

Prince of Peace Episcopal Church
Personnel Policies and Job Descriptions
(Adopted by the BAC 6-16-2021; Revised 4-19-2023)

Purpose: The policies were developed and adopted by the Prince of Peace Episcopal Church’s Bishop’s Advisory Committee (BAC) to carry out the recommendation of the 2020 Episcopal Diocese of Oregon Lay Personnel Policies 6.1.2 (“Parish Personnel Committee”) and 6.2.1 (“Congregation/Parish Lay Staff”).

Applicability: These policies apply to all lay employees of the Prince of Peace Episcopal Church. Employees are required to follow these policies as well as those provisions of the Diocese of Oregon’s constitution, canon and policies and any governing documents of the Episcopal Church which apply to their roles.

This is not a contract. These policies are not intended to create an employment contract of any kind, form or duration. The Prince of Peace Episcopal Church is an at-will employer.

1. The Personnel Committee: shall consist of the Vicar, the Senior Warden and up to two additional members of the BAC as may be appointed by the BAC. The Personnel Committee shall meet at least once annually to confer on personnel policy matters and report to the BAC regarding such matters at least annually.

2. Definitions:

- a. “Exempt” means a position that is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and its state law counterpart.
- b. “Holiday” means any of the holidays listed in the 2020 Episcopal Diocese of Oregon Lay Personnel Policy 6.6.1, including additional holidays as may be authorized by the Bishop, except for “Post-Convention Day” and “Employee Birthday.” Holidays that fall on Saturdays will be observed on the preceding Friday and holidays that fall on Sundays will be observed on the following Monday.
- c. “Non-exempt” means a position that is not exempt from the overtime provisions of the FLSA and its state law counterpart.
- d. “Work week” means Monday through Sunday.

3. Compensation:

- a. Non-exempt employees are required to maintain accurate time and work records each work week. Non-exempt employees must submit their timecards to their supervisors for written approval each payroll cycle.
- b. Non-exempt employees may not work outside their regularly scheduled work hours without advance permission of the supervisor.
- c. Non-exempt employees are eligible for overtime pay for all hours worked in excess of 40 hours in a work week. Overtime pay will be calculated at the rate of 1.5 times the

- employee's regular hourly rate. Non-exempt employees may not receive "compensatory time" in lieu of overtime pay. However, adjustments of the work schedule within the work week may be granted, provided that the total hours worked do not exceed 40 hours within the work week.
- d. All employees will be paid at least the minimum wage established annually by the Oregon Bureau of Labor and Industries (BOLI).
 - e. Non-exempt employees will receive breaks and lunch periods based on their daily work schedules, as required by BOLI.
 - f. Wage rates for each employee will be established by the BAC.

4. Benefits:

- a. Unemployment Insurance, Social Security, and Workers' Compensation benefits are available to all employees, regardless of Employee Classification, along with any other benefits required by law.
- b. Part time employees are not eligible for benefits except as specifically described herein.
- c. Regular full time and regular part time employees (as those terms are defined in the 2020 Episcopal Diocese of Oregon Lay Personnel Policy 6.2.3) are eligible to participate in pension, health and welfare plans available through the Church Pension Fund and Church Medical Trust.

5. Leave:

- a. The Prince of Peace administrative office will be closed on holidays that fall between Monday and Friday. Regular full time employees (as that term is defined in the 2020 Episcopal Diocese of Oregon Lay Personnel Policy 6.2.3) are eligible for paid holiday leave if a holiday falls on a regularly scheduled work day.
- b. Employees may request adjustments to their regular weekly schedule to accommodate personal appointments, subject to approval of their supervisor.
- c. Employees must notify their supervisor immediately if they believe they are eligible for leave under the Family Medical Leave Act, the Oregon Family Medical Leave Act, the Military Caregiver Leave Act, or other applicable law and intend to take such leave.
- d. At the sole discretion of the BAC, employees compensated on a per religious service basis may be eligible for paid leave on two Sundays in any calendar year ("Paid Sundays Off" or "PSO"). If granted by the BAC, PSO days do not accrue from one calendar year to the next and have no cash value, such that an employee who leaves employment before they have used the PSOs in the current calendar year shall not receive any payment for the unused PSOs. PSOs may be used for any reason (illness, vacation, etc.). Employees must notify their supervisor promptly if they want to take a PSO.

6. Employee Reviews:

- a. Written employee performance reviews will be provided at least annually to lay employees. The Vicar, Senior Warden and any designated supervisor shall collaborate in developing and delivering the written review to the employee.

7. Remote Work/Telecommuting:

- a. Non-exempt employees generally may not work remotely (“telecommute”). However, the supervisor may authorize telecommuting privileges to accommodate special circumstances. Non-exempt employees telecommuting are required to limit their working hours and access to Prince of Peace systems as instructed by their supervisor. Prince of Peace records or materials may not be stored on personal devices or at remote locations.

8. Separation from Service:

- a. **Prince of Peace Episcopal Church is an at-will employer.** No individual—including clergy or BAC member—is authorized to create an employment contract of any kind, form or duration with any employee. Prince of Peace Episcopal Church may terminate employee service at any time and for any lawful reason without advanced notice or severance payment.
- b. Employees are requested, but not required, to give two weeks’ notice if they intend to voluntarily separate from employment.
- c. Final paychecks will be provided as required by applicable law.

9. Harassment and discrimination:

- a. Prince of Peace Episcopal Church does not tolerate unlawful harassment or discrimination.
- b. If an employee experiences or witnesses harassment or discrimination, the employee should report to the Senior Warden or Vicar. If the employee is not comfortable reporting to either individual for any reason, the employee may report to any BAC member or the Canon to the Ordinary at the Diocese.

10. Information System Security:

- a. Employees who are required to set up or use electronic/on-line accounts to perform their job duties must keep a written record of their log-in, password and security question information for each account. The record must be clearly labelled to denote the business or function, the log-in and the password. The record must be stored at the Prince of Peace administrative office in a specific location designated by the supervisor. If log-in information must be changed for any reason, the employee must immediately update the written record.
- b. Employees who use Prince of Peace provided hardware which is equipped with password capability to restrict access to the hardware must keep a written record of the access information. The record must be clearly labelled to denote the hardware and access information. The record must be stored at the Prince of Peace administrative office in a specific location designated by the supervisor. If access information must be changed for any reason, the employee must immediately update the written record.
- c. Employees who are provided by Prince of Peace with computers or other hardware devices are required to use those devices for all work performed for or on behalf of Prince of Peace; such employees may not use their personal devices for work functions without specific advance approval from the supervisor.

Job Description: Parish Administrator

Hiring Authority: Bishop's Advisory Committee (BAC)

Supervisor: Vicar (Senior Warden when Vicar unavailable)

- Is the public face of the congregation; greets visitors to church office, answers telephone and responds to questions from BAC members, congregants and visitors; serves as a central source of information about services and activities; distributes announcements and information as assigned
- Assists Vicar and Senior Warden to implement church programs as directed and meets with Vicar regularly to coordinate and plan parish activities, such as fundraising activities and special services
- Inventories and purchases supplies for office and for worship; assists in developing and maintaining procedures for tracking inventory, expenses, subscription renewals, and other operational matters
- Drafts correspondence from instruction; compiles and formats reports as instructed; prepares service leaflets and PowerPoints; archives service materials and music
- Maintains parish historical records and administrative files, including calendars and membership directory, in electronic and paper form
- Submits financial and other confidential information to Diocese counterparts, as authorized; respects confidentiality of information reviewed or seen in the course of work, as instructed
- Provides staff support to BAC meetings as instructed, such as by compiling, printing and collating minutes, reports and meeting materials
- Provides administrative support and information to BAC members or congregants on special projects
- Initiates and displays virtual services and meetings as assigned
- Opens and secures church or parish hall for scheduled users; coordinates with Peace Lutheran staff, custodial staff, and outside vendors as directed
- Works with volunteers as needed
- Uses software tools provided and sets up and maintains accounts for software tools such as Zoom; confers with technical support as needed
- Performs bookkeeping and related activities, pursuant to Treasurer's instructions and applicable policies:
 - Enters all financial transactions into accounting/finance system
 - For approved invoices, prepares checks for authorized signature
 - Receives and records all annual and special pledge agreements
 - Enters congregants' financial contributions to accounts, as directed by congregant, and records bank deposits
 - Prepares and mails quarterly and annual pledge statements to members
 - Assists Assistant Treasurers to prepare and deposit weekly collection to the bank or credit union
- Other duties as assigned
- Accurately tracks and reports hours worked, immediately notifying the supervisor if work hours are projected to exceed 15 hours in any work week
- This is a non-exempt, part-time position which is compensated on an hourly basis, and incumbents are not authorized to work more than 15 hours per work week without advance approval from the supervisor

Job Description: Musician Accompanist

Hiring Authority: Bishop's Advisory Committee (BAC)

Supervisor: Vicar (Senior Warden when Vicar unavailable)

- Provides sacred liturgical and world music accompaniment for worship services; when services are held virtually, may provide audio recordings of music for worship
- Participate in periodic planning sessions with Vicar or worship committee (typically held on weekdays and by telephone)
- Provides music accompaniment for services on all Sundays and other scheduled holidays (such as Christmas and during Holy Week); may provide accompaniment for special services (such as funerals or weddings)
- This accompanist position does not direct a choir
- This is an exempt, part-time position which is compensated on a per religious service basis, and is not typically expected to work more than 15 hours per work week

Job Description: Zoom Operator

Hiring Authority: Bishop's Advisory Committee (BAC)

Supervisor: Vicar (Senior Warden when Vicar unavailable)

- Operates Zoom platform during hybrid religious services, including changing camera views and advancing the bulletin for remote/virtual participants; sets up and puts away Zoom equipment and cameras
- This is a non-exempt, part-time position which is compensated on a per religious service basis, and is not typically expected to work more than 2 hours per work week. Although the position is compensated on a per religious service basis, the per service compensation level shall be set such that it is no less than 2.5 times the Oregon hourly minimum wage, and, if an extended religious service is held, additional compensation above the regular rate shall be paid to ensure that the incumbent receives payment of at least the Oregon hourly minimum wage for actual hours worked.