

# Mountainview Grace Church Staff Policy

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A. **PURPOSE AND SCOPE**

The purpose of this brief is to outline some of the employment conditions so that a harmonious and mutually beneficial relationship can be maintained. The purpose of the outlined conditions are not to restrict any employee from performing their duties within God's Kingdom and should any unforeseen disputes arise they are to be dealt with in a manner that is consistent with our Biblical Truths.

B. **INTERPRETATIONS AND DEFINITIONS**

1. **Employee / Staff**

- means a person so employed to function as a staff member within the Mountainview Grace Church.

2. **Employer**

- means the Mountainview Grace Church as represented by the Council Board.

3. **Holiday**

- means the 24hr period commencing at 00.01 hours of a day designated a paid holiday.

4. **Leave**

- means authorized absence from duty by an employee during his or her regular or normal hours of work.

5. **Week**

- six working days for full time pastoral staff; five working days for full time administrative staff.

C. **RESTRICTIONS ON OUTSIDE ENGAGEMENTS**

1. Outside engagements should not exceed 2 Sundays per year (priority should be given to MB churches) and be co-ordinated and approved by the Council Board.

2. The engagements should not coincide with Holy Communion and festive Sundays and preferably not on consecutive Sundays.

3. Seminars, Conventions etc. should not exceed 2 Sundays per year (under C-1 above).

4. Pastoral staff may attend other events sponsored by MB conference with expenses fully paid by Mountainview Grace Church with prior approval of the Council Board.

5. Offering of the honorarium to the Church is up to the discretion of the employee.

D. **EDUCATION / DEVELOPMENT LEAVE**

1. Education leave should be granted on the approval of the Council Board after consultation with the senior pastor (or designate) and should not exceed one workweek per year. (workweek being the employee's hours of work per week). This does not apply to staff while on sabbatical leave unless the course is initiated by the church.
2. Fifty percent of the tuition fee for any job-related course will be reimbursed unless the course is initiated by the council board and then it will be 100% reimbursed.
3. Total annual reimbursement for each staff shall not exceed the yearly budgeted amount. Overdrawn amount in excess of the budget shall not be reimbursed.(see Appendix C).

E. **DESIGNATED PAID HOLIDAYS / ANNUAL VACATIONS**

1. All statutory and civic holidays specified by the Alberta Labour Code will be designated paid holidays for full time employees.
2. Full time pastoral and administrative staff are entitled to 2 weeks paid vacations per annum to be increased to 3 weeks after five years and 4 weeks after ten years of full-time employment.
3. The above vacations cannot be accumulated. However, one week of holiday may be banked and carried forward into the following year. The staffs are encouraged to submit their vacation schedule to the Council Board at the beginning of each year.
4. Vacation should be taken on a week-block basis except one week can be taken as floater days.
5. Refer to "section K" for part-time employees' vacations and paid holidays benefits.
6. Saturday is regarded a working day for pastoral staff but not to the administrative staff.

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F. **MILEAGE ALLOWANCES**

1. Mileage will be reimbursed according to Canadian Taxation rules.
2. The stipulated sum mentioned above will be reviewed periodically and will be adjusted to parallel guidelines set forth by the Canadian Taxation Department for vehicle mileage claims.
3. The mileage claim limits to ministry such as visitation and special projects related to church ministry other than the normal church activities. Therefore, employees should not make mileage claim for personal affairs, prayer meeting, going to work, going to church for worship.
4. Employees claiming mileage reimbursements will be obliged to keep a clear record of the mileage claim for future taxation references.

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G. **HEALTH BENEFITS**

1. 50% of single / family premium for medical coverage under the Alberta Medical plan.
2. There will be no financial remuneration to the employee if he/she decides not to join the plan.

H. **INSURANCE / DENTAL / PENSION BENEFITS**

1. Employees are required to join the **Life & Long Term Disability** insurance plan provided under the Canadian Conference of MB Churches. (see appendix A).
2. It is optional for employees to join other insurance plans provided under the Canadian Conference of MB Churches (see appendix A).

I. **SICK LEAVE** (see appendix B)

J. **COMPASSIONATE LEAVE** (see appendix B)

K. **PART-TIME EMPLOYEES**

1. Part-time employee means a person who works less than 35 hours per week. Regular part-timers work 20 hours or more per week and temporary part-timers work 20 hours or less per week.
2. Only regular part-time employees should be entitled to the following benefits:
  - a) All holidays outlined under “Designated Paid Holidays” will be paid in a proportioned amount in accordance to their working hours per week (e.g. full time employee will be paid a full day’s wage and half time employee will be paid a half-day’s wage).
  - b) 2 weeks paid vacations per annum to be increased to 3 weeks after five years and 4 weeks after ten years of continuous employment.
  - c) Mileage allowance identical to full time employees.
  - d) 50% of single / family premium for medical coverage under the Alberta Medical plan.
  - e) Employees are required to join the **Life & Long Term Disability** insurance plan provided under the Canadian Conference of MB Churches at their own expenses (see appendix A).
  - f) It is optional for employees to join other insurance plans provided under the Canadian Conference of MB Churches (see appendix A).
  - g) Education/development leave (see Section D).



L. **CALLING / TERMINATION / RESIGNATION PROCEDURES**

1. **Calling**

- a) A pastoral search committee can be formed under the Council Board to search and recommend a person to fill the pastoral position. The Council Board can then extend the call upon the recommendation of the committee.
- b) Upon the recommendation of the committee and after consideration of the Council board and other Pastoral staff member, the Council Board will forward the resume and recommendation to the Alberta Conference. The Council Board will extend a call to a potential candidate to engage into the candidating process.
- c) The pastoral candidate shall be interviewed by the Board of Pastoral Ministry and Faith & Life Commission (Alberta Conference of MB Churches).
- d) The appointment of pastoral staff is subject to hiring policies and procedures in the Alberta Safe Place Work Policy.

\* see appendix E for Pastoral Search Process.

2. **Resignation**

- a) Notification to be given in writing with minimum of 4 weeks in advance to the Council Board for all full time employees..
- b) Retirement shall be at age of 65. However, personnel may be employed on an annual basis after age 65.

3. **Termination**

- (a) The Council Board with the vice-chairperson as the coordinator of the board can request the resignation of the senior pastor after consulting with the conference minister.
- (b) The Council Board can request the resignation of the pastoral and administrative staff after consultation with the senior pastor.
- (c) When an employee is terminated from duty, the employer shall undertake to notify the employee in writing of the reasons of such actions. Such termination letter shall be issued by the Council Board
- (d) The employer and the employee shall under all circumstances meet with each others to resolve all issues prior to proceeding with the above termination / resignation procedures.
- (e) Involuntary Termination – An employee may be dismissed for cause. Without limiting the generality of the forgoing, causes for dismissal may include: neglect of duty, incompetence, unethical conduct, theological differences, or incompatibility with the objectives of the Church. Advance notice is not required but appropriate severance may be paid in such case. See section M.

See Appendix F Organization of the Mountainview Grace Church Council Board

**M. SEVERANCE PAY**

In the case of involuntary termination, employee's severance pay will be calculated as per current Alberta labour law at the time of severance.

**N. SABBATICAL LEAVE FOR PASTORAL STAFF**

The purpose of the leave is for the pastoral staff to have a time of spiritual reflection, ministry exposure, concentrated study or involvement in other areas of ministry after an extended period of ministry in the church resulting in a renewed perspective, refreshed body and revived spirit when he / she returns.

- (a) 100% of the staff's salary will be paid during their sabbatical leave.
- (b) The travel and study cost should not be paid from the general fund of the church.
- (c) There should be no private or public solicitation of funds among the members of the church.
- (d) A proposal should be forwarded to the Council Board before the sabbatical for approval minimum 6 months in advance and a report must be submitted after. A minimum two year of service commitment is required after a sabbatical leave.
- (e) Vacation time could be taken in consecutive with the sabbatical (see section E)
- (f) After completion of six years of service, pastoral staff can take a maximum of four months sabbatical leave within the 7<sup>th</sup> year of service. The staffs are encouraged to take their sabbatical leave in one single period. The next sabbatical leave will be five years thereafter. The sabbatical terms cannot be accumulated.
- (g) During Sabbatical leave, pastoral staff should not be engaged in any kind of work. If pastoral staff do engage in any work activities and received either honorariums or any other form of payment, then the payments will be required to return to the home church.

**O. INJURY (see appendix D)**

**P. Licensing & Ordination**

- a) Licensing: all pastors are encouraged to be licensed through MB Conference within 2 years of serving in our church.
- b) Ordination: a pastor should serve a minimum of one year, preferably three years, upon the recommendation of the Senior pastor, the Council Board can initiate the ordination process.

\* *Staff Policy to be reviewed each year as needed. Final interpretation on any of the above matters are subjected to the decision of the Council Board.*

## Appendix A

### Canadian Conference Employment Benefits

#### Pension Plan

Participation - 50% employer / 50% employee

Contribution - 5% of employees salary

#### Group Insurance

Life Insurance \$ 50,000  
Participation - employee

Accidental Death and Dismemberment \$ 50,000.-  
Participation - employer

Long Term Disability 2/3 of salary to a max. of \$3,000 per month  
Participation - employee

Optional Life Insurance Available to 4 x salary  
Participation - employee

**Extended Health Care** Employee & Dependents  
Drug Expenses 100%  
Supplementary Hospital 100%  
Health Care Individual limits (includes out of province medical cost).  
Participation - employer

**Dental Health** Employee & Dependents  
Prevention 100%  
Restorative 50%  
Orthodontic 50% Max. \$750 claim per member and each insured  
dependent.  
Participation - employer

## **Appendix B**

### **A. Paid Sick Leave**

#### **Number of Days**

Each full-time staff has one sick day per month, that is, a total of twelve (12) sick days in a year.

#### **Regulations**

##### **1. Occasion**

A person may use the sick days due to

- one's own sickness
- operation

Note: An employee does not use her or his sick days for maternity or paternity leave. They are benefits of all employees exercised in the case of the birth of their babies. Such an employee will be paid by the Employment Insurance. However, the employee should be the one contacting the Immigration and Employment Centre.

##### **2. Notification**

A person who wishes to use the sick days should contact the senior pastor or another member of the staff as early as possible.

##### **3. Limitation**

Sickness: One may use the sick days due to one's own sickness. One may not use the sick days due to the sickness of one's spouse or family members. One may not use the sick days in excess of three (3) consecutive days without the advice of a physician.

##### **4. Accumulations**

If the yearly allowable sick days are not consumed within the same year, all of which would not be carried over.

### **B. Paid Compassionate Leave**

1. For serious illness in the family, the employee is allowed to one day leave.
2. a) For death in the immediate family locally, the employee is allowed to three days leave.  
b) For death in the immediate family at out of town, the employee is allowed to five days leave.
3. With approval from the Council Board, a staff member may take special medical leave and the church may cover two-third of the salary for a period of up to three months or until other benefits kick in, whichever comes first. Sick days not yet taken will be counted first as part of the three months' benefit.

## **Appendix C**

### **Transportation for Seminars**

#### **Guidelines**

1. Always choose the closest possible sites.
2. Always choose a time when no other staff member is taking a vacation or going to another seminar.
3. Should a staff member decides to drive his/her vehicle, mileage reimbursement is based on Canadian Taxation rules.
4. Travel expenses will be fifty percent reimbursed with a maximum of \$300 per year.
5. Always choose the most economic way to travel.

## Appendix D

### Injury

Policy on benefits/compensations for paid staff relating to injury which may or may not be work related.

#### Definition

Paid Staff - include those who is on the regular payroll but exclude those who is paid under scholarship.

#### Church's Insurance

Apparently, there are 3 relating insurance policies:

##### 1. M.B. Benefit Plan

This is an optional plan for the **paid staff to participate** through a monthly payroll deduction. This plan has a **Long Term Disability Insurance** which covers the participated person for disability **over 3 months** (this is MB's definition of long term disability). The reason for disability can be **both work related and non work related**.

##### 2. Workman Compensation Board (WCB)

Starting in 1994, all paid staff is **mandatory** included under WCB. This plan covers **all work related injury for the paid staff only**.

##### 3. Church General Insurance

This plan covers all injury relating to church activities including **non paid staff (volunteer)**. The definition of volunteer is vague. It could include anyone who participates in any of the church's activities i.e. having deacon meeting, fellowship, or even tripped on church's sidewalk ... etc. This is more like claiming injury against the church's insurance policy.

**\* It would be up to the individual to decide whether to claim under this insurance.**

## Procedures

### 1. Non Paid Staff

When the need for such claim arise, the church will contact the **general insurance's agent** to file the necessary report. The insurance company will contact the injured party directly. The church will verify the facts/incidents.

### 2. Paid Staff

#### a) Work Related

It is difficult to define what task is work related because the paid staff work in different hours/tasks i.e. visiting, fellowships ... etc. When there is a vague situation, the Council Board should review it. **The key to remember is that to and from work (on a regular basis) is NOT considered as work related.**

The church will file the claim to **WCB and the third party insurance if applicable** (i.e. ICBC).

**\* If it is work related, it is covered regardless.**

Unless instructed by the WCB/third party insurance otherwise, **upon request from the staff**, the church will continue to pay the staff regularly **up to 2 months** and wait for reimbursement either from WCB/third party insurance or the staff (in the case where the compensation paid to the staff directly).

This 2 months period is to give assistance to the staff to cover any temporary income loss due to work related disability. If the disability is more than 2 months, some kind of action would have been taken, at least by the WCB.

Status of the staff will not be affected i.e. sick day, holiday, seniority ... etc.

When applicable, the church will file under the long term disability under the MB's benefit plan (disabled over 3 months). By then, the church should get advice from both the WCB and the MB.

#### b) Non Work Related

When applicable, the church will file to MB's long term disability plan for the participated staff.

**For now, there is no short term compensation insurance for non work related situation.** Therefore, the paid staff's absence from work will be deducted off the regular pay.

The Council Board may make a special allowance to advance the pay to the staff (pay out regularly). If so, it is recommended that such advance should not exceed 2 months' pay.

## Appendix E

## **Pastoral search Process Guidelines:**

1. Upon receipt of the Council Board's Job description, The Pastoral Search Committee will supply a proposal and the budget to the council board for approval. The proposal includes:
  - Job description of the position
  - Advertisement budget
  - The term of the engagement (Is a part-time or full time position? How long is the employment term)
  - The Budget amount for the position
  - The Congregational Survey results
2. The Council Board present the Proposal and budget to the congregation for acceptance by a special congregational meeting.
3. Notification or advertisement by the Pastoral Search Committee for the opening:
  - Notify Canadian MB contacts – both Chinese MB conference and Provincial conferences (Alberta Executive Minister)
  - Notify seminary and other theological institution
  - Media notification – websites and Newspapers
4. Establish standard correspondence letters and open confidential folders for the search process. For each applicant:
  - Acknowledgement upon receipt of the resume or application
  - Covering letter summarize the current status of Mountainview Grace church
  - MB confession of Faith document
  - Authorization to release personnel ministry/work history information form
  - Obtain current Staff policy from Council Board
  - Obtain Safe Work Place Policy from Council Board
  - Establish letter of agreement for ministry/work engagement
  - Establish standard acceptance letter
  - Establish standard rejection letter
5. The Council Board will provide periodical update of the search process to congregation.
6. Candidating Process for Pastoral Staff:
  - Council Board meet with the Candidate
  - Check references after received the authorization from the applicant
  - Preach on Sundays (Joint service included)
  - Notify congregation for the candidating weekend and arrange get together of the candidate with his/her ministry groups.
  - Schedule candidate.

- Forward all correspondence, resume/application to Alberta Conference Minister and request for evaluation of the candidate (candidate to be interviewed by the conference minister and Faith and Life Commission)
  - Special congregational meeting to vote for acceptance of the candidate
7. Engagement of work – Council Board and the candidate must mutually accept the “letter of agreement for ministry/work engagement” or “letter of intent” before commence work terms.
  8. All rejected applicants must be notified in writing by the Pastoral Search Committee.
  9. All Pastoral Search Committee meetings must keep confidential minutes. All personal information of the applicant must be kept in a Pastoral Search Committee confidential folder.
  10. All Pastoral Search committee member must remove all relevant personal information regarding all applicants from their personal folder, computer etc. and comply with the Privacy Act in protecting individual’s privacy.

# **Appendix F Mountainview Grace Church Council Board**

## **Organization of the Leadership Committee/Council Board**

1. The Pastoral Staff provides spiritual leadership for the church – May be the chair person of the Council Board or advisors to the Council Board.
  - (a) Provide Ministry development plan annually to the council
  - (b) Develop Church mission statement and annual focus
  - (c) Worship – leadership training and preach for message
  - (d) Prayer and Caring Ministry
  - (e) Evangelism and Mission
  - (f) Leadership Coaching and Discipleship
  - (g) Teaching Baptism and membership classes and officiate Baptism, membership transfer, Holy Communion and other events like weddings and funerals from time to time
  
2. The leadership committee/church board appoints the following from its member:
  - (a) Secretary
  - (b) Treasurer
  - (c) Management
  - (d) Christian Education
  - (e) Chairman/Vice Chairman

### **Duties**

- (a) Secretary
  - Responsible to take accurate minutes of each Leadership Committee/Church Board and church business meeting, and make copies available as requested.
  - Responsible to be the correspondent of the church, unless other arrangements have been made.
  - Responsible to file duplicate copies of all minutes/correspondence of the church.
  - The Secretary is responsible to the Leadership Committee/Church Board.
  
- (b) Treasurer
  - Responsible for all church money matters, keeping an accurate financial record and is one of the church's signing officers.
  - Responsible for submitting a proposed budget annually, in consultation with the Leadership Committee/church Board, for consideration and recommendation to the Church.
  - Responsible for preparing quarterly financial statements for the Leadership Committee/Church Board for consideration and recommendation to the church.

- Responsible for representing the church in all financial matters and handling/keeping record of staff payroll/benefits and vacation/absence schedules in consultation with the Leadership Committee/Church Board.
- The Treasurer is accountable to the Leadership Committee/Church Board.

(c) Management

- Responsible for the facilities and all arrangements, in consultation with the Leadership Committee/Church Board.
- Responsible for representing the church in all legal matters including insurance, loans, etc., in consultation with the Leadership Committee/Church Board.
- He or she is one of the church's signing officers.
- He or she is accountable to the Leadership Committee/Church Board

(d) Christian Education (Sunday School, etc.)

- Responsible for the whole Christian Education program of the church.
- Responsible for ordering supplies and arranging staffing for classes in consultation with the leadership Committee/Church Board.
- He or she is accountable to the Leadership Committee/Church Board.

(e) Chairman/Vice-Chairman

- Responsible to conduct the council meeting and prepare the council meeting Agenda.
- Moderator/Confidant candidate
- Responsible for keeping church by-laws, Staff Policy update and revision in consultation with the leadership Committee/Church Board.
- Lead the Pastoral Search Process
- Host all church member meetings
- He or she is accountable to the Leadership Committee/Church Board.

**NOTE:** Additional appointments may be made by the Leadership Committee/Church Board should this be deemed advisable.