First Presbyterian Church of Tallahassee
Personnel Manual
Approved by Session – September 20th, 2026

Personnel Ministry Team

PURPOSE AND RESPONSIBILITY

The purpose and responsibility of the Personnel Ministry Team is to manage the Church's human resources in a manner that furthers the work and mission of the church. The Personnel Ministry Team functions under the auspices of the Session and is responsible for all matters pertaining to church employees and for giving support to the Pastor in administering personnel policies and practices as set forth by the Session. The Pastor serves as head of staff.

Duties:

- Recommend to the Session all staff positions needed by the church.
- Formulate job descriptions for each staff position recommended; develop lines of authority, duties, areas of responsibility and qualifications.
- Formulate a policy concerning terms of employment, compensation, allowances, and benefits for each recommended position.
- Develop and execute appropriate evaluation procedures for each recommended position.
- Present, relative to the approved budget, all salary recommendations relating to church personnel.

General Policies

MISSION OF FIRST PRESBYTERIAN CHURCH OF TALLAHASSEE

We are a downtown congregation called to glorify and enjoy God as we worship through the Word and Sacraments, make disciples, nurture faith, serve neighbors, and strive for justice. All staff and volunteers of the church further this ministry through their commitment to this mission, and the church shows our commitment to justice and fairness in our relationships with our employees, volunteers, and all with whom we work.

PERSONNEL COVERED

All full and part-time church personnel are covered by these policies. The Pastor is covered by these policies, but these policies are not superseded by the Book of Order and the policies of the Florida Presbytery. In addition, volunteers are covered consistent with their roles within the church. For example, volunteers with access to church computer resources or social media accounts are covered by these policies. All volunteers serving as teachers or youth advisors working with the children or youth of the church are covered by the church's background screening policy.

Positions may be full-time or part-time, salaried or hourly, and exempt or non-exempt. As used in this policy:

- Full-time refers to employees working 35-40 hours per week.

- Part-time refers to employees working less than 35 hours per week.
- Salaried refers to employees, whether full-time or part-time, who have an established salary based on agreement with the church. Salaried employees are generally paid the same amount per period (weekly, bi-weekly, or semi-monthly) for duties performed.
- Hourly employees are paid for hours worked.
- Exempt employees hold administrative, professional, or executive positions. They're "exempt" from the Fair Labor Standards Act overtime regulations and, therefore, not entitled to overtime pay.
- Nonexempt employees are typically paid hourly and perform more manual or technical duties. They must be paid overtime for work in excess of forty hours per week.

RESPONSIBLE FOR ADMINISTERING

Pastor and Personnel Ministry Team.

The Pastor serves as head of staff and administers the day-to-day operation of the church. The Personnel Ministry Team functions at the direction of the Session to assist the Session and the Pastor in administering the personnel functions of the church.

POLICY

We shall treat every individual with concern, dignity, and fairness in terms of assigned job duties, working conditions, pay and benefits, and promotion consideration.

In return, we ask that employees perform their jobs to the best of their ability and take responsibility for suggesting to their immediate supervisor how we can better serve our congregation.

EQUAL EMPLOYMENT OPPORTUNITY

First Presbyterian Church will recruit and hire all persons in any job without regard to race, creed, color, national origin, sex, sexual or gender identity, age, marital status, religious affiliation (except when, after careful study, religious affiliation is determined to be a bona fide occupational qualification), physical, mental, or medical disability unrelated to the ability to perform the essential functions of the job with or without reasonable accommodation.

SMOKE-FREE ENVIRONMENT

In consideration of others, First Presbyterian Church maintains a smoke-free environment throughout the campus.

SUBSTANCE ABUSE

Use of illegal drugs or the abuse of legal drugs or alcohol is not permitted. If either prohibited activity is suspected, an investigation will be conducted by the Personnel Ministry Team. Use or abuse of substances in violation of this policy shall be grounds for dismissal.

HARASSMENT OF EMPLOYEES

Harassment of employees will not be tolerated in any form, and violation will result in disciplinary action. The term harassment includes, but is not limited to, slurs, jokes, other verbal, graphic, or physical conduct relating to an individual's race, sex, religion, national origin, marital status, age, or handicap. The terms also include unwelcome sexual advances, request for sexual favors, and other physical contact of a sexual nature. Allegations of sexual misconduct are to be handled in accordance with the church's policy on sexual misconduct.

DRESS CODE

Employees will dress in a neat, clean, and professional manner appropriate to their particular position. All employees, whatever their job, reflect the image of the church.

EXPECTATION OF CONFIDENTIALITY

Personal information concerning congregants and staff members, including financial information, will be kept in confidence and will not be disclosed except to the individual in question, as necessary to fulfill reporting obligations, or as otherwise directed by the pastor or representative of the Session.

POLICIES DO NOT CREATE CONTRACTS

These policies do not constitute an employment contract, nor is the language intended to imply that a contract exists. Employment exists at the will of the church, as do the terms of employment. The church may change policies or benefits with notice.

EMPLOYMENT PRACTICES AND PROCEDURES

ESTABLISHMENT OF POSITIONS

All new positions must be approved by the Session upon the recommendation of the Personnel Ministry Team. The current organizational chart is shown as an attachment to this document.

HIRING PROCEDURES

The following procedures are for the non-ordained staff roles. The Pastor's hiring process is governed by the Book of Order and Presbytery of Florida and does not go through the Personnel Committee.

Application: When a vacancy in an established position or a new position is created, applicants shall complete an application form which shall become part of the employee's personnel file.

Background Checks: Applicants must consent to background screening which may include credit, criminal, and employment history.

References: References may be required, at the discretion of the Pastor with the concurrence of the Personnel Ministry Team. If required, references shall include information on the past five years of employment.

Offer Letters: Applicants selected for employment shall receive an offer letter signed by the Pastor. The offer letter shall include the terms and conditions of employment including the salary and any benefits provided. A copy of the offer letter shall be included in the employee's personnel file. The staff member will also sign this offer letter to serve as a "contract."

Types of Positions: Full-time employment is defined as those working 35 or more hours per week. Anything less than full-time is defined as part-time employment.

A listing of authorized positions and status is attached.

Job Descriptions: Written job descriptions shall be developed and maintained for each position and shall include:

- Job title
- Job classification (exempt/non-exempt; full-time/part-time)
- Compensation package
- Educational or other prerequisite requirements
- Licensing requirements, if any
- Reporting relationships
- Job Duties

A copy of each job description is saved in the SharePoint folder for Personnel.

Leave: Full-time employees are eligible for paid leave including annual leave, sick leave, or family medical leave. In addition, staff may participate in activities that involve service to the broader church that may be considered as work time as outlined below.

Annual Leave: Full-time employees and salaried, part-time employees receive two weeks of annual leave, per year. For new employees, after 3 months, two weeks of annual leave is given. The yearly renewal of annual leave is based off the start date in the payroll system. Use of annual leave requires prior approval of the Pastor and the employee's supervisor. Annual leave is provided on a yearly basis and cannot be accrued beyond two weeks. Upon retirement, resignation, or termination, employees shall be paid for unused accrued annual leave not taken within the year.

Sick Leave: Paid sick leave is provided for full-time and salaried part-time employees with more than six months of service for up to 10 days per calendar year, proportional to hours worked. For this purpose, sick leave is defined as absence due to illness or medical/dental

appointments of the employee, or the employee's spouse, children, or parents. The Personnel Ministry Team has the option to require certification of illness for extended illnesses.

Family Medical Leave: First Presbyterian has a family medical leave policy whereby full-time employees who have been employed for at least one year are permitted to take a paid and job-protected family medical leave during the calendar year. This leave covers the birth of a child; the adoption of a child; care of a spouse, child, parent or grandparent with a serious health issue where the employee is the primary caregiver; and any debilitating medical issue impacting the employee.

Leave is granted for a period of up to 4 weeks and can be used in conjunction with up to 2 weeks of accrued compensation, sick, and/or annual leave (i.e., a maximum of 6 total weeks). Such leave must be applied for in advance and is subject to approval of the senior pastor after evaluation of the circumstances. This leave will be granted only with the understanding that the employee intends to return to work at the end of the leave period. Also, the employee cannot take continuous leave of more than 6 weeks and cannot use other annual or sick leave within one month prior to or after the 6-week family medical leave period. However, if the employee is suffering a debilitating medical issue, and has unused sick or annual leave, the Pastor may authorize continuous leave exceeding 6 weeks.

Family medical leave for the pastor is covered by the policy of the Presbyterian Church USA.

Leave for Current Employees:

Unpaid Leave: Unpaid, job-protected leave for catastrophic events in excess of paid leave will be considered on a case-by-case basis and requires approval of the Pastor. Unpaid leave requests for the Pastor are approved by the Presbytery. However, such unpaid leave will not be granted if the employee has unused paid leave available. Use of unpaid leave in excess of five calendar days will be reported to the Session.

Study Leave: All ordained and full-time program staff may be granted two weeks of study leave a year after 3 months' employment. Unused study leave is not paid out upon resignation, termination, or retirement. The context and timing of the study leave require the prior approval of the Pastor and the concurrence of the Personnel Ministry Team.

Service to the Broader Church: Employees may be called upon to provide service to the broader church. Such service shall be considered as time worked and not leave time. Absence due to service to the broader church by the Pastor requires approval by the Session. For other staff, approval by the Pastor and concurrence of the Personnel Ministry Team are required.

Sabbatical Leave: Full-time ordained staff and program staff designated by the Session may be granted sabbatical leave after serving at First Presbyterian Church for seven years. Consistent with the policy of the Presbytery of Florida, "[t]he purpose of a sabbatical leave is to provide an opportunity for ministers/educators serving churches full time within the Presbytery of Florida to

spend three months free from the demands of the parish engaged in a time of reflection, prayer and meditation, and/or study in order to gain deeper insight toward spiritual life and ministry." Sabbatical leave is an extension of the biblical concept of the Sabbath.

The sabbatical term shall be up to three (3) consecutive months, including the two weeks of study leave already granted annually. Annual leave shall not be impacted by the sabbatical and, with the permission of the Session, may be added to extend the sabbatical term. The candidate will continue to receive full salary and benefits during the sabbatical and there will be no change to a candidate's terms of call. Continuing education funds budgeted for the candidate in the year of the sabbatical may be used to defray costs incurred during the leave period.

A candidate for sabbatical shall agree to continue to serve First Presbyterian Church for a minimum of one additional year after completion of the sabbatical leave. A proposal for sabbatical leave will be submitted in writing for approval by the Pastor, the Session, and the Presbytery's Committee on Ministry at least six (6) months prior to the proposed sabbatical start. Proposals shall include a request for leave and its intended purpose. The Session shall have the authority to approve a candidate's leave. Upon completion of the sabbatical, the candidate shall provide a written report to the Session sharing details of the leave as well as reflections upon its value.

A candidate shall develop his or her sabbatical proposal in consultation with an Ad Hoc Sabbatical Committee appointed by the Session. In addition to the Pastor, the Session may designate a non-ordained position serving in an educational or music ministry capacity as a Program Staff position eligible to apply for a sabbatical.

HOLIDAYS

Paid holidays include: New Year's Day, Martin Luther King, Jr. Day, President's Day, Easter Monday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. The church office is closed on these holidays. At the discretion of the Pastor and with the concurrence of the Personnel Ministry Team, the office may be closed for the week between Christmas Day and New Year's Day with full-time staff being paid for those days. Part-time salaried employees receive time off for holidays when the holiday occurs on their normally scheduled work day/time.

BENEFITS

Health Benefits: It is the policy of First Presbyterian Church to provide health insurance coverage for all full-time staff. The Pastor's health coverage is provided consistent with the denomination's health plan and non-ordained full-time staff receive health benefits through coverage in the health plan used by the First Presbyterian Preschool.

Retirement: Full-time staff are eligible to receive retirement benefits through the Board of Pensions of the Presbyterian Church (U.S.A.).

COMPENSATION AND PERFORMANCE

Performance Appraisals: All non-ordained staff are to be appraised objectively, accurately, and fairly. Supervisors are expected to provide employees with ongoing feedback on their job performance, and employees are expected to share with supervisors on an ongoing basis any questions or concerns about their work responsibilities. At least once each year, an employee, his or her direct supervisor, and the Chair or a member of the Personnel Team shall meet to review the employee's job description and conduct a performance review, including written goals. They will use the Performance Evaluation Template established by the Personnel Team.

If an employee's performance is unsatisfactory, the employee's supervisor shall promptly bring the matter to the employee's attention. If the performance issue is a serious one that could lead to dismissal if not corrected, the supervisor shall document the issue in writing and develop with the employee a plan for improvement. Nothing herein shall preclude immediate dismissal of an employee for violation of a law or church policy, regardless of whether a prior improvement plan was prepared.

At least once each year, the Pastor and Personnel Team member who participated in the evaluation shall report to the Personnel Ministry Team on the employee performance evaluations.

Compensation: All employees are paid twice a month through the payroll system approved by the Personnel Ministry Team and the Session. It is the goal of the church to provide fair and equitable compensation to all employees, consistent with the budget decisions made by the Session.

On an annual basis, the Personnel Ministry Team shall review the compensation of all employees, other than the Pastor, and shall make recommendations to the Session for salary adjustments. Salary adjustments may include increases to the ongoing salary or may include one-time awards or bonuses. Salary adjustments are based on factors including overall job performance, length of service to the church, salaries of comparable positions, and other factors determined by the Personnel Ministry Team.

Prohibited Compensation: Full and part-time employees shall be prohibited from accepting individually funded contributions for services rendered to the church. Gratuities for weddings are exempt from this policy as are gratuities for funerals of non-church members.

Grievances: If an employee has a concern or grievance with any condition of employment or feels that he or she has been treated in a way that violates these employment policies, the employee should first discuss the issue with his or her immediate supervisor. If the issue is not resolved, the employee should discuss the matter with the Pastor as head of staff. If the issue is still not resolved, the employee may contact the chair of the Personnel Ministry Team.

Nepotism: To ensure fairness in hiring and employment practices, no relative of an existing church employee may serve on the church staff. "Relative" means an individual who is related to

a church staff member as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister. If an employee becomes related to another employee, those employees will be allowed to continue to serve in their position for up to six months, but will work with the Head of Staff to determine a time by when one of the employees will transition out of their position. This policy shall not apply to part-time employees who work 10 or fewer hours per week.

TERMINATION OF EMPLOYMENT

Dismissal: Employment may be terminated at any time at the discretion of First Presbyterian Church, with or without cause. Dismissal will take place through notification by the employee's supervisor. No such action will be taken without the approval of the Pastor and the Personnel Ministry Team. The Session will be immediately notified of the action. A severance allowance may be paid at the discretion of the Pastor with approval of the Personnel Ministry Team. Reasons for termination may include, but are not limited to, unsatisfactory performance, refusal to do work within the employee's position description, repeated unexcused absences, repeated tardiness, incompetence, or illegal, dishonest, or unethical conduct.

Voluntary Resignation/Retirement: A non-ordained employee is expected to give notice of at least two weeks in advance of employment termination. An ordained employee is expected to give at least eight weeks in advance of employment termination. Retirement arrangements should be made a minimum of four weeks prior to retirement date.

COMPUTER, E-MAIL, AND INTERNET POLICIES

These policies apply to all church employees and to volunteers who have access to church computer and related resources. One or more church volunteers may be designated by the Pastor and Session as Administrators to assist in the management of the church's computer resources.

First Presbyterian Church owns and maintains control over all computers used by its employees. The computers are to be used in furtherance of the ministry of the church. Personal use of computers is to be limited and appropriate. Viewing inappropriate material, such as pornography via the Internet, will not be tolerated in any fashion.

Viewing or otherwise accessing inappropriate material will result in immediate investigation and disciplinary action up to and including termination. First Presbyterian Church is hereby giving notice that the Administrator, Pastor or a designee may monitor computer, Internet, and e-mail use by its employees, and employees should have no expectations of privacy. Clergy who record pastoral care issues on the computer or communicate pastoral care issues over the Internet should ensure that information is kept confidential. An employee who downloads material from the

Internet, or imports material from e-mail onto First Presbyterian Church computers is responsible for the content of that material.

E-mail: E-mail messages are subject to the same regulations as any other form of communication or conduct. e-mail users must realize that no e-mail communication is private or confidential, and that e-mail messages may be retrieved and may be subject to disclosure to third parties, including the press, the courts, and governmental agencies. Accordingly, such messages, like other communications, should be professional, comply with First Presbyterian Church's rules and policies, and reflect well upon the sender and the respected image of First Presbyterian Church.

Encouraged use of e-mail and the Internet: E-mail and Internet use are encouraged to: transmit and receive correspondence and transfer documents that are not confidential; participate in discussion groups on job-related topics; pursue professional and career development; or communicate with work-related professional organizations.

Inappropriate use of e-mail and the Internet: The following uses of e-mail and the Internet are considered inappropriate: engaging in unlawful and malicious activities; sending, receiving or accessing pornographic material; engaging in abusive profane, sexist, racist, homophobic, or otherwise objectionable language; misrepresenting oneself or First Presbyterian Church; defeating or attempting to defeat security features on First Presbyterian Church's applications; engaging in commercial activities for personal profit; sending chain letters; causing congestion or disruption of First Presbyterian Church's network; or downloading music and burning CD's of pirated music.

Computer Viruses: To prevent the spread of computer viruses, employees shall not open attachments to e-mail unless the employee is expecting the e-mail with attachment. If the employee is uncertain about an e-mail or attachment, he or she should call and confirm the attachment from the sender.

Use of Personal Software Prohibited: Only the Administrator, or a direct designee, may download software for use on First Presbyterian Church's computer system. Use of personal software applications or unlicensed/pirated software on First Presbyterian Church's computers is strictly prohibited.

Prevention Techniques for Discouraging Unauthorized Use of Computers: All applicable First Presbyterian Church employees shall have a password. Employees shall not share their passwords with anyone other than the Administrator. First Presbyterian Church employees should not sign on for any other person, or allow anyone to work in the system using their password. All employees shall log-off their computers when leaving their workstations for any extended period of time. Employees are not to allow any unauthorized person access to their computer. If any employee notices an unauthorized person at a computer station, that employee

should immediately report this activity to the Administrator. If another person becomes aware of an employee's computer password, that employee shall select a new password.

Social Media: The church uses social media platforms to further the mission of the church and to enhance and enrich communication among members of the congregation and stream services and other content to members unable to attend physical worship. Platforms include Facebook, Instagram, Zoom, and YouTube. Use of these tools is encouraged consistent with the church's internet and email policy. Such uses are restricted to purposes consistent with the church's mission, and use of church social media accounts for activities unrelated to the business of the church is prohibited.

PERSONNEL FILES

First Presbyterian Church shall maintain a personnel file for each employee. At a minimum, each personnel file shall contain:

- The employee's job description
- The completed job application
- The offer letter
- Annual performance appraisals
- Any other relevant material

For employees who are on staff at the time this policy is established, the personnel file shall be created and include the information listed above to the extent applicable.

First Presbyterian Church Authorized Positions

Position	**Full or Part Time**	**Salaried or Hourly**	**Exempt or Non-Exempt**	**Covered by Annual and Sick Leave**
Pastor	Full-Time	Contract with Session	Exempt	Yes
Parish Associate	Volunteer	Not applicable	Not applicable	Not applicable
Church Administrator	Part-Time	Salaried	Exempt	Yes
Custodian & Sunday Host	Part-Time	Salaried	Non-Exempt	Yes
Choir Director	Part-Time	Salaried	Exempt	Yes
Organist	Part-Time	Salaried	Exempt	Yes
Financial Administrator	Part-Time	Salaried	Exempt	Yes
Choral Scholars	Part-Time	Set amount per service and rehearsal	Non-Exempt	No