

Family of Christ Presbyterian Church

*2410 35th Ave
Greeley, CO 80634
Focgreeley.org*

EMPLOYEE HANDBOOK



*A Progressive, Mission-Driven, Intercultural Faith
Community*

Updated July, 2025

The Mission Statement of Family of Christ Presbyterian Church

*Called to follow in the path of Jesus, our Family of Christ Presbyterian Church
is a welcoming and affirming congregation,
sharing a commitment to radical hospitality,
a striving for intercultural community,
an affinity for progressive thought and action,
a call to work for peace and social justice,
a healthy distrust of authority,
and an abiding faith that God looks kindly on those who question.*

Welcome Statement

Welcome to Family of Christ Presbyterian Church. Welcome to our Church family. We use the word family very deliberately because we view your employment with us as more than just a job or position. We want your talents and abilities to help us bring energy and commitment to our ministries, programs and operation. The provisions in this handbook are to inform and govern the work of Family of Christ's non-clergy employees.

This Employee Handbook provides information about the general policies that might affect your work at the Church. No statement of policies can anticipate every circumstance or question and so the Personnel Committee and the Pastor use these policies as general guidelines in their work with Church members and employees.

This Employee Handbook is not a contract and your employment with us is "at will." The Church may choose to enter a written contract of employment with an individual employee, and if any provision of this Employee Handbook conflicts with the terms of any such agreement, the written contract will govern and control.

The Personnel Committee is responsible for implementing the policies and procedures, and for acting as liaison between individual staff members and Session concerning any personnel matter. All policies and procedures outlined in this handbook are intended to follow the intent of the Book of Order, which, along with the Book of Confessions, constitutes the Constitution of the Presbyterian Church (U.S.A.). In the case of a discrepancy, the Book of Order shall provide the overriding policy.

This Handbook is not to be construed as a guarantee of continued employment or to extend any legally binding duty or commitment regarding a specific level of benefits.

To retain necessary flexibility in the administration of the operations of Family of Christ, the Session may, without prior notice, if necessary, change, revise, or eliminate any of the policies, procedures and/or benefits described in this Handbook, in accordance with Session procedures, whenever it determines that such action is warranted.

We wish you success in your position and will work with you to make your employment relationship with Family of Christ a rewarding experience.

General Policies

Equal Opportunity Employer

Employer affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state and local laws and without regard to race, color, religion, sex, national origin, age, disability or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately, following the process outlined in [Incident Reports](#). Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

Background Checks

Background checks are required for some staff working with vulnerable populations and will be placed in the staff member's personnel folder upon employment. Background checks will include, but not be limited to, a search of criminal records, as well as the sexual offender registry. Additional periodic background checks may be required during employment.

Termination

Colorado is an "at will" state, therefore employment is at will and may be terminated at any time with or without cause by either the employee or the employer without notice, except for discriminatory reasons. However, every effort will be made by the employer to follow the guidelines for termination outlined in this manual.

Supervisory Role/Definition of Terms

We value all our employees. Our staff members are hired by the Session. A person or committee is assigned for each employee to act in a supervisory role. (Herein, the individual or chair of the committee assigned to act in the supervisory role will simply be referred to as "supervisor.") The name(s) and contact information of the supervisor shall be provided to the employee in the employee handbook acknowledgement form. Employees shall communicate job-related concerns with the supervisor. In the case the concern is related to the supervisor, the supervisor is unavailable, or the concern is particularly urgent, the employee should communicate with the pastor(s), the Clerk of Session, or another elder who is serving on Session.

Book of Order – This is the constitution of the Presbyterian Church (U.S.A.). It contains the Foundations of Presbyterian Polity, the Form of Government, the Directory for Worship, and the Rules of Discipline

Personnel Committee – The Personnel Committee is comprised of elders and other members of Family of Christ responsible for staff personnel matters. The Committee also acts as a sounding board to the Pastor on staff and personnel concerns.

Session – The Session is the ruling body of Family of Christ Presbyterian Church. It is comprised of around 7 members of the Church who are elected by the members of the congregation according to the Book of Order of the Presbyterian Church U.S.A. The Session is responsible for all aspects of the Church's operation. It is responsible to the members of FOC and to the Presbytery of The Plains and Peaks.

Pay Policies

The church treasurer is responsible for issuing paychecks and managing payroll deductions. Any questions or concerns regarding pay should be directed to the treasurer. Employees will fill out a W-4 form annually.

Employees are generally paid at the end of the month. Compensation is based on “work periods” served, the definition of which is defined in the employee’s contract. The employee is responsible for submitting to the treasurer a monthly report of “work periods” served.

Pay adjustments will be considered for all employees once a year and any changes will normally take effect at the beginning of the fiscal year (January 1). Pay is usually based upon such factors as individual performance, job responsibilities and other appropriate factors.

Overtime work or work beyond a non-exempt employee’s normal scheduled workweek must be pre-approved by the supervisor.

Annual Performance Review

The performance of all employees will be reviewed annually, meeting with the Pastor and a representative of the Personnel Committee. These evaluations will take place in the fall of the year. This annual review is an opportunity for employees to discuss concerns about the job and to receive feedback on their job performance, including areas of strength and opportunities for improvement, as well as other related issues.

Worker's Compensation Insurance

The church carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment. All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's supervisor. Employees may be required to provide a physician's statement to receive worker's compensation benefits, or to return to work.

Miscellaneous Policies

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures including verbal warnings, written warnings or termination.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

- ❖ Failure to perform work in a manner acceptable to the employer
- ❖ Absenteeism or tardiness
- ❖ Failure to report absences as required
- ❖ The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for medical purposes) while working that impede your work
- ❖ Unauthorized possession of weapons
- ❖ Disclosure of confidential information
- ❖ Smoking in unauthorized areas
- ❖ Failure to report-on-the job injuries
- ❖ Failure to file an incident report
- ❖ Failure to accurately complete the employee's reporting of time worked.
- ❖ Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job
- ❖ Theft
- ❖ Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system)
- ❖ Discourteous treatment of others
- ❖ Taking church property without paying for it or without written permission
- ❖ Reckless, careless or unauthorized use of church property, equipment or materials
- ❖ Violation of any other church policy

Absence and Tardy Policy

Employees are expected to be prompt and regular in their attendance at work. All scheduled absences must be approved in advance by the supervisor. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

Grievance procedure

Staff members experiencing conflict with one another should first attempt resolution between the involved parties. If resolution cannot be met, the parties should talk with the

Pastor or a member of the Personnel Committee. If resolution is still not achieved, the staff person should appeal to the Session in writing. Discussion of grievances should always remain confidential and never discussed with church members. Violation of confidentiality may lead to disciplinary action.

Harassment

Family of Christ Presbyterian Church is committed to creating and maintaining a worship and work community in which members, friends, staff, volunteers and visitors can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation or intimidation.

Any form of harassment is unacceptable within the workplace and is subject to appropriate disciplinary action up to and including termination. "Harassment" is unwelcome verbal, visual, or physical conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance.

"Sexual harassment" conduct includes all the prohibited actions as well as requests for sexual favors, conversation containing lewd or suggestive sexual comments, and unwelcome sexual advances. The Presbytery of Plains and Peaks has adopted a [comprehensive policy](#) regarding sexual misconduct, this policy applies to all minister members of Presbytery, employees of Presbytery, volunteers who work on behalf of Presbytery and all commissioners to Presbytery. Family of Christ Presbyterian Church has adopted this policy regarding sexual harassment.

Separation of Employment

Employees who resign are requested to give at least two weeks' written notice for the congregation to find a suitable replacement.

Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

Use of Technology

As you use the technical resources that are owned or leased by the Church, that are used on or accessed from Church premises, or that are used on Church operations and activities using any Church-paid accounts, subscriptions, or other technical services, whether or not the activities are conducted from Church premises, it is important to remember and protect the confidential nature of the information created and stored there.

Employees have no right of privacy as to any personal information or file maintained in or on Church property or transmitted or stored in the Church's computer, voicemail, e-mail, or telephone systems. For purposes of inspecting, investigation, or searching employees' files or

documents, the Church may override any applicable passwords, codes, or locks in accordance with the best interest of the Church, its employees, or its members.

Employees may access only files or programs, whether computerized or not, that they have permission to enter. Unauthorized review, duplication, dissemination, removal, damage, or alteration of files or other property of the Church, or improper use of information obtained by unauthorized means, may be grounds for disciplinary action, up to and including termination. In addition, the Church may advise appropriate legal authorities of any illegal activity.

Church resources are not to be used by employees who wish to express personal and/or political opinions. Solicitation for any non-Church business or activity using Church resources is prohibited without prior Session approval.

Health and Safety

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards. They should know the whereabouts of fire extinguishers and the first aid kit.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the employee's supervisor. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the supervisor. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all those present at the church should go to a safe location.

Incident Reports

Employees are expected to file an incident report for work with church members or guests in the following cases:

- ❖ A person becomes ill or receives an injury on church property that requires First Aid or medical treatment while on the property.
- ❖ An incident occurs that jeopardizes the safety of anyone on church grounds.

[Incident report forms](#) are kept in the church office. Instructions for filling out and submitting a report is detailed on the form.

Reporting

Any suspected sexual misconduct or abuse shall follow the policy entitled [Sexual Abuse Policy](#) and [Child, Youth & Vulnerable Adult Policy](#).

Policy reviewed and updated by Session on June 17, 2025

APPENDICES

Appendix A: Handbook and Policy Acknowledgement of Receipt

<i>Name:</i>	<i>Position:</i>
<i>I hereby acknowledge that I received on __/__/__, a copy of the Family of Christ Personnel Policy. I certify that I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy.</i>	
<i>Signature:</i>	<i>Date:</i>

<i>The Supervisorial Role</i>	
<i>The person/committee acting in a supervisorial role for my position is:</i>	
<i>Contact Information:</i> <i>Name:</i> <i>Phone #:</i> <i>E-mail:</i>	
<i>I understand that I am to report all matters of concern according to the process detailed in the Family of Christ Personnel Policy.</i>	
<i>Signature:</i>	<i>Date:</i>

A copy of this acknowledgment shall be provided to the employee, and another shall be kept in the employee's personnel file.

**POLICY ACKNOWLEDGMENT
FOR "POLICY AND PROCEDURE ON SEXUAL MISCONDUCT"**

TO: All Members of Presbytery
All Persons on Other Rolls of Presbytery
All Employees of Presbytery
All Volunteers of Presbytery

The Presbytery's "Policy and Procedure on Sexual Misconduct"

On August 13, 2011, the Presbytery of Plains and Peaks amended the "Policy and Procedure on Sexual Misconduct" which explicitly prohibits professional misconduct of a sexual nature. This was further amended on May 5, 2012. **A new policy was adopted August 2020.** A copy of the document is attached.

Unless otherwise indicated, this policy of the Presbytery of Plains and Peaks applies to all members of the Presbytery (ordained ministers), all persons on other rolls of the Presbytery (commissioned church workers, inquirers, candidates), all employees of the Presbytery (whether ordained to church office or not), and all who serve in the work or function on behalf of the Presbytery as volunteers. This policy and procedure does not apply to persons unless they are either members of the Presbytery of Plains and Peaks, on the rolls of the Presbytery, or serve as employees, or as specific agents of the Presbytery.

It is essential that all who are subject to the policy and its procedures read and understand the policy, acknowledge that they have done so, and formally acknowledge that they are bound by the Presbytery's discipline in the matter.

Please complete the form below and return to:

**The Office of the Stated Clerk – Presbytery of Plains and Peaks
3620 W. 10th St. – Unit B PMB 405
Greeley, CO 80634**

-----DETACH AND RETURN-----

_____ I have received a copy of the "Policy and Procedure on Sexual Misconduct" as adopted by the Presbytery of Plains and Peaks **on August 2020**. I have read it, I understand it, and I acknowledge that the policy and procedure applies to me.

_____ I certify that no civil, criminal, or ecclesiastical complaint has been sustained or is pending against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.

_____ I am unable to make the above certification. I offer, instead a description of the complaint, termination, or the outcome of the situation with explanatory comments.

Signature	Printed Name
Street Address	City, State, Zip

**RECEIPT AND ACKNOWLEDGMENT OF SEXUAL
MISCONDUCT POLICY**

1. *Have you been provided and have you read a copy of Family of Christ Presbyterian Church's Sexual Misconduct Policy?*

Response: _____

2. *Do you affirm and certify that:*

- (a) *no civil, criminal, or ecclesiastical complaint has ever been sustained or is pending against you for sexual misconduct?*

Response: _____

- (b) *you have never resigned or been terminated from a position for reasons related to sexual misconduct?*

Response: _____

- (c) *you have never been required to receive professional treatment for reasons related to sexual misconduct by you?*

Response: _____

I agree to abide by the standards of Family of Christ Presbyterian Church's Sexual Misconduct Policy as long as I remain a pastor, commissioned lay pastor, ministerial candidate or inquirer, employee, volunteer, or work in a position carrying out the programs of Family of Christ Presbyterian Church.

Name: _____

Signature: _____ *Date:* _____

Received by: _____ *Date:* _____

APPENDIX B

MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

If a mandatory reporter suspects child abuse or neglect, they are required by Colorado law to call [844-CO-4-Kids](https://www.844CO4Kids.com) or report the information to a local law enforcement agency. Find out more about being a mandatory reporter in Colorado and take the [free virtual training](#).

All clergy persons, church school officials, and all childcare workers are Mandated Reporters. If a mandated reporter has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person must immediately report or cause a report to be made. Mandated reporters must report abuse inflicted by a person responsible for the child's care, custody and control as well as abuse inflicted by any other person. Mandated reporters may also report their suspicions of abuse or neglect to law enforcement or juvenile authorities.

All clergy persons, church school officials, and all childcare workers are Mandated Reporters. Call the child abuse hotline as soon as possible. Then you must send written confirmation to the appropriate Department of Children and Family Services (DCFS) field office within 48 hours. The Department will provide a form to use when sending this confirmation.