy and lay employees. Revised job descriptions shall apply after approval by the Church Council.
- Changes in job description may alter appropriate qualifications for the position and may also alter compensation.

vii. Process for Employee Reviews

- The staff member to be reviewed shall prepare a written summary and self-appraisal of the previous year's work, progress toward previously set goals, and new goals for the coming year.

- The Ministry Team shall meet and designate one member in addition to the Chairperson to be representatives on the review team. The Ministry Team shall prepare a preliminary performance review of the employee based on the Ministry Team's experience with the employee, the job description, the Behavioral Covenant, and goals previously set. Goals for the coming year shall be noted.

- The Senior Pastor shall write her/his preliminary review.

- The two Ministry Team representatives shall use the Senior Pastor and Ministry Team reviews as guidance to write a draft of the review document, with consideration given to the lay staff person's self-appraisal. This draft requires approval by the Ministry Team.

- The review document draft shall be sent to the Senior Pastor for her/his comment. If desired, a meeting between the Senior Pastor, Ministry Team representatives, and one Personnel Committee representative will be held to achieve final language of the review document draft.

- Copies of the review document draft shall be sent to the Senior Pastor, Ministry Team representatives, the employee, and the Personnel Committee representative. All drafts shall remain confidential. (See Document D.)

- Senior Pastor, Ministry Team representatives, Personnel Committee representative, and the employee meet to discuss the review document. including goals for the coming year. If the employee agrees with the review document, including goals for the coming year, all review participants in the review shall sign the review document. A copy of the review document shall be given to the employee, and the signed document shall be placed in the employee's personnel file.

- If the employee and review team agree on revisions to the review document that will make it acceptable to all parties, the review document shall be changed within two (2) business days to resolve any disagreements noted in the meeting. This is preferable.

- Copies of the revised review document shall be sent to review participants. All review participants then sign the revised review document as soon as practicable. A copy of the revised review document shall be given to the employee and the signed copy shall be placed in the employee's personnel file.

- If agreement is not reached, the employee shall write an appendix within two (2) business days noting points of disagreement. Copies of this appendix shall be sent to review participants. A second meeting of review participants shall be held to consider the appendix and attempt to resolve disagreements. If disagreements are resolved, the revision-and-signing process in the bullet point above shall be followed.

- If agreement on a significant issue is not reached, a copy of the employee's appendix shall be signed by the employee and initialed by other review participants. The signed and initialed appendix shall be attached to the review document and placed in the employee's personnel file. If necessary, the review participants, the Moderator, and the Assistant Moderator shall meet to make a final effort to resolve disagreements. If successful, a letter indicating terms of the resolution shall be initialed and dated by all participants and placed in the employee's personnel file and a copy given to the employee. Unsuccessful resolution of significant disagreements may result in termination of the employee.

- Senior Pastor and the appropriate Ministry Team, at specific intervals indicated in the annual review document, shall evaluate the progress toward accomplishment of any action plans outlined in an employee review document. Compliance with or deviation from the agreed upon action plan shall be considered when determining retention of the employee.

7. Resolution of Conflicts

a. Employees not content with their work responsibility should review their job descriptions jointly with the Senior Pastor (head of staff) and the appropriate Ministry Team Chairperson.

b. Employees not content with their compensation or benefits shall review their concerns jointly with the head of staff and the appropriate Ministry Team Chairperson. If the head of staff and Ministry Team Chairperson agree, they shall make a request to the Trustee Ministry Team through the annual budget process. Alternatively, the Senior Pastor may raise the issue of compensation for contracted clergy and lay employees at a Council meeting at budget planning time.

c. Efforts to resolve conflicts between employees (including Pastors) or between employees and congregation members shall first take place in conversations between the parties. All parties shall be mindful of the provisions of the Church's Behavioral Covenant (Appendix 1).

d. If those conversations do not resolve the conflict, a meeting of the parties to the conflict, the Senior Pastor, appropriate Ministry Team Chairperson(s), Moderator, Assistant Moderator, and a member of the Personnel Committee, as an impartial observer to the conversation, shall be held. Resolution of the conflict shall be the goal of the meeting.

e. If the meeting indicated above does not resolve the conflict, the Moderator may call upon the Associate Conference Minister or an outside consultant to assist in resolution.

8. Employee Dismissal

a. An employee may resign at any time. The resignation shall be in writing and shall contain at least two-weeks' notice of that employee's time of departure, unless otherwise specified in an existing contract.

b. All employees, with the exception of called clergy, are hired "at will" and may be discharged when changes in religious direction, redirection of program emphasis, lack of funds, or inappropriate conduct takes place. An employee may be dismissed if s/he receives an unfavorable CORI report and in the judgment of the Safe Conduct Committee the reasons are sufficient to dismiss.

c. Unsatisfactory employee behavior noted by the Senior Pastor, the appropriate Ministry Team Chairperson, or the Moderator, including, but not limited to inability or unwillingness to adhere to the Bylaws, Behavioral Covenant, or Safe Conduct Policies and Procedures may result in an action plan for modification of that behavior. Employee dismissal may result if such an action plan does not result in acceptable alteration of the unsatisfactory behavior.

d. If an employee receives an unsatisfactory review, it shall be discussed with him/her by the Senior Pastor and the appropriate Ministry Team Chairperson. The deficiencies must be detailed to him/her in person and in writing. Failure to make improvement, within the time specified in the employee's review document, may be cause for dismissal.

e. An employee may be discharged at any time when performance irregularities warrant such action.

f. It is the policy of the Church of the Pilgrimage that if a Department of Children and Families (DCF) Oral Report of alleged child abuse is made against any Church employee, that employee must be removed immediately from all contact with children (including infants and youth) in Church sponsored programs until DCF assesses the allegation. Continued employment at The Church of the Pilgrimage will then be determined.

It is vital that the actions within our Church mentioned in this section, be handled with confidentiality and as much discretion, fairness, and respect for all involved as possible.

Detailed procedures for responding to allegations of abuse are contained in *Safe Conduct Policies and Procedures* (Appendix 5).

9. Employee Records

a. An individual personnel file shall be established and maintained for each employee and kept in a locked container with access restricted to the Senior Pastor, Moderator, Assistant Moderator, and Personnel Committee Chairperson. Access shall be controlled by the Senior Pastor and Moderator. CORI reports shall be kept by the Safe Conduct Committee in a locked confidential file with access controlled by the Safe Conduct Committee Chairperson.

b. Individual personnel files shall include the employee's job description, copies of contracts, letters of employment, and credentials, as appropriate, copies of review documents, Immigration Form I-9, and any other pertinent information. CORI reports shall not be kept in personnel files.

c. Files of persons no longer employed by the Church shall be maintained for an appropriate legal time frame (7 years from date of termination).

10. Exceptions

a. Exceptions to the *Personnel Policies and Procedures* due to unforeseen circumstances require approval by the Council.

b. Exceptions to employee qualifications for specific positions require approval by Council after recommendation by the Senior Pastor and appropriate Ministry Team Chairperson. A statement of reasons for exceptions shall be written by the appropriate Ministry team Chairperson and the Senior Pastor, either together or separately, and filed in the employee's file.

11. Procedure Changes

Changes in the *Personnel Policies and Procedures* may be suggested by any Church member, Church Ministry Team, or any employee. All changes require approval by the Church Council before taking effect.

B. EMPLOYMENT CLASSIFICATIONS

It is the intention of The Church of the Pilgrimage to treat all employees fairly and equitably in all decisions regarding compensation and benefits, as indicated in the employment classifications below.

1. Called Pastors

Settled clergy called by the Congregation to serve The Church of the Pilgrimage shall be compensated (salary and benefits) according to the contract negotiated with the prospective Pastor by the Pastor Search Committee in collaboration with the Trustee Ministry Team, Personnel Committee Chairperson, and the Moderator. Such contracts require approval by the Church Council. The details of such contracts should take into consideration the Guidelines of the Southern New England Conference of the United Church of Christ for Clergy Compensation.

2. Full-time and Part-time Employees

Full-time and part-time employees shall be paid monthly and receive benefits specified in their individual contracts. They are subject to Federal and Massachusetts income taxes and the Federal Insurance Contributions Act (FICA) for Social Security and Medicare.

3. Independent contractors

Independent contractors, *e. g.* pulpit supply ministers, choir section leaders, guest musicians, are paid according to their individual letters of agreement. They receive IRS Form 1099 annually.

C. EMPLOYMENT BENEFITS

1. Holidays

Eleven Federal Holidays (New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus/Indigenous People's Day, Veterans' Day, Thanksgiving Day, Christmas Day) plus Patriots Day holiday shall be the recognized paid holidays for employees entitled to such benefits. If a holiday falls on a day where the employee's presence is required, they will earn equal compensatory time off.

2. Jury Duty

The Church will pay for the first three (3) days at normal pay scales. After this period, the Church will supplement the difference between the payment received for jury duty and the employee's regular wage.

3. Bereavement Leave

An employee may be absent with pay for up to five (5) days in response to a death in the immediate family or household. For the purpose of this policy statement, "immediate family" includes spouse, son and daughter (including stepchildren), grandchild, son-in-law and daughter-in-law, parents (including stepparent), grandparent; father-in-law and mother-in-law, brother and sister (including stepbrother and stepsister), brother-in-law and sister-in-law. In addition, "household" includes individuals regularly sharing the employee's residence.

The Church recognizes that five (5) days leave may not be adequate in all circumstances. If additional time off is needed, consideration will be given to this as either accrued vacation time or unpaid leave.

4. Health Care Benefits – Full Time Employees

The Church of the Pilgrimage offers access to health insurance plans through the Pension Boards of the United Church of Christ. The health insurance plan rates can be found at www.pbucc.org/index/php/rate-locator. Eligible employees are those employees working full-time. Full-time employee is defined as a year-round employee working more than 30 hours per week. Eligible employees must also meet additional eligibility requirements under the UCC Pension Board plan document, which can also be found on their website. The employee may choose from any of the health insurance plans offered by UCC Pension Boards. The Church's maximum annual contribution towards an employee health insurance premium will be no more than the current year "Non-Medicare, Members age 41 and over, Plan C, Two Adult.

Example: The health insurance indicated above was $1,354/month for 2019. Suppose an employee is age 45 and chooses Plan A, one adult and one child. The monthly premium for 2019 was $1,928. The Church would have paid $1,354 of monthly premium and the

employees would have paid $574 of monthly premium through a pre-tax deduction of their payroll.

If a full-time employee is unable to be accepted for health insurance through the UCC Pension Boards or prefers to receive health insurance from a different source, the Church's maximum annual dollar contribution towards that employee's health insurance premium shall be no more than the above mentioned UCC's current year "Non-Medicare, Members aged 41 and over, Plan C, Two Adult, premium.

5. All Other Benefits

Vacation time, sick leave, urgent personal business, flexible time, pension benefits, life insurance, *etc*. shall be granted according to individual employment agreements/contracts.

6. Other Considerations

It is the intention of this Church to abide by the civil legislation regarding employment, labor, and tax legislation of the various authorities.

D. PAYROLL PROCEDURES

In order to authorize the payroll preparer to incorporate any new employee or to authorize any change in hours, salary or wage rate, position title, or any other status including termination, the Chairperson of the Personnel Committee and the Chairperson of the Trustee Ministry Team must complete and sign the "Payroll Authorization Form." Only then shall it be transmitted to the payroll preparer. The payroll preparer will not change any compensation or other benefit without this form. (Document B).

Document A

CHANNELS FOR EMPLOYMENT

POSITION	RELATIONSHIP TO CHURCH	INTERVIEWED BY & NOMINATED BY	DECIDING BODY
Pastor	Called	Appointed Lay Search Committee	Congregation
Associate Pastor	Called	Appointed Lay Search Committee and Senior Pastor	Congregation
Contracted Clergy	Hired	Appropriate Ministry Team(s) and Senior Pastor	Church Council
Christian Education Director	Hired	Appointed Lay Search Committee and Senior Pastor	Church Council
Church School Leader	Hired	Senior Pastor and Christian Education Ministry Team	Christian Education Ministry Team
Nursery Coordinator	Hired	Senior Pastor and Christian Education Ministry Team	Christian Education Ministry Team
Choir Director	Hired	Appointed Lay Search Committee and Senior Pastor	Church Council
Organist/Handbell Director	Hired		
Choir Section Leads, Guest Musicians	Hired	Choir Director	Music Ministry Team Chairperson
Office Manager, Sexton	Hired	Senior Pastor, Moderator, Trustee Ministry Team	Church Council

Document B

PAYROLL AUTHORIZATION FORM
FORM PR-1 (May 2022)

OBJECTIVE: Internal controls require that payroll changes be reviewed and approved by the Church Council upon recommendation of the Senior Pastor and the Chairperson of the Personnel Committee This form brings together all the information necessary for the payroll person to properly calculate the wage or salary and all necessary paperwork supports the change.

1. Effective Date: Enter the date the employment or change begins.
2. Enter the position /job title.
3. Enter the employee's full name: (first, middle initial, last).
4. Enter full street address.
5. Apartment number if applicable.
6. Enter the Town of residence.
7. State.
8. Zip Code.
9. Enter home phone number.
10. Alternative or cell phone number.
11. Enter date of birth: (mm/dd/yyyy).
12. Enter the Social Security number.
13. Enter person to contact in an emergency.
14. Enter the emergency contact's phone number.
15. Check for written contract. A copy should be attached when someone is hired or there is a change in the contract terms. Enter the date the contract was signed.
16. Record the employee's citizenship (USA) and check off that Form I-9 has been received.
17. Check off that Federal W-4 is submitted. If not, obtain it.
18. Check off that Mass M-4 is submitted. If not, obtain it.
19. Base Salary: Record the Base Salary per year.
20. Base Hourly Wage: Record the hourly rate.
21. Scheduled hours: Record the scheduled hours (*i. e*. 40 hours per week).
22. Indicate if the benefit applies
23. The amount in weekly, monthly or annual terms, and...
24. If there is a "cap" on the amount the church pays.
25. Indicate when first eligible for vacation.
26. Indicate if deviates from standard personnel policy.
27. Indicate reason for change.
28. Signed by Chairperson of the Personnel Committee.
29. Signed by Trustee Ministry Team Chairperson after review.

COPIES: Original in personnel file, two (2) copies to payroll person

PAYROLL AUTHORIZATION (PR-1) Effective Date: 1

Position: 2

Employee Full Name: 3

Street: 4 Apt: 5

Town: 6 State: 7 Zip: 8

Home phone: 9 Cell phone: 10

Date of Birth: 11 Social Sec #: 12

Emergency Contact: 13 Phone #: 14

Copy of Contract/Agreement Attached: Yes/No Contract Date: 15

Citizenship: 16 I-9 Form on File: Yes/No 16

Fed Withholding Form W-4 on file: Yes/No 17

MA Withholding Form M-4 on file: Yes/No 18

Base Salary: 19 annually

Base Hourly Wage: 20 per hour Scheduled Hours: 21

Benefits	Yes	No	Amount	Cap
Health Insurance	22	22	23	24
Life Insurance				
Auto/Prof. Allow.				
Annuity				

Other Benefits List Below

Vacation Duration: 25 Paid Personal Days: 26

Sick Leave: 26 Paid Bereavement Leave: 26

Reason for Change: 27

Approved by 28 Date: 28

Title: 28

Trustee sign-off: 29 Date: 29

Document C

The Church of the Pilgrimage
Plymouth, Massachusetts

Employee Agreement

I have read and agree to abide by the provisions contained in the following Church of the Pilgrimage documents:

1. *Bylaws*

2. *Behavioral Covenant* (Appendix 1)

3. *Personnel Policies and Procedures* (Appendix 4)

4. *Safe Conduct Policies and Procedures* (Appendix 5)

This document must be signed before a witness.

Employee name (printed)	Employee Signature	Date
Witness for Employee name (printed)	Witness Signature	Date
Ministry Team Chairperson (printed)	Ministry Team Chairperson Signature	Date
Trustee Chairperson (printed)	Trustee Chair Chairperson Signature	Date

Document D

The Church of the Pilgrimage
Plymouth, Massachusetts

Review Team Confidentiality Agreement

Trust in the integrity of colleagues and in the fairness of the review process is necessary for the proper functioning of employee reviews. By agreeing to serve on this review body, I understand and agree to abide by the requirement of confidentiality for all documents, conversations, and proceedings related to the review. All my verbal and written communications concerning the review shall be limited to other members of the review team. I acknowledge that failure to maintain confidentiality can cause egregious damage to the Church, to members, and to staff. Such failure erodes trust in colleagues and produces the perception of unfairness in the review.

A review team member who breaches the confidentiality of the review process shall be expected to resign from the review team. If the person being reviewed breaches the confidentiality of the review process, s/he shall be expected to acknowledge it to the review team. The breach shall be noted in the review document.

_____
Name (printed)

_____ _____
Signature Date