

**DUE 10 DAYS BEFORE YOUR CHARGE CONFERENCE**

**REPORT FOR NON APPOINTED SUPPORT STAFF — FOR INFORMATIONAL PURPOSES**

Please complete one Form for EACH PERSON employed by your church part-time and full-time.

CHURCH \_\_\_\_\_ PASTOR \_\_\_\_\_

NAME OF EMPLOYEE: \_\_\_\_\_

POSITION \_\_\_\_\_ PART-TIME \_\_\_\_\_ FULL—TIME \_\_\_\_\_

NUMBER OF HOURS PER WEEK \_\_\_\_\_

DOES THIS POSITION HAVE A JOB DESCRIPTION? \_\_\_\_\_ A SIGNED CONTRACT? \_\_\_\_\_

DATE OF LAST MEETING OF THE STAFF MEMBER WITH THE COMMITTEE ON STAFF-PARISH RELATIONS \_\_\_\_\_

**Committee on pastor-parish relations or staff-parish relations shall** “recommend to the church council, after consultation with the pastor, the professional and other staff positions (whether employee or contract) needed to carry out the work of the church or charge. 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. When persons are hired or contracted, consideration shall be given to the training qualifications and certification standards set forth by the general Church agency to which such positions are related. The committee shall further recommend to the church council a provision for adequate health and life insurance, pension benefits, and severance pay for all lay employees.” 2000 Discipline ¶258.2.f (10).

A. Basic cash salary \_\_\_\_\_  
or hourly rate \_\_\_\_\_ x \_\_\_\_\_ hours = \_\_\_\_\_

- B. Other
- 1. Hospitalization and Medical Expense Program \_\_\_\_\_
  - 2. Pension \_\_\_\_\_
  - 3. Continuing education \_\_\_\_\_
  - 4. Travel expenses \_\_\_\_\_

C. Additional \_\_\_\_\_  
\_\_\_\_\_

D. TOTAL \$ \_\_\_\_\_

SIGNED \_\_\_\_\_  
Chpsn, Committee on Staff Parish Relat.

\_\_\_\_\_   
Chpsn, administrative board/council