



GRACE CHURCH
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**STAFF PASTOR
EMPLOYEE GUIDE**

January 2020

>>Our Mission

The mission of Grace Church is to give every one of our friends and neighbors an opportunity to know and follow Jesus and to meet needs in the community.

>>Our values are to be:

1. Biblically Centered
2. Radically Generous
3. Outwardly Focused
4. Individually Involved

>>Employment Status

Grace Church maintains an “employment at will” policy. This means that just as you are free to end your employment with Grace Church at any time for any reason, Grace Church is also free to end the employment relationship with you at any time for any reason.

>>Payday

Employees are paid weekly, and direct deposit is required. Please keep in mind that compensation is personal and confidential and employees should never discuss their compensation with anyone, unless they are a member of your family.

>>Work Hours

Church office hours are Monday - Thursday, 9-5. However, the specific hours of your department may vary. Your regular hours will be determined by your director. If, for any reason, a staff member is unable to report to work, he or she is expected to call their director to report their absence. We ask that you try to make any appointments on Fridays, or your approved day off, since the office is closed that day.

*Full time employees that are required to be at all weekend services will have one weekday off as their day off, approved by their director.

>>Vacation

Full-time employees of Grace Church are allowed 10 paid days of vacation each calendar year, and part-time employees are allowed 5 paid days. Please talk to your direct supervisor to approve paid time off as well as approve any unpaid time off. We encourage employees to use all of their vacation time each year.

There are also 8 federal holidays throughout the year that will not affect your vacation time. These include:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
M.L.K. Day	Veteran's Day

Also, the week between Christmas & New Years will count as full days.

>>Paid Sick Time

If you are sick, please stay home so the rest of the office doesn't get what you've got. Work from home if you can.

>>Benefits

Grace Church will cover part or all of your health insurance if you are a full-time employee. This must be paid directly by Grace Church, either by check or automatic EFT payments through the insurance website. The employee must pay the difference if the premium is over the Grace Church allotted amount.

Grace Church will cover:

Lead or Staff Pastor: up to \$1,000/month

Retirement investment is also available for full-time employees. Grace Church will deposit 5% of your annual salary into a 403(b) through Guidestone. Grace Church will create the account with the appropriate age-bracket investment and it is up to the employee if they would like to change the investments.

Pastors will receive a full scholarship towards one Grace Church sponsored service trip per year and \$750 off a trip for an immediate family member.

>>Personal Appearance

We do not hold to a dress code at Grace Church, either for services or during the week in the office. However, your appearance should be neat and presentable. There will be visitors coming in and out of the offices at any given time.

>>Personal Conduct

In order to stay above reproach, we ask that you do not go anywhere alone with a member of the opposite sex. If you are to go anywhere, please go with people of the same gender, or in groups of three or more.

While drinking alcohol is not prohibited in scripture being drunk is clearly out of bounds. We strongly caution you to be very careful in this regard.

>>Confidentiality

Your employment at Grace Church constitutes your agreement to never disclose information which is sensitive or personal in nature which may or may not be included in the list below. If you are in a role where you have access to confidential information, we may ask you to sign a non-disclosure agreement as a condition of your employment.

Confidential information includes, but is not limited to, the following:

- Compensation data (including your own salary)
- Member lists
- Financial information
- Passwords/security codes

- Pending projects/proposals
- Personal information about staff, members or attendees

If you improperly disclose confidential information, you will be subject to disciplinary action, up to and including termination of employment.

>>Expense Reimbursement

The Ministry Director of each area may elect to delegate spending to others, but they are still responsible for signing requisitions, overseeing, and reporting on the budget items assigned.

Reimbursements to staff members must be approved by the specific Ministry Director for the requested amount. Staff members may not approve reimbursements to themselves. These should be forwarded to their supervisor for authorization.

Grace Church credit cards may be issued to staff. They are intended for Grace Church ministry and event-related approved expenses only. The cardholder is responsible for submitting a requisition with receipts for all purchases by the end of each month.

We are excited that you're on the team!

Sean Sears