

SPRC Role and Responsibilities Regarding Employment Decisions

“The committee and the pastor shall recommend to the church council a written statement of policy and procedures regarding the process for hiring, contracting, evaluating, promoting, retiring, and dismissing staff personnel who are not subject to episcopal appointment as ordained clergy. Until such a policy has been adopted, the committee and the pastor shall have the authority to hire, contract, evaluate, promote, retire, and dismiss nonappointed personnel.”

The Book of Discipline ¶ 258.g(12) (2016).

I. Hiring

A. Open Positions.

The senior and/or executive pastors may recommend that new staff positions be created or that changes be made in existing positions. Such recommendations must be approved by formal vote of the SPRC.

B. Search Committee.

Unless waived in a particular instance by the SPRC, a search committee shall be formed when a director-level position is to be filled. Director-level positions shall from time to time be identified by the pastors and confirmed by the SPRC but presently include the following: (a) Director of Music & Worship; (b) Director of Contemporary Worship; (c) Director of Student Ministries; (d) Director of Children’s Ministry; (e) Director of Servant Ministries; and (f) Director of Finance & Operations. Unless waived in a particular instance by the SPRC, a search committee shall be formed when the position of Associate Director of Music & Worship or Maintenance Supervisor is to be filled.

A search committee shall include 1-3 members of the SPRC, 2-5 other members of the congregation, and the senior and/or executive pastors, with generally no more than six non-pastoral members. The senior and/or executive pastors shall identify the congregational members of any search committee, taking into consideration the various stakeholders concerning the position at issue. Any hiring recommendation of the search committee must be approved by formal vote of the SPRC.

In the absence of a search committee, any hiring recommendation of the senior and/or executive pastors must be approved by formal vote of the SPRC.

C. Other Positions.

Positions falling outside paragraph I.B may be filled without a search committee and without formal SPRC approval of the individual hired, unless the SPRC in a particular instance requires otherwise.

D. Compensation.

Prior to the extension of any offer, the SPRC must approve a compensation range that may be offered. Unless the SPRC in a particular instance requires otherwise, negotiation of compensation within the approved range shall be the responsibility of the hiring individual.

E. Extension of Offer.

Job offers ordinarily will be extended by the pastor or other responsible staff person. The SPRC may in its discretion identify a member to be present.

F. Notification of Acceptance/Rejection.

The SPRC shall be notified within 24 hours of an offeree's acceptance, rejection, or other response to an offer of employment.

G. Promotions.

Unless waived in a particular instance by the SPRC, the above provisions apply to positions to be filled by promotion.

II. Compensation

A. Annual Review.

The senior and/or executive pastors shall present to the SPRC an annual proposal for employee compensation for the following year. This presentation ordinarily will occur in September. The SPRC shall by formal vote approve a proposed personnel budget for consideration by Finance.

B. Mid-Year Changes in Compensation.

Adjustments to compensation ordinarily will occur effective the first pay period in January. Other than for new hires, promoted employees, and employees whose duties have substantially changed or expanded, mid-year compensation increases will be considered by the SPRC only under the most compelling circumstances.

III. Evaluations

A. Frequency and Timing.

New employees, and employees in new positions, shall be evaluated upon the completion of a 90-day probationary period. All employees shall be evaluated in writing annually.

B. Conduct of Evaluations.

Evaluations shall be performed by the employee's direct supervisor.

C. Review of Evaluations.

Evaluations shall be promptly reviewed with the employee. An evaluating supervisor may request that a member of the SPRC participate in such review. The employee's SPRC liaison ordinarily will be the member participating.

D. Reporting of Evaluations.

Evaluations shall be promptly shared with the evaluating supervisor's direct supervisor, the senior and executive pastors, and the SPRC. The senior and/or executive pastors shall review employee evaluations with the SPRC annually. The SPRC shall be promptly informed of any consequential developments resulting from evaluations, including the creation and execution of any corrective action plan. The SPRC shall be promptly informed of any concern that an employee is or may become subject to discipline or termination for performance-related reasons.

IV. Discipline

A. General.

The responsibility for disciplining employees for performance issues or work rule infractions lies with the pastors and supervisors.

B. SPRC Involvement.

The SPRC must pre-approve by formal vote the issuance of a final warning, a final corrective action plan, or any other measure the violation of which will or may result in termination. The SPRC may elect to have a member present when an employee is advised of such a measure.

V. Termination.

A. Probationary Employees.

The SPRC, in coordination with the pastors, will determine whether a probationary employee continues in employment past the probationary period.

B. Other Employees.

The SPRC must pre-approve by formal vote the involuntary separation of any non-probationary employee.

C. SPRC Presence.

A member of the SPRC, or a second staff member designated by the SPRC for that purpose, will be present when an employee is advised of their termination.

VI. General

Any exceptions to, or special circumstances not covered by, the Employee Handbook must be addressed and approved by formal vote of the SPRC.