

PERSONNEL POLICY MANUAL

First United Methodist Church

Valley Center, KS

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INTRODUCTION

This Personnel Policy Manual (manual) is provided by the Staff Parish Relations Committee (SPRC) to serve as a guide to the policies, procedures, privileges and benefits of employment as paid staff at the First United Methodist Church, Valley Center, KS. (FUMCVC). The manual is prepared for informational purposes only. Neither this manual nor any other communications or practices constitute a contract between the FUMCVC and its employees nor shall they be construed as such.

The Personnel Policy Manual is not a static document and at times the information and/or policies it contains may be changed or amended with or without advance notice. Employees should always stay current by reading and reviewing all current and updated policies, procedures and benefit information. The manual is not prepared with the intention of providing specific practices or policies for every possible situation. There may be a time at which a question will arise which has not been discussed in the manual or an elaboration is needed on a topic already presented. In such cases, staff should contact the Pastor or their immediate supervisor. Should the Pastor or supervisor not be available in a timely manner, the SPRC Chair may be consulted.

CLERGY: Whenever there is a conflict between the personnel policies of the FUMCVC and The Book of Discipline of the United Methodist Church, the Book of Discipline takes precedence to the extent that a conflict exists. Wherever there is a conflict between the FUMCVC personnel policies and those of the Kansas West Conference, the policies of the Conference take precedence.

PERSONNEL AND EMPLOYMENT PROCEDURES

Employment

Equal Opportunity

FUMCVC will provide an equal employment opportunity to all staff members and applicants for employment. No person shall be discriminated against in employment because of race, color, sex, age, national origin, ancestry, veteran status, disability or any other unlawful reason. This policy applies to all terms, conditions and privileges of employment.

Application and Employment Process

Open staff positions will be posted in official church publications and/or other communication vehicles appropriate to the specific position. All applicants will be required to complete an application form and, in some instances, an employment resume may be requested. Should any information on a submitted application prove to be misleading, false, or intentionally omitted, the applicant may be eliminated from further consideration. If the individual has been hired, such errors or omissions may result in termination of employment.

The Pastor will review applicants and determine which candidate(s) should be recommended to the SPRC. An interview task force may be designated and should include at least one member of the SPRC as well as the Pastor. Upon consultation with the SPRC Chair, the Pastor will offer employment to the applicant selected by a task force or by consensus of the SPRC.

Employment Classifications

FUMCVC will utilize the primary classifications identified in the Fair Labor Standards Act (FLSA).

EXEMPT positions do not qualify for overtime compensation regardless of the number of hours worked per week. Individuals holding exempt positions will have responsibility for managing the development and administration of significant programs and/or ministries.

NON-EXEMPT positions qualify for overtime compensation for those hours worked in excess of 40 hours per week, and for which such hours have been approved in advance by the Pastor or supervisor. Non-exempt positions have specifically described tasks and responsibilities that are to be completed according to policy and procedure.

The SPRC will further classify each position as one of the following:

- Full-time exempt
- Full-time non-exempt
- Part-time exempt
- Part-time non-exempt
- Temporary
- Contract

Full-time positions, both exempt and non-exempt, require a minimum of 35 hours worked per week. Part-time exempt positions require a minimum of 20 hours worked per week. The number of hours worked per week may vary with each part-time non-exempt and temporary position but will be less than 30 hours per week. Contract employees are hired for a specific task or function to be accomplished within an agreed time frame which may not require a defined number of hours per week.

Identification of the employment classification will be included in each position description.

Accountability & Expectations

Accountability

FUMCVC Employees are ultimately accountable to the Pastor who is responsible for supervising staff, administering policies and procedures and for the programs and ministry of the church. The Pastor and those staff with supervisory responsibilities should meet with the employees who report to them regularly and/or as needed for planning and coordination of program activities.

Employee Qualifications

As a minimum qualification, all paid staff shall:

- honor the Christian faith, the purposes of the United Methodist denomination and the FUMCVC mission and vision,
- demonstrate the specific skills, capacities and aptitudes required for their specific position,
- be able to maintain and keep confidence,
- be diligent in observing city, state and federal regulations and laws in both their professional and personal life, and
- maintain a lifestyle, even away from the workplace, that is a positive reflection of the church.

Staff Expectations

Employees are often perceived by members of the church and the community at large as extensions of the pastoral ministry. Thus it is imperative that employees behave in a mature, responsible and professional manner exhibiting kindness, sympathy and empathy to all who come in contact with them in their professional capacity. Employees are expected to perform their duties with care and attention to the needs of members

and those who seek out the church in any capacity. Instances of unacceptable behavior or misconduct in this regard will subject the employee to discipline.

Employees are expected to function in a team relationship under the direction of the Pastor and/or their immediate supervisor. Mutual respect, open communication, sharing of plans and a clear outline of responsibilities are imperative. The staff team is expected to work effectively without subordination of individuals or programs.

Job Descriptions

It is the responsibility of the Pastor to assure that current job descriptions are maintained for each position and to recommend changes or revisions, as appropriate, to sustain timeliness. Job descriptions should include, at a minimum, the position title, reporting relationship, summary of functions and responsibilities, desirable personal characteristics, work hours, compensation and benefits. The SPRC is responsible for final approval of all job descriptions.

Probationary Period

New employees must fulfill a ninety (90) day probationary period beginning with their initial employment. Should performance warrant, an additional probationary period may be initiated at any time upon request by the Pastor and approval by SPRC. During the probationary period, either party may decide to terminate employment. At the end of the probationary period, there shall be a formal evaluation of the employee's ability to perform effectively in the position. This evaluation should be shared with the SPRC and placed in the employee's personnel file.

Performance Reviews

The Pastor or immediate supervisor will conduct formal performance evaluations on an annual basis. The purpose of annual evaluations is to discuss and document the employee's work performance and goals, identify and correct challenging areas, and to recognize and encourage the employee's strengths. Evaluation procedures and documents should be submitted to the SPRC for review and comment. Informal evaluations may take place on an interim basis and may consist of discussions between the Pastor or supervisor and the employee regarding areas of concern. Documentation of all performance evaluations, both formal and informal, should be a) signed by both the Pastor or supervisor and the employee, b) submitted to SPRC for review and comment, and c) maintained in the employee's personnel files.

Compensation

Pay Periods

Paychecks are distributed every two weeks on Friday and reflect salary earned for the pay period ending on the previous Friday. Should scheduled paydays fall on a holiday, paychecks will be distributed on the last workday prior to the beginning of holiday leave.

Exempt Employees

Exempt employees are compensated on the basis of an annual approved salary. Paychecks will reflect a gross amount equal to 1/26th of their annual salary.

Non-Exempt Employees

Non-exempt employees are compensated based on the number of hours worked during the preceding pay period and the approved per-hour rate for their position.

Contract Employees

Pay to contract employees is based on their agreed annual or per-project rate and is made in equal installments every two weeks unless other arrangements are approved by the SPRC.

Garnishment

Wage garnishments which meet legal requirements will be honored when issued and reflected on the next paycheck. Employees will be presented with written notification of the garnishment promptly upon receipt of the notice by FUMCVC.

Personal Appearance

Office Hours and Worship Service

As members of the FUMCVC clergy and staff, employees are representatives of the Church who are in daily contact with the public. This contact includes members of the FUMCVC congregation as well as persons from the community and beyond who are in the Church for any number of reasons. FUMCVC expects that employees will present themselves as professionals at all times. Personal appearance will also affect the employee's attitude and efficiency.

The general appearance guidelines and clothing options for 'business casual' attire, as listed below, are to be observed by all clergy and office staff during regular office hours, Monday through Friday. Business casual includes washable slacks, sport shirts, polo or other shirts with collars, blazers, sweaters, etc. (Examples of exceptions to this general dress code are listed below under Church Sponsored Events/Activities.)

- Slacks, long capris, skirts and dresses should be of appropriate length and fit for the business environment
- Short, tight and suggestive clothing is not appropriate and may not be worn at any time
- Shorts, stretch pants and athletic wear do not project a professional image and should not be worn
- Athletic shoes are not permitted
- Blue jeans and other casual denim wear are not appropriate for a professional working environment
- Hair should be well groomed and clean
- Visible body piercing other than ears is not permitted at any time
- Visible tattoos must be covered during working hours
- Shirts with lewd, vulgar and suggestive images or words are not acceptable at any time
- Shirts with political statements or endorsements are not acceptable at any time

Custodial staff should dress appropriately for their scheduled workday. Blue jeans and athletic shoes are permitted and Bermuda/walking length shorts may be acceptable during summer months. To facilitate their interaction with toddlers and infants, Child Care Workers may dress casually to include blue jeans and athletic shoes.

All clergy and paid staff members who choose to attend or participate in worship services do continue to represent the Church, even during unpaid hours, and are expected to dress accordingly. Either 'business casual' or 'business dress' is appropriate for these times.

Church Sponsored Events/Activities

There will be special occasions for which more casual dress is appropriate for specific events. Jeans and other denim, Bermuda/walking length shorts, athletic shoes, and appropriate athletic apparel will be acceptable at those times. Examples of occasions when casual dress is acceptable include, but are not limited to, church workdays, field trips, driving children or youth to camp, Vacation Bible School, evening committee meetings, and Wednesday night activities with children and youth.

Other specific occasions, such as weddings or funerals that occur during the workday, require that all clergy and office staff be attired in business dress (suit or sport coat and slacks for men, pantsuit or dress for women). Custodial staff should dress appropriately for the workday when these events are scheduled.

Violations of the above standards may result in disciplinary actions. FUMCVC reserves the right to send employees home, without pay, to dress in accordance with this policy. Any questions concerning this policy, should be discussed with the Pastor or supervisor.

Benefits

Health Insurance

FUMCVC offers a group health insurance plan through the Kansas West Conference of the United Methodist Church for those employees who work 30 hours or more per week. Premiums are paid by the employee.

Pension Plan

A pension plan is offered through the Kansas West Conference and was approved in December 2006 for all FUMCVC employees who work over 1000 hours each year.

Paid Absences

Vacation Leave

All full-time exempt, full-time non-exempt and part-time exempt staff members earn paid vacation leave as follows:

- One week of paid vacation will be earned for the first year of employment and may be requested following completion of the first year of employment
- Two weeks of paid vacation will be earned for years two through five
- Three weeks of paid vacation will be earned for years six through eleven

- Four weeks of paid vacation will be earned per year beginning at year twelve

Earned vacation ;may be taken at the completion of the year during which it is earned.A maximum of one week of vacation time may be carried over from one year to the next.

Requests for using vacation leave should be submitted by the employee to the Pastor or immediate supervisor at least two weeks in advance of the requested days off. Requests should be made in writing.

Personal Days

Full-time exempt and non-exempt staff members receive two paid personal days annually.

Requests for using personal days should be submitted by the employee to the Pastor or immediate supervisor at least one week in advance of the requested time off. Requests should be made in writing.

Part-time employees, whether exempt or non-exempt, are not eligible for paid personal days.

Sick Leave

Full-time exempt and non-exempt staff members earn sick leave at the rate of one day per month. Sick leave is accumulated using the anniversary date of employment. Employees are permitted to accumulate sick leave up to a maximum of 24 days.

In case of illness, the employee's absence should be reported to the Pastor or immediate supervisor by the beginning office hours of the day requiring absence.

Sick leave shall be granted due to personal injury, illness and medical/dental appointments. The employee may also use sick leave in order to attend to immediate family member's health-related issues. Immediate family members, in this case, include only children, spouse and parents.

Part-time employees, whether exempt or non-exempt, are not eligible for sick leave paid benefits.

Bereavement Leave

In the event of the death of an immediate family member (children, stepchildren, spouse, parents, stepparents, grandchildren, grandparents, siblings, mother/father-in-law, sister/brother-in-law, or any relative living in the employee's home), paid funeral leave shall be granted to full-time exempt and non-exempt staff members for a maximum period of three days. Additional time off may be requested and if approved by the Pastor, may be authorized for up to three additional days. Vacation, accumulated sick leave and unused personal days may be used for this additional time, or the time may be taken without pay.

The employee should make the request for bereavement leave directly to the Pastor or *their immediate supervisor*.

Part-time employees, whether exempt or non-exempt, are not eligible for paid bereavement leave.

Jury Duty

Should any employee receive an official order requiring that they report for Jury Duty, the employee will immediately submit a copy of the order to the Pastor or to their immediate supervisor. The employee will receive regular pay from the church while on active Jury Duty.

Professional or Continuing Education

Professional or continuing education plans for any employee must be approved by the SPRC to ensure that seminars, workshops or other training pertain to the employee's specific job requirements and to confirm that absences do not impede job responsibilities.

Requests for professional or continuing education leave should be made in writing to the Pastor and should include a copy of the curriculum and schedule.

Holidays

Nine paid holidays are authorized for all full-time and part-time employees. The SPRC approves these days annually but in general they are:

- New Year's Day - January
- President's Day – February
- Monday following Easter – March/April
- Memorial Day - May
- Independence Day - July
- Labor Day - September
- Thanksgiving and Friday following Thanksgiving – November
- Christmas Day – December

Personnel Files

Confidentiality

A confidential personnel file will be maintained for each employee by the Pastor or a staff person designated by the Pastor and approved by the SPRC. Access to personnel files is limited to the Pastor, the employee's immediate supervisor, staff with designated personnel responsibilities and the SPRC Chair. Employees wishing to review their personnel files should submit written requests to the Pastor or to their supervisor and schedule a time for the file review.

Contents

Employment-related information in each personnel file should include:

- Employment application form with submitted resume, where appropriate
- Criminal history background report
- Reference letters/memos of conversation with reference
- Annual performance evaluation reports
- Salary history and change documentation
- Garnishments
- Position description and documentation revisions to it
- Commendations and awards
- Current personal information: address, phone #, number of dependents, emergency contact information

Requests for Information

Requests for information concerning an employee should be referred to the Pastor. Information to be disclosed about a current or former employee should be limited to the dates of employment and the position(s) held. A single statement may be made regarding satisfactory or unsatisfactory work and satisfactory or unsatisfactory termination.

Sexual Misconduct

FUMCVC affirms sections of the current United Methodist Book of Resolutions regarding “Sexual Abuse within the Ministerial Relationship and Sexual Harassment within the Church”, in which such actions are determined incompatible with Biblical teachings of hospitality, justice and healing. In accordance with the current *United Methodist Book of Discipline*, “all human beings, both male and female, are created in the image of God.” As the promise of Galatians 3:26-29 states ‘all are one in Christ,’ we support equity among all persons without regard to ethnicity, situation or gender.”

Sexual abuse within the ministerial relationship occurs when a person with a ministerial role of leadership (pastor, educator, counselor, youth leader or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, minor, staff member, co-worker or volunteer.

As defined in the *Book of Discipline*, sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating or coercive. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender.

Sexual abuse within a ministerial relationship involves a betrayal of sacred trust, a violation of the ministerial role and exploitation. Similarly, sexual harassment must be understood as an exploitation of any relationship rather than as an exclusively sexual issue.

Misconduct of a sexual nature within the life of the Church interferes with its spiritual and moral mission. FUMCVC stands in opposition to the sin of misconduct of any sexual nature in the Church and society at large and commits itself to fair and expedient

investigation of any charge of sexual misconduct within the church and to take action deemed appropriate and in compliance with the *Book of Discipline*. Further, the FUMCVC seeks to create an environment of hospitality for all persons, male and female, which is free of misconduct of a sexual nature and encourages respect, equality and kinship in Christ.

Some instances of sexual harassment can be resolved easily and informally between two parties. In all other instances, misconduct of a sexual nature should be reported to the chair of the SPRC and the Pastor. If the conduct involves a clergy person, it should be reported to the chair of the SPRC, District Superintendent or the presiding Bishop. Informational brochures about clergy misconduct are available at the church.

Smoking, Tobacco, Alcohol and Controlled Substances

Smoking and the use of tobacco products are not allowed within the FUMCVC building at any time. In addition, employees are prohibited from smoking or using tobacco products on any FUMCVC property.

At no time may any employee consume alcoholic beverages on FUMCVC premises or during FUMCVC functions, and they may not report to work while in an inebriated state. Abuse of this policy may result in disciplinary action, up to and including immediate termination.

It is the intent of FUMCVC to maintain a drug-free workplace. FUMCVC takes the position that possessing, using, purchasing, distributing, selling or being under the influence of controlled substances or having controlled substances in your system without medical authorization during the work day on FUMCVC's premises or while conducting FUMCVC business is prohibited and constitutes grounds for disciplinary action, up to and including immediate discharge.

If involved in a work-related accident that requires medical attention or results in a possible work-related injury, the employee may be tested, at the Pastor discretion and immediately following the incident, for drugs and/or alcohol. Failure to comply with the request for testing will result in termination of employment.

Continuing Education

Employees are encouraged to take advantage of opportunities for professional growth and development. Requests to participate in continuing education activities should be submitted to the Pastor for approval of Professional Leave and possible financial support. Approval will be based on the following considerations:

- The extent to which the program relates to the employee's job responsibilities
- Potential disruption in church activities due to the employee's absence
- Registration fees and related attendance costs – mileage, housing, meals.

The Pastor is similarly encouraged to seek opportunities for continued growth, both professionally and spiritually. SPRC will appreciate receiving an outline on an annual

basis which identifies anticipated activities, practices and programs by which such growth will be facilitated.

Expenses, Purchases and Reimbursement

Purchases made and expenses incurred by employees on behalf of the Church should at all times support approved programs and/or activities and be consistent with budgets for each. Employees may utilize their personal funds, corporate credit cards, request a check in advance or utilize a church “account.” When reimbursement is approved, it will be made by check generated during the next regularly scheduled check run.

Personal Funds

When no other option is available, employees may utilize their own funds to purchase materials or services. Requests for reimbursement should be submitted to the Pastor or business office with appropriate documentation.

Credit Cards

Corporate credit cards are issued to the Pastor, the Director of Education and the Director of Youth Ministries. Credit card receipts with appropriate documentation should be submitted to the church office monthly on a date consistent with the credit card billing cycle.

Advance Checks

Should a church check be required for a purchase, the request should be submitted to the business office with appropriate documentation. Checks will be made payable to the identified vendor.

Church Accounts

When charging purchases to one of the church’s standing accounts, i.e. the grocery store or the hardware store, receipts should be submitted immediately to the business office with appropriate documentation.

Mileage Reimbursement

Due to the nature of their job responsibilities, FUMCVC will reimburse mileage expenses for the Pastor, the Director of Youth Ministries and the Director of Lay Ministries. Mileage usage forms should be submitted to the church office on a monthly basis. The per-mile reimbursement rate will be determined annually by the Finance Committee.

Travel Expenses

Lodging, food and transportation expenses will be reimbursed for employees traveling on approved FUMCVC programs and activities. Anticipated expenses should be submitted to the Pastor for review in advance of finalizing travel arrangements. Itemized expenses with appropriate documentation should be submitted to the business office within one week of the completion of travel.

Disciplinary Action and Policy

The Pastor will evaluate any case of misconduct or problem behavior and take each issue to the SPRC with request for determination of appropriate disciplinary action, based on the circumstances involved. Unacceptable behavior causes an employee to be subject to disciplinary action, up to and including termination. Severe misconduct or problem behavior, as determined by the Pastor and the SPRC, may result in immediate termination.

Violations of work rules, instances of unacceptable behavior or misconduct or poor performance will subject the employee to discipline. The decision as to whether conduct warrants discipline, the nature of discipline, up to and including termination, is solely with the SPRC in consultation with the Pastor.

Poor performance is unacceptable and may be cause for termination. All types of misconduct and responses cannot be listed. The ultimate determination as to what constitutes a violation of work rules, workplace misconduct or unacceptable behavior, and what discipline will be used, will be determined on a case-by-case basis. In all instances, documentation of incidents and the actions taken will be placed in the employee's personnel file.

Employment with FUMCVC will not be for any specific term and may be terminated at any time with or without cause, by the employee or the Church for any reason. Employment is considered 'at-will'.

Resignation

A written letter of resignation should be submitted to the Pastor and to the Staff Parish Relations Committee Chairperson. While employees are free to leave at any time, two weeks' notice is expected.

If approved by the Pastor, the employee may choose to be paid for any unused vacation at the current rate of salary, or they may take the accrued vacation time prior to last day of employment. The employee will not receive pay for unused sick leave. No more than ten days of vacation or sick leave may be used after the employee has given notice of resignation.

Other Policies

Computer Equipment and E-Mail Use Policy

FUMCVC has invested considerable expense into computers and computer-related office equipment. Employees are provided access and use in accordance with their position, job description and work assignment. The Church makes every effort to maintain this equipment in good working order. If an employee becomes aware of an equipment problem, they should report the problem to the appropriate person as soon as possible.

E-mail is provided for business purposes related to the mission of the Church. E-mail is not a private, confidential means of communication and the Church reserves the right to monitor employee usage of the Internet and all e-mail materials and correspondence.

The use of e-mail is provided to staff as a business tool that should be used to enhance job performance. E-mail correspondence should be drafted with the same professional concern given to written or verbal communications.

Use of the Internet and e-mail should be held to business use only during normal working hours. Use of the Internet and e-mail is allowed for personal purposes but this use must not interfere with work performance or job duties and responsibilities and must not be disruptive to coworkers. Personal use will be limited to approved personal time such as authorized break periods. Under no circumstances should any employee access or send material on Church computer equipment that is considered pornographic, contains nudity, or may be considered offensive in nature. Employees should not participate in chain letters and related material during business hours.

E-mail may not be used to solicit participation in any personal activity, for commercial ventures, political causes or outside organizations.

Copyright

Photocopies.

Employees should comply with all applicable copyright laws. This means it may be illegal to copy publications without the written permission of the copyright owner. Copyright owners are indicated on books, journals and music.

Christian Copyright Licensing International (CCLI)

The church subscribes annually to CCLI for license to copy certain songs and hymns for congregational use, making of slides, transparencies and inserts in church publications. Songs and hymns on the approved list may be used with appropriate documentation and recordkeeping. CCLI licensure agreements and documentation procedures can be found at www.ccli.com.

Works Made for Hire

The copyright ownership of a work created by a church employee in the course of employment is the property of the FUMCVC as a “work made for hire.” Exception may be granted by the church prior to the creation of the work if prior written agreement is obtained. Churches may assign copyright ownership to employees if approved by the church.

Van and Vehicle Management Policy

In order to further the ministries of the church, FUMCVC has purchased a van. To assure maximum safety and efficacious use of the van, the following policies have been established:

Usage

1. Van will be for FUMCVC related groups, or church sponsored programs only. Van will not be loaned out to other groups, as recommended by our insurance company.
2. Approved drivers must be current FUMCVC members. A seven-day approval period must be allowed for the Transportation Ministries Committee to validate driving record.
3. Van must be scheduled through the church office. Requests for use should be made 30 days in advance for 2 days or more, 7 days in advance for less than 2 days. Keys to the van will be kept in the church office.
4. No more than fifteen (15) people may ride in the van at any time. This includes the driver. Weight is to be distributed throughout the van and not just carried in the rear. This is a safety issue. Violators will have their van privileges revoked.
5. All groups/persons that schedule the van for any usage are responsible for returning the van with a full tank of gas at their expense.
6. All groups/persons that schedule the van for out of town trips are responsible for returning the van with a clean exterior and interior.
7. All groups/persons that schedule the van for in-town trips must return the van clean and free of trash.
8. All groups/persons who have scheduled the van should help clean the van according to a yearly van committee schedule. If the van are not cleaned appropriately at the times scheduled, the van will be professionally cleaned and the bill given to the group(s) failing to do the work.
9. Failure to follow any policy item listed above will result in van privileges being revoked.

Drivers

1. Must possess current Kansas Driver's License and auto insurance. A photocopy of Driver's Licenses and insurance verification card must be kept on file in the church *reception* office.
2. Must have acceptable driving record and be 25 years of age or older, with no more than 2 moving violations in the last 3 years.
3. Must observe all traffic laws and rules in jurisdiction where traveling.
4. Must be responsible to see that the church van has a paper copy of proof of insurance and registration in the van before leaving church premises.
5. Must report ANY damage to the van, in writing prior to leaving, or any damage that is incurred while driving the van, to the church *reception* office upon returning. In the event the office is closed, please contact the Transportation Ministries Committee Chairman or Vice-Chairman.
6. Must not remove seats from van without notifying the Transportation Ministries Committee Chairman or the church Pastor.
7. Driver and/or sponsor will be responsible for:
 - Checking carry-on items that would tear, stain, or soil seats, carpet or interior of van.
 - Having oil, water and other mechanical necessities checked while traveling.
 - Turning in any receipts for service required during the trip to the Transportation Ministries Chairman.

- Turning off all lights, radio and air conditioning when leaving the van.
- Insuring that everyone in the van is buckled up.
- Locking the van upon leaving it unattended.
- Completing the Van Use Form and returning it with the keys to the church office.
- Completing a “Condition” checklist before returning the van.
- Notifying the Transportation Ministries Committee Chairman or church pastor of any problems incurred on the trip.

Driver's Responsibility Form

Drivers must complete and sign a *Driver's Responsibility Form* before checking out keys. Forms are available in the church office.

Service

1. The van will be serviced at the discretion of the Transportation Ministries Committee.
2. Any group planning on taking the van on a trip of 2 days or longer must make their request 30 days in advance, in order that the van can be serviced and checked for safe and proper traveling.
3. It is the responsibility of all groups to ensure that the van is clean and ready for the next user. Careless disregard of this policy will result in temporary removal of van privileges.

Document History

April, 2009	Original document adopted by Staff Parish Relations Committee (SPRC) and sent to Church Council for approval
May, 2009	Document approved by Church Council
March, 2010	SPRC approved revised language to more accurately reflect the supervisory responsibilities of the Director of Education, the Child Care Director and the new Business Administrator position. Entire manual reviewed with no other modifications noted.
April, 2010	Personnel Appearance section modified by SPRC to reference allowed attire for Child Care Workers
May, 2010	Payroll Schedule modified to reflect payment every two weeks. Vacation Leave revised to clarify when vacation is earned and when it may be taken.