

# SURFACE TO SOUL

Live Well | Lead Well | Coach Well

## 31 Essential Church Policies

1. Attendance policies (standard work week, recording time worked, office hours, etc.)
2. Authorization of the head of staff role
3. Background checks (health examinations, drug testing, credit checks, bonding, driving record)
4. Benefits (health care, pension/retirement plans, unemployment, and worker's compensation)
5. Compensation (overtime, pay periods, wage increases)
6. Complaint and grievance process
7. Confidentiality of information
8. Disciplinary process
9. Equal employment opportunity
10. Email, blog, & social networking policy
11. Employment at will
12. Employee harassment
13. Employment vs. membership relationships
14. Ethics for ministry professionals
15. Expectations of volunteer staff members
16. Expense reporting and reimbursement
17. Role of the personnel committee
18. Performance management process (job descriptions, quarterly review, performance evaluations)
19. Personnel files (where filed, when reviewed and updated, who has access)
20. Use of personal computers
21. Proof of U.S. Citizenship and Right to Work
22. Provisions for time off (requesting time off, holidays, vacation, sick leave, personal days, leave of absence, bereavement leave, jury duty, family leave)
23. Relatives and employment
24. Sabbatical policy
25. Continuing education policy
26. Sexual misconduct
27. Solicitation
28. Standards of Conduct (congregational funds, property, records, rules of conduct)
29. Terms of Call or Dismissal (for clergy staff)
30. Workplace Safety/Workplace Violence
31. Financial management (credit card use, budgeting, recording transactions, transparency, etc.)



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