

# **Metropolitan Community Church Of San Francisco**

## **Policies & Procedures**

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These Standard Operating Policies and Procedures are in support of and subordinate to the Bylaws of Metropolitan Community Church of San Francisco (MCCSF) and of the Universal Fellowship of Metropolitan Community Churches (UFMCC).

Additional documents governing and/or supplementing these SOPs are included in the Appendices.

# Metropolitan Community Church of San Francisco

## Vision, Mission, and Values

### **OUR VISION**

We are a House of Prayer for All People and a Home for Queer Spirituality. We see a transformed world, where every life matters and every person belongs.

### **OUR MISSION**

We, of the Metropolitan Community Church of San Francisco, are a beloved community joining together from diverse spiritual backgrounds and ministering primarily within the Lesbian/Gay/Bisexual/Transgendered Community as a house of prayer of all people and a home for queer spirituality.

We are a new witness of God's radically inclusive love, while we recognize our connection to the historical Christian church.

We are called to a prophetic ministry of peace and social justice. Therefore, we see as equally important the nurturance and growth of our congregation and communities, and our active involvement in the society around us.

### **OUR VALUES**

#### **Equality**

We believe that all people are equally deserving of God's love and that all people share inalienable human rights.

#### **Radical Inclusion**

We believe our understanding of the divine deepens by demonstrating radical inclusion and compassion, embracing the diversity of all people and all beings.

#### **Spiritual Transformation**

We believe in being the change we seek through the transformation of self, and by the respect, love, and honor we give one another.

#### **Social Action**

We believe that God has no hands but ours, no feet but ours, no face but ours; therefore, we believe it is our spiritual responsibility to promote social action.

### **OUR GOALS**

#### **Spirituality**

We are queer people who seek to understand ourselves in relation to a God of many names or no name at all.

#### **Community**

We build and grow a community of queer people, family and friends that is local and global, physical and virtual.

**Social Action**

Social Action We create and implement social action programs to improve the quality of life in the communities around us.

**Proclamations**

We proclaim who we are to the world with integrity and through our relationships, so that others may find us and join us.

**Education**

We educate people about queer spirituality and empower people to live their spirituality in the world.

**Sustainable Finance**

We manage and invest our financial assets responsibly to support the needs of our beloved community and to increase the acts of compassion we do in God's many names.

**Sacred Space**

We create and maintain sacred space for spirit, thought, and action that is ample and accessible for our beloved community and those we serve.

**People as Resource**

We develop, manage, and engage people—including staff, clergy, volunteers, donors and supporters—to achieve personal, spiritual, and professional fulfillment.

## MCCSF MEMBERSHIP

### I. Membership Process & Requirements

- A. MCCSF will accept a letter of transfer of membership from any active member from another UFMCC or other church and that active member may be required to attend courses of instruction unique to MCCSF prior to receiving the Rite of Membership, at the discretion of the Senior Pastor.
- B. There are two categories of membership: Voting Members and Non-Voting Members. Anyone who has attended a membership class at MCCSF and has become a member will remain a member in one of these two categories.
- C. The criteria for being a Voting Member includes at least one of the following:
  - 1. Registered worship attendance;
  - 2. Financial support;
  - 3. Participation in the life of the MCCSF Community

### II. Membership Review

- A. Membership Review – The Board of Directors shall review the membership list at least once per calendar year.
- B. A Member who does not have registered worship attendance, identifiable financial support, or has not participated in the life of the MCCSF community, within the preceding period of one (1) year may be removed from the list of Voting Members and placed on a list of Non-Voting Members.
- C. If an individual has not met any of these criteria, we will contact them to explain why their membership status is being changed, reassure them that they are still a member, and inform them that they can become a Voting Member again by meeting any one of the criterion. If there is no response, a confirmation letter or email will be sent informing them that they are currently listed as a Non-Voting Member.
- D. The Non-Voting Member may be restored to the list of Voting Members upon making a written request to the Board of Directors, after meeting the required criteria referenced above.

### III. Accountability

- A. The church cannot condone gross disloyalty or unbecoming conduct on the part of any participant. This includes congregants, Board of Directors members, and staff. The Board of Directors is empowered to remove the participant by two-thirds (2/3) majority vote or take other appropriate disciplinary action.
- B. Right of Appeal – The action of the Board of Directors may be appealed at the next regular Board of Directors meeting. Pending the outcome of the appeal of discipline, the disciplined Member or participant shall remain under discipline and shall retain the right to

vote at regular and Special Congregational Meetings including the Congregation Meeting held to consider the appeal.

- C. Appeal Process – The request for an appeal shall be submitted to the Clerk of the Board of Directors within thirty (30) days following the date when the Member was removed or disciplined.
- D. The Board of Directors may consider the appeal and reverse its earlier decision without taking the matter to the Congregational Meeting.
- E. Should the Board of Directors sustain its earlier decision and the former and/or disciplined member wishes to appeal to continue, the request shall be included as an agenda item for the next regular Congregational meeting or a Special Congregational Meeting called for the purpose of considering the appeal. The decision of the Meeting is final.

#### IV. Rights of Voting Members

Voting Members may:

- A. Serve on the Board of Directors.
- B. Serve as a Lay Delegate.
- C. Vote at Congregational Meetings.

## MEETINGS

- I. It is the policy of MCCSF to provide adequate mechanisms by which the congregation may obtain organizational information and provide input.
- II. Congregational Meetings
  - A. An annual Congregational Meeting shall be held in the fourth (4<sup>th</sup>) quarter of the year on or before the first Sunday of December at a time and place determined by the Board of Directors.
  - B. The agenda for Congregational Meetings shall be determined by the Board of Directors.
  - C. The Board of Directors shall ensure that Members are notified electronically or in writing at least two (2) weeks in advance.
  - D. In order to transact business, no less than ten percent (10%) of the Members must be present.
  - E. Each Member has the right to vote. Proxy or any other form of absentee voting shall not be allowed.
  - F. Decisions, including elections, require approval by a vote of more than fifty percent (50%) of those Members present and voting, unless otherwise required by UFMCC Bylaws or otherwise stated in these local church Bylaws. Elections shall be taken by secret ballot. Votes of affirmation from the floor are not permitted.
  - G. A special Congregational Meeting may be called either by (a) 2/3 vote of the Board of Directors, or (b) a petition signed by at least twenty percent (20%) of the Members and submitted to the Clerk of the Board of Directors.
    1. The nature and purpose of the special Congregational Meeting shall be stated in the petition and in announcements and be written into the agenda.
    2. Special Congregational Meetings are governed by the same rules as those pertaining to the Annual Congregational Meeting.
- III. Board of Directors Meetings

- A. All regular business of the church shall be conducted in Board of Directors or Congregational meetings. The business of the church includes the following: financial and legal matters, issues concerning facilities, policy, and UFMCC and ecumenical relations.
- B. Meetings of the Board of Directors shall be held at least bi-monthly.
- C. A simple majority of the full Board of Directors must be present in order for business to be conducted. Only those present may vote.
- D. All meetings of the Board of Directors are open to all congregants or members of MCCSF.
- E. When an item is presented for discussion, the item may be addressed by each Board of Directors member and any attendee who wishes to speak. The Moderator may establish the procedure for such discussion or delegate such authority. Only members of the Board of Directors may vote on issues presented to the Board of Directors.
- F. Executive Sessions/Closed Sessions will be held only to deal with matters of appointment, review, discipline, conflict resolution or other matters dealing with individuals. In order to maintain the dignity of those involved, Executive Session/Closed Session is restricted to the Board of Directors and, possibly, the individuals concerned, at the discretion of the Board of Directors.
- G. An emergency Board of Directors meeting may be called in the event of, but not limited to, the following: Senior Pastor/Pastoral Leader vacancy, physical damage to the church or church property, or in matters where a delay would cause fiscal or physical damage.
  - 1. Effort shall be made to notify all members of the church prior to the meeting.
  - 2. In the event of an emergency that demands immediate action, a conference call, e-mail exchange or other methods of communication may substitute for a face-to-face meeting.

#### IV. Meeting Minutes

Minutes of the meetings of the Board of Directors and of Congregational meetings are kept on file in the church office, are posted on the website and bulletin board on a monthly basis, and can be made available to all members of the church by request. Unapproved, preliminary minutes are to be posted within two (2) weeks of any Board of Directors or Congregational meeting for review. Unapproved minutes do not become part of the church record until approved at the next Board of Directors or Congregational meeting.

#### V. Information Forums

- A. Informational Forums may be called by the Board of Directors for the purpose of keeping the membership informed and giving the membership an opportunity to provide input to the Board of Directors and the Senior Pastor.
- B. Notification of an Informational Forum will be posted two (2) weeks prior to the meeting.
- C. Opinions may be presented at these Informational Forums but no official voting may occur.

## BOARD of DIRECTORS

### I. Requirements and Restrictions for Serving on the Board of Directors

- A. In order to serve on the Board of Directors, a person must have been an active member of the church for no less than six (6) months at the time of elections and must be at least eighteen (18) years of age.
- B. Board of Directors members are charged with the responsibility of representing the congregation. To this end, they shall make reasonable effort to keep in touch with the needs, ideas and issues of the congregation. This shall be done through personal contact and regular attendance at services and activities.
- C. Members of the Board of Directors, except the Senior Pastor, may not hold salaried positions within the church.
- D. Two persons in an ongoing relationship shall not simultaneously serve on the Board of Directors.
- E. Members of the Board of Directors may not have partners holding paid positions within the church. Members of the Board of Directors in relationship with someone holding other volunteer positions, or having other outside fiduciary interests or relationships within the church, shall abstain from voting on any motions affecting or relating to those positions.
- F. The church will budget for and provide Director and Officer Insurance covering the Board of Directors. A copy of the current insurance certificate is in the appendix.
- G. Additional FAQ's and job descriptions for members of the Board of Directors are found in the appendix, along with a Code of Conduct and a detailed Chart of Responsibilities.

### II. Election Procedures

- A. Elections for the Board of Directors will be held during the Annual Congregational Meeting.
- B. Information on the number of positions available and a call for applications for the Board of Directors will be made available 60 days prior to the Congregational Meeting.
- C. Interested persons must complete an application form and submit it to the clerk of the Board of Directors. A copy of the application is in the appendix. All applications to the Board of Directors will be due 30 days prior to the Congregational Meeting.
- D. Information on all nominees will be published/made available to the congregation 14 days prior to the Congregational Meeting.
- E. No nominations will be accepted from the floor of the meeting.
- F. A simple majority of votes is needed for election (i.e., to be elected, a candidate must receive greater than 50% of the votes cast).
- G. Voting for members of the Board of Directors will be by secret ballot only. Details for the counting process, and a sample results tally sheet, are found in the appendix.

- H. If all vacant positions are not filled with elections held during the Congregational Meeting, the Board of Directors may appoint members to fill the vacancies until the next voting Congregational Meeting.

## PERSONNEL

### I. Employees with Contractual Agreements

- A. The terms of any written contract between an employee and MCCSF shall take precedence over any policies defined with these SOPs.
- B. These SOPs shall apply for any personnel issues not specifically addressed in a written contract between an employee and MCCSF.

### II. Job Status

- A. Equal opportunity for employment and/or promotion is open to any person who possesses the requisite qualifications for an available position. MCCSF will not discriminate on the basis of age, gender identity, race, ethnic origin, non-job related physical or mental condition, veteran status, political affiliation or sexual orientation in regard to employment, job assignment, promotion or other terms or conditions of employment.

#### B. Application

- 1. All applicants for all positions shall complete a uniform employment application form provided by MCCSF.
- 2. A personal interview shall be arranged with the Senior Pastor and/or designated Board of Directors member(s).
- 3. Pertinent reference information covering the applicant's personal qualities, education, training and experience shall be obtained.
- 4. New employees will be required to obtain a criminal background check at their own expense.
- 5. New employees will be given a Letter of Employment outlining the terms of their employment. Information will include but not be limited to: job title, expected/agreed upon work hours and salary.

#### C. Job Descriptions

The essential duties of each position will be listed in a Job Description and/or Job Announcement. Copies of current Job Descriptions are maintained in the appendix.

#### D. Personnel Records

- 1. Upon employment, new employees will be given a copy of MCCSF's Standard Operating Policies.
- 2. An individual file shall be maintained on each employee containing the employment application form, attendance records, a copy of the letter of employment, all evaluation material and other pertinent documents.
  - a. Information provided about the applicant from outside sources shall remain confidential.

- b. All personnel information developed shall be available to the Board of Directors and the employee.
- c. Personnel files remain on permanent record and are the property of MCCSF.
- d. With written permission from the employee, information from personnel files may be shared with other persons or organizations.

#### E. Employee Status

1. Regular full-time employee: An individual employed for at least 40 hours per week for an indefinite period of employment.
2. Regular part-time employee: An individual employed for at least 30 hours per week but less than 40 hours per week for an indefinite period of employment.
3. Temporary employee: An individual employed for a specific, limited period of time (not to exceed one year) on either a full-time or part-time basis. Benefits are not provided for temporary employees.
4. Contract Worker: An individual under a contractual agreement for a specific job or task for a stated period of time. Benefits are not provided for contract workers unless otherwise agreed upon and included as part of the contractual agreement. A contract worker is responsible for his/her own withholding taxes and worker's compensation insurance.
5. Exempt employee: With few exemptions, to be exempt an employee must (a) be paid at least \$23,600 per year (\$455 per week), and (b) be paid on a salary basis, and also (c) perform exempt job duties. These requirements are outlined in the FLSA Regulations (promulgated by the U.S. Department of Labor). Most employees must meet all three "tests" to be exempt. See [www.fsla.com/coverage.html](http://www.fsla.com/coverage.html) for complete information.
6. Non-exempt employee: Non-exempt employees are entitled under the FLSA to time and one-half their "regular rate" of pay for each hour they actually work over the applicable FLSA overtime threshold in the applicable FLSA work period. See [www.fsla.com/overtime.html](http://www.fsla.com/overtime.html) for complete information.

#### III. Evaluations

- A. Probationary Period: The probationary period is a period of time during which both an employee and the church have the opportunity to evaluate the employee's performance of church duties and his/her competence for a designated task or position. Employment may be terminated during the probationary period by either the church or the employee without prejudice to either. The probationary period extends for three (3) months after the employee's initial start date, or for any other period stipulated by the Senior Pastor and the Board of Directors, not to exceed six (6) months.
- B. An employee evaluation is an appraisal of the employee's performance of the specified duties of his/her position. The evaluation is arrived at by a joint effort of the employee and his/her supervisor. The final evaluation, in writing, is kept on file in the employee's personnel record and must be signed by the supervisor and the employee.
- C. The employee shall have the opportunity to review his/her written evaluation. If s/he is in disagreement with the said evaluation, s/he has the right to attach his/her own written

statement covering the evaluation. This shall be attached to the written evaluation and kept in the employee's personnel records.

- D. An evaluation shall be conducted at the end of an employee's probationary period and at least annually thereafter.

#### IV. Termination of Employment

##### A. Resignation

1. In the event of an employee's resignation, it is expected that professional staff submit a written resignation at least one (1) month prior to the effective date of resignation.
2. Support staff are expected to submit a written resignation at least two (2) weeks prior to the effective date of resignation.

- B. Exit Interview: An exit interview may be conducted by the Senior Pastor and/or Lay Leaders of the Board of Directors with all employees terminating employment. Recording of the exit interview will contain information regarding the employee's reason(s) for termination and shall be placed in the employee's personnel records.

##### C. Dismissal or Suspension

1. MCCSF follows a policy of progressive discipline which shall include an initial verbal warning, one written warning and one written reprimand to be placed in the employee's personnel record.
2. After having received a written reprimand, the next step shall be a suspension without pay for a maximum of one (1) week.
3. Upon reinstatement after a suspension, the employee is automatically placed on one (1) month probation. At the end of this probation, a final determination of the employee's status is made.
  - a. If the employee does not perform his/her duties during the one (1) month probation, the employee shall be permanently dismissed.
  - b. No employee shall be suspended or dismissed without an opportunity for an interview with the Lay Leaders of the Board of Directors.
  - c. Upon being suspended or dismissed, an employee may appeal such action to the Board of Directors.

- D. Employment with MCCSF is an employee-at-will relationship. This means that employment with MCCSF can be terminated by either the employee or MCCSF at any time and for any reason. Nothing in these policies promises or represents that employees have the right to continued employment or protection against termination.

#### V. Salary

- A. Initial salary shall be determined by the Senior Pastor. A change of title or position may require a redetermination of salary. In general, an increase in salary shall be based on job performance. An employee must be employed a minimum of three (3) months to qualify for salary increase consideration.

- B. Employees are paid on a twice monthly schedule.
- C. Employees may receive their paychecks up to one week early before going on vacation if prior arrangements are made with the Treasurer or a designated staff person.
- D. Gifts and bonuses given to employees shall be reported as income for tax purposes.
- E. Pay Deductions
  - 1. Deductions are made from each employee's salary for the purpose of federal, state and social security (FICA) payments as appropriate.
  - 2. Ordained clergy have the option of designating a portion of their salary to be "Housing Allowance". This designation must be documented in the minutes of a meeting of the Board of Directors.

F. Record Keeping

All employees shall keep a record of hours worked and leave time. This record shall be submitted to his/her supervisor for approval. Copies of time sheet forms are maintained in the appendix.

VI. Employee Benefits

- A. The benefits outlined in this handbook represent additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available thru MCCSF. This summary is not intended to and does not create an express or implied contract, promise or representation between MCCSF and the employee. These benefits are subject to change at any time at the discretion of the Board of Directors and the Senior Pastor. Any questions about employee benefits should be directed to the Senior Pastor and the HR Team.
- B. Medical, Dental, and Vision Insurance:
  - 1. Exempt and non-exempt full-time and part-time (minimum 30 hours/week) employees are eligible for the MCCSF funded insurance plan. The plan is available for individuals, spouses, and families. MCCSF pays \$250.00 of the cost of the chosen medical policy offered and the employee pays the balance. Employees may enroll in the plan during the first 90 days of employment, during the annual enrollment period, or whenever a significant life event qualifies them to enroll (birth, marriage, loss of coverage by a spouse, etc.).
  - 2. Coverage will generally begin on the first of the month following completion of the enrollment process. However, employees are responsible to verify the start of coverage with the church accountant and are encouraged not to drop any alternative coverage prior to such verification.
  - 3. MCCSF follows all federal COBRA laws and applicable state laws regarding health insurance, including continuation of coverage upon termination of employment as required by law.
  - 4. We intend to continue this program indefinitely, but we reserve the right to amend or even discontinue it or some of it at any time, subject to government laws and regulations. If a program is terminated and not replaced with comparable benefits, participants will be notified. Participants will be given information on how to convert group insurance to individual policies whenever conversion privileges apply. Please

remember that the actual benefits provided, as well as eligibility requirements, are determined by the plan documents. For information on these, please contact the Senior Pastor and/or HR Team.

C. Long-Term Disability. Not available at this time.

D. Worker's Compensation Insurance.

1. MCCSF carries worker's compensation insurance that pays for certain medical expenses and provides partial income in the event of illness or injury arising out of or in the course of employment.
2. 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 in order to receive worker's compensation benefits, or return to work.

E. Vacation

1. The primary purpose of paid vacation is to allow employees to renew their physical and mental capabilities and to remain a fully productive employee. Employees are encouraged to request leave during each year in order to achieve this purpose. Vacation leave also covers absences due to personal obligations or, in lieu of sick leave, illness in the immediate family.
2. Vacation leave for full-time employees begins accruing with the first pay period following the employee's hire date; however, accrued vacation leave may not be used until the employee has successfully completed the initial 90 day employment period. Vacation leave accrues from year to year up to a maximum of two times the employee's annual vacation leave. If an employee accrues the maximum amount of vacation leave, any further vacation accrual stops until the vacation leave is used such that the balance falls below the maximum amount. Vacation leave accrual will then automatically resume. Employees who terminate will be paid for all accrued and unused vacation hours. In the event of death, accrued but unused vacation leave will be paid to the employee's estate.
3. Eligible MCCSF employees who work 40 hours or more per week earn vacation leave according to the following schedule:

<u>Years of Employment</u>	<u>Accrual/Year</u>	<u>Accrual/Pay Period</u>
0 – 10 years	15 days (120 hrs)	5.0 hours
10 – 15 years	18 days (144 hrs)	6.0 hours
15 – 20 years	21 days (168 hrs)	7.0 hours
20 years and above	24 days (192 hrs)	8.0 hours

4. Employees who work 30 or more hours per week, but less than 40 hours per week, will accrue prorated vacation leave based on their regular work schedule.
5. Periods when an employee is on a leave of absence, extended sick leave or other prolonged absence (thirty [30] days or more) are not counted toward the earning of vacation eligibility. Vacation is only accrued when employee is working or on paid time off.
6. Scheduling of vacation must be agreed upon with the employee's supervisor, and should be carefully planned in advance. Vacation time is essential for rest, relaxation and ongoing health; therefore, extra pay will not be given in lieu of vacations. It is

expected that supervisors and staff will work carefully to assure that everyone takes time away as allowed by this policy.

#### F. Sick Leave

1. Sick leave is provided to continue the salaries of eligible employees who are absent from work because of illness, disability, medical appointments and, in accordance with the limitations noted below, in the event of illness in the family or bereavement.
2. Employees must be on pay status at least one-half of the working hours of a pay period in order to accrue sick leave for that period. Full-time (40 hours or more per week on pay status) employees shall accrue sick leave at the rate of 4 hours per semi-monthly pay period. Employees who work 30 or more hours per week, but less than 40 hours per week, will accrue prorated sick leave based on their regular work schedule. Sick leave earned shall be credited to the employee on the next working day following pay period cycle, except that an eligible separating employee shall earn proportionate sick leave through the last day on pay status. There is no limit on the amount of sick leave which can be accrued. Unused sick leave will not be paid at termination.
3. An employee is expected to give his or her supervisor prompt notification of inability to report to work at the appointed time. The employee may be asked to submit verification of any absence due to illness; an absence for more than five (5) work days usually requires a certificate from a doctor. For extended disability or illness, a doctor's certificate is required every thirty (30) days. An employee may also be requested to submit proof of illness in the family or bereavement.
4. An employee is expected to give reasonable notice of foreseeable medical needs (e.g., a planned medical treatment) whenever possible.
5. Sick leave shall not be used:
  - a. prior to its accrual;
  - b. beyond a predetermined date of separation, retirement, or indefinite layoff;
  - c. in excess of the employee's scheduled hours of work; or
  - d. during a temporary layoff, or leave without pay, except that an employee may use accrued sick leave during a pregnancy disability leave or family and medical leave.
  - e. An employee who becomes ill while on vacation shall be permitted to use sick leave based on satisfactory verification of illness or injury.
6. An employee shall be permitted to use accrued sick leave when required to be in attendance or to provide care because of the illness of the employee's spouse, domestic partner, parent, child (including the child of a domestic partner), sibling, grandparent, or grandchild, including in-laws and step-relatives in the relationships listed, or other persons residing in the employee's household.
7. An employee shall be permitted to use not more than 5 days of sick leave when that employee's absence is required due to the death of any of the persons listed above. In addition, an employee shall be permitted to use not more than 2 days of sick leave in any calendar year for bereavement or funeral attendance due to the death of any other person. The employee shall provide prior notice to the immediate supervisor as to the need for and likely length of any such absence.
8. **Exempt Employees:** Sick leave used shall be recorded in 1-day increments only or in increments not less than that portion of a day during which an employee on less than full-time pay status is normally scheduled to work. When an exempt employee has exhausted all accrued sick leave, salary shall not be reduced for absences of less than

1 full day or less than that portion of a day during which an employee on less than full-time pay status is normally scheduled to work.

9. **Non-Exempt Employees:** Records of accrued sick leave usage shall be maintained to the nearest 1/4 hour.

#### G. Holidays

1. MCCSF recognizes the following paid holidays: New Year's Day, Dr. Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.
2. Eligible MCCSF employees who work 40 hours or more per week will receive 8 hours of holiday pay. Employees who work 30 or more hours per week, but less than 40 hours per week, will receive holiday pay prorated based on their regular work schedule.
3. An employee who works 30 or more hours per week is eligible for holiday pay if they are on pay status on last scheduled work day before the holiday and on the first scheduled work day following the holiday, or during an approved leave of absence or a temporary layoff which does not exceed twenty calendar days, including holidays.
4. If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If an employee is required to work on an observed holiday, the employee generally will receive a compensatory day off. If a holiday falls on an eligible employee's regular day off he employee will receive either another day off or compensating holiday pay at the employee's regular pay rate.
5. A holiday that occurs when an employee is on vacation or sick leave will be recorded as holiday time. An unexcused absence (absence without prompt notification to the employee's supervisor) the day before or the day after a holiday will result in loss of holiday pay.

#### H. Jury Duty

Full-time and part-time employees are paid for time served on jury duty. Certification of service must be submitted at the completion of jury duty.

#### I. Bereavement Leave

1. An employee shall be granted leave with pay when a death occurs in the immediate family (spouse, child, grandchild, parent, sibling, grandparent, or spouse's immediate family).
2. The amount of leave time shall not exceed four (4) days for services in state, five (5) days for services out of state.

#### J. Leave of Absence

Any leave of absence is time away from work without pay. A Leave of Absence for an employee of more than six (6) months tenure may be granted if all earned annual leave has been exhausted. Leave of Absence must be approved in advance by the employee's supervisor.

#### K. Professional Leave

1. MCCSF encourages members of the staff to attend conferences, institutes and seminars conducted by recognized organizations for the purpose of advancement and development of the staff member and the church. Leave with pay for this purpose shall be granted at the discretion of the Senior Pastor or the Board of Directors.
2. Insofar as possible, funds are made available for professional conferences in the annual budget of the church. These funds shall be for remuneration of expenses incurred pursuant to budgetary specifications.
  - a. This funding is available to full-time and part-time staff in accordance with the particular year's budgetary specifications.
  - b. All funding must be approved by the Treasurer or the entire Board of Directors prior to incurring expenses.

L. Maternity Leave

1. Maternity leave is time away from an employee's duties without pay.
2. Maternity leave is to be effective upon the recommendation of the employee's physician.
3. Maternity leave shall be terminated upon the written authorization of the employee's physician but within two (2) months after delivery. Extension of maternity leave beyond this time requires consideration of the Board of Directors.

M. Paternity/Spousal Leave

1. Paternity/spousal leave is time away from duties without pay.
2. Paternity/spousal leave shall be granted to all expectant employees.
3. Paternity/spousal leave may be taken prior to and/or after delivery at the discretion of the employee and the Senior Pastor.
4. Paternity/spousal leave shall not exceed forty (40) working days.

N. Adoption Leave

1. Adoption leave shall be granted to all employees becoming adoptive parents. Adoption leave is time away from duties without pay.
2. Adoption leave may be taken prior to and/or after completion of adoption procedures at the discretion of the employee and the Senior Pastor.
3. Adoption leave shall not exceed forty (40) working days.

O. Sabbatical Leave is covered per individual Contractual Agreements

VII. Rules of Conduct

All staff members are representatives of the church and, as such, are expected to conduct themselves in accordance with our vision, mission, and values. Actions dangerous to co-workers, alcohol or drug use during work hours, dishonesty, disorderly conduct, frequent

tardiness, neglect of duty, unexcused absenteeism, insubordination, verbal or physical abuse, violation of the confidentiality of congregant or employee information, and willful destruction of church property are among some of the inappropriate behaviors which may result in disciplinary action leading to dismissal.

## VIII. Conflict Resolution

### A. Sexual Harassment

MCCSF shall maintain a work place free of sexual harassment or sexual intimidation. Such behavior is unacceptable and subject to disciplinary action. An employee who believes that there is a violation of this policy has the right and responsibility to immediately report the perceived violation to his/her supervisor, the Senior Pastor, or the Lay Leaders of the Board of Directors. Recognizing that verification is difficult and that false accusations can cause serious damage to innocent persons, a thorough investigation shall be conducted in each case before any action is taken.

### B. Grievance Procedures

1. Grievances shall be discussed first with the employee's immediate supervisor who shall attempt to resolve the grievance within two (2) weeks.
2. If the grievance is with his/her immediate supervisor, then the employee shall notify the Senior Pastor (as Personnel Director).
3. If the grievance is with the Senior Pastor, then the employee shall notify the Lay Leaders of the Board of Directors.
4. If satisfaction is not obtained within the two (2) week period, the employee will immediately inform the supervisor (or Senior Pastor, or Lay Leaders, as the case may be) that a conference with the Board of Directors is requested. The employee will present the nature of the grievance to the Board of Directors in writing.
5. The Board of Directors will grant a conference with the grieved employee and give their decision in writing to the employee within five (5) days of the conference.

## IX. Miscellaneous

A. Staff Covenant – The Senior Pastor shall develop similar covenants with each staff member, whether compensated or non-compensated, which shall include a job description and address such matters as compensation that is consistent with equitable standards, benefits, allowances, leave and performance expectations.

### B. Expenses Incidental to the Job

1. Expenses must be approved by the employee's supervisor prior to incurring the expense.
2. Expenses incurred on behalf of MCCSF and/or while performing job duties will be reimbursed at cost. Mileage will be reimbursed at the current IRS rate.
3. Original receipts must be submitted along with a Request for Reimbursement form to the Treasurer.

### C. Long Distance Phone Calls

No personal long distance calls shall be charged to MCCSF.

D. Personal Visitors

Personal visitors are disruptive to the working environment and should be discouraged. Visits, when necessary, should be kept brief.

E. Dress Code: Business casual.

## FINANCES

### I. Church Accounts

- A. Signers on all church accounts shall consist of any two (2) members of the Board of Directors.
- B. Updated signature cards for all accounts shall be executed within thirty (30) days of the change in the Board of Directors and/or approved signers.
- C. If a check or draft is made payable to a signer, then that signer shall not sign the check or draft.

### II. Offering

- A. At all times, at least two (2) persons will count church offerings
- B. At least one Board of Directors member and one other person appointed by the Board of Directors shall count offerings. The second person cannot be the partner of the Board of Directors member.
- C. Cash offerings or miscellaneous cash receipts shall not be used to cash personal checks.
- D. All funds shall be deposited by the church accountant within forty-eight (48) hours of the service or function at which the funds were received. If the receipts are fifty dollars (\$50.00) or less, they may be included with the next deposit.

#### E. Gifts other Than Cash

Any items donated to the church become property of the church and can be dealt with in any manner deemed appropriate by the Board of Directors.

#### F. Credit Card Donations

MCCSF will follow accounting practices of credit card donations according to payment card industry data security standards.

#### F. Privacy Policy

Financial records of any member shall not be given or sold to any other organization.

### III. Disbursements

- A. All debts and obligations shall be paid in a timely manner according to vendor terms, lease agreements, or any other agreements concerning payments.
- B. In the event there is a shortage of funds to cover current obligations, then the following listing shall govern the priority of payments made:
  - 1. Property Insurance
  - 2. 138-140 Expenses, including Mortgage, Insurance, etc.
  - 3. Fellowship tithes
  - 4. Salaries and benefits for employees

5. Salaries and retirement for pastoral staff
6. All other accounts payable and pre-approved reimbursements

If at any point, MCCSF falls behind in any expense in any of the above categories a notice should be provided to the Board of Directors immediately for the Board of Directors to make an informed decision around next steps.

- C. The Senior Pastor may authorize expenditures within budgeted line items for which they are responsible. If the amount exceeds \$250.00, the expenditure must first be approved by the Board of Directors.
  - D. The Board of Directors must approve in advance expenditures that exceed the cumulative budget and any expenditure for items that are not included in the budget.
  - E. Funds that are collected for specific purposes (designated funds) shall be an exception to the preceding policy when approved by the Treasurer.
  - F. The Treasurer shall have the discretion to investigate the validity of expenditures prior to making payment.
  - G. Requests for Reimbursements
    1. Pick up a check request form located in the church office.
    2. Complete the form and attach receipts. Place it in the Senior Pastor's mailbox for approval. **Please note: Receipts must be attached before the check request will be processed.**
    3. Once the Senior Pastor has approved and signed the request, the form will be placed in the Accountant's mailbox.
    4. The reimbursement check shall be written on the very next day that bills are paid. **In general, please allow two weeks for processing.**
    5. This check can either be mailed to the recipients address or be picked up from the church office.
  - H. Charge Accounts
    1. The Treasurer or other authorized agent shall be responsible for filling out all applications for charge accounts or credit applications subsequent to approval by the Board of Directors.
    2. The church's mailing address shall be the billing address on any charge accounts.
    3. Under no circumstances are personal items to be charged to a church account.
    4. Any receipts, packing slips, invoices or other documents received when the charge is made shall be submitted to the Treasurer of the Board of Directors.
  - I. Petty cash for office expenses will be replenished as needed in an amount not to exceed \$100.00 per month.
- IV. Reports & Audits
- A. The fiscal year for the annual operating budget shall be January 1<sup>st</sup> through December 31<sup>st</sup>.
  - B. Financial Statements

1. Financial statements shall be posted on the website and bulletin board and made available to the congregation on a monthly basis.
2. A financial statement reflecting year-to-date figures shall be made available to the congregation at the Annual Congregational Meeting.
3. A full year's financial report shall be posted and made available to the congregation following fiscal year end.

C. Audits

1. An audit of the church's financial records shall be performed at least once every two (2) years.
2. The findings of the audit will be posted on the website and bulletin board 2 weeks after received by the Board of Directors.

V. Fund Raising & Designated funds

- A. The Board of Directors shall be the sole body through which fund raising projects are approved and which will decide how the money raised will be disbursed prior to the fund raising activity.
- B. The establishment of designated funds shall be approved by the Board of Directors.

## CONTRACTUAL AGREEMENTS

- I. All contracts shall be approved by the Board of Directors and signed by two Officers of the Board of Directors.
- II. Proposed Contracts Initiated by Teams and Ad Hoc Committees:
  - A. Any designated groups or persons acting on behalf of MCCSF shall secure for Board of Directors approval a written agreement or proposed contract for the following: facilities rental/usage; equipment rental/usage; co-sponsorship with organizations, companies and individuals advertising; printing; public events; and copyrights.
  - B. Any expenses and profits shared by other organizations and companies must be specified.
  - C. Drafts of agreements and contracts shall be reviewed by the Lay Leaders prior to submission to the Board of Directors. Those contracts requiring non-budgeted monetary advances shall be reviewed by the Treasurer prior to submission to the Board of Directors.
  - D. Contracts up to five hundred dollars (\$500) for a pre-approved project that must be negotiated expeditiously may be executed with verbal approval of two (2) Board of Directors members.

## BUILDING USE

### I. Use of space by MCCSF Teams

- A. Space is to be reserved by contacting the designated staff person in the church office.
- A. Meeting/event space will be made available on a first come, first served basis.
- C. MCCSF teams are responsible for returning the meeting/event space to the condition in which it was found. This may include rearranging tables and chairs and general clean-up.

### II. Use of space by outside groups

- A. Space can be reserved by contacting the designated staff person in the church office.
- B. All outside groups will be charged a fee for their use of the space, unless otherwise negotiated (see fee schedule below).
- C. A written contract will be signed by the Board of Directors Officers or Senior Pastor and representatives from the group wishing to use the facilities. Terms of the contract will include date and time of the event, names of the responsible parties, fee schedule, and general responsibilities of the group using the facility.
- D. MCCSF reserves the right to refuse use of the building to any group.

### III. Fee Schedule

- A. Fees for regularly scheduled events or ongoing use of the facility will be negotiated with the group involved or can be decided upon at the discretion of the Senior Pastor.
- B. Fees for one-time use of the sanctuary space at 150 Eureka Street are as follows:
  - 1. Less than 50 people:           \$100.00 per hour
  - 2. More than 50 people:         \$150.00 per hour
- C. A security deposit of \$200.00 also will be charged.
- D. A cleaning fee of \$100.00 will be deducted from the deposit if the facility is not left in good order.

### IV. Building Security

- A. The church may hire professional security guards for special events to protect the premises and the personal property of people attending the event. The fee for the security will be debited to the group hosting the event.
- B. The organizers of any particular event within the church shall be responsible for:
  - 1. Ensuring that the space used is left in a clean and orderly fashion;
  - 2. Ensuring that the building is secured after the event; event planners must arrange for a member of the church leadership to be available to lock the building.

#### IV. Miscellaneous Considerations

- A. MCCSF is a smoke free environment. Smoking is permitted outdoors.
- B. MCCSF recognizes and supports the many people in our community who are on journeys of recovery. We encourage all event organizers (Spirit Groups, Retreat Committees, Fundraiser Committees, etc.) to ensure that an appropriate number of events are alcohol-free, and to indicate which events are alcohol-free in their promotional material.
- C. Alcohol is not permitted on the property without prior written authorization of the MCCSF Board of Directors
- D. The storing of alcohol on the premises of MCCSF is prohibited.
- E. No illegal activities are permitted on the grounds at any time.
- F. No illegal drugs are allowed on the premises at any time.
- G. MCCSF is located in a residential neighborhood. As such, any group holding events at MCCSF is asked to be mindful of the noise level of the activity and to monitor the behavior of its event participation.

## SECURITY AND CONFIDENTIALITY

### I. Copyright Recognition

- A. The church will respect the copyright of all printed materials used in worship, spiritual education, music or any other ministry area. Photocopying of copyrighted materials is not condoned and will not be tolerated.
- B. The church will secure a copyright license from CCLI or some other reputable licensing agent and will endeavor to abide by the licensing guidelines in order to acquire the rights to use songs contained in the copyright license program.

### II. Building Security

- A. The church may hire professional security guards for special events to protect the premises and the personal property of people attending the event. The fee for the security will be debited to the group hosting the event.
- B. The organizers of any particular event within the church shall be responsible for:
  - 1. Ensuring that the space used is left in a clean and orderly fashion;
  - 2. Ensuring that the building is secured after the event; event planners must arrange for a member of the church leadership to be available to lock the building.

### III. Equipment Use

- A. In order to ensure the proper use and maintenance of church equipment, all church equipment is to be used for church business only. This includes, but is not limited to, sound and lighting equipment, computers, telephones, copiers and fax machines.
- B. Requests to use church equipment for a personal or community project may be considered by the Board of Directors or designated staff person.

### V. Confidentiality

- A. The church's mailing list shall not be sold or given to other organizations.
- B. MCCSF cannot ensure the confidentiality of individuals attending any functions hosted by the church.
- C. Any person working with confidential information is required to sign the MCCSF's standard confidentiality agreement. Copies of MCCSF's standard confidentiality agreements are found in the appendix.

## AMENDMENT POLICY

It is the policy of MCCSF to provide a means by which the ongoing business of the church may be addressed through amendments to policy and procedure.

- I. The Board of Directors may, at any time, by majority vote, amend these Standard Operating Procedures, unless the change would conflict with MCCSF or UFMCC Bylaws.
- II. An amendment to an existing policy or procedure must be designated as a revision with the date approved indicated and the entire section replaced in the hard copy version of this manual.
- III. Standard Operating Procedures are to be kept on file in the office and are available to members.

# APPENDIX

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## **Board of Directors**

## Metropolitan Community Church of San Francisco

### Frequently Asked Questions about the Role of a Board Member

1. *What is the overall role of the Board in the life of the Church?*

The Board is responsible for the finances, physical plant, and all legal matters of the church. Its decisions are subject to review and direction by the congregation. The Board takes an active role in raising funds for the Church's operation, and oversees the implementation of the Church's budget. It establishes the goals and objectives of MCCSF.

2. *How long is a Board term?*

Board members serve for two-year terms. Board members may be elected to additional terms.

3. *Is it necessary to be a member of MCC to be on the Board? When are elections? Are all Board members elected by the members of MCC?*

Board members must be members in good standing of MCCSF, which means that you must have been a member for at least one year as of the date of the annual congregational meeting. Elections are held annually at congregational meetings. If a Board seat becomes available during the year, a new member may be appointed by the Board.

4. *What are the basic expectations, roles and responsibilities of Board members?*

Board members are expected to attend and actively participate in Board activities, including regularly scheduled meetings, fundraisers, and committee work. They are active participants in the life of the community, regularly attending worship services and contributing financially. Board members are encouraged to support other Church activities, such as retreats, forums, affinity groups, special programs and events.

5. *Are Board members liable for things that happen at the Church or for the Church's finances?*

Under state law, the directors of a non-profit corporation (unlike directors of a for profit corporation) are liable for the debts and failures of the organization. For this reason, the Church carries insurance to protect members of the Board from lawsuits and judgments.

6. *Who is currently on the Board?*

TBD-**Senior Pastor**, Glenn Stover-**Clerk** ; Sam Kohler-**Treasurer**, Rahn Anderson-**Co-Lay Leader**; Kelly Mazzei-**Co-Lay Leader**, Bill Bruemmer.

7. *What is the relationship between the Church and the Foundation?*

The Metropolitan Community Foundation (MCF) is incorporated separately from the Metropolitan Community Church of San Francisco (MCCSF) for the purpose of receiving funds and using those funds for the social justice programs developed by the Foundation. The MCCSF Board and the MCF Board work together where the Boards have overlapping interests. Current members of the MCF Board include TBD, **Senior Pastor**, Steve Balock, **Treasurer**, Paula Fraser, **President**, and Adrenne Krug, **Clerk**.

8. *What is the fiscal relationship between the Church and the Foundation?*

The Church Board is fiscally responsible for MCCSF finances, while the Foundation Board is responsible for MCF finances.

December 2010

# Metropolitan Community Church of San Francisco Board Application

Thank you for your interest in serving on the Board of MCCSF. Please tell us about yourself by submitting a statement that addresses the questions below, and attach a recent photograph. Applications must be returned to the Board clerk (Insert clerks email address here) by (insert date, one month prior to Congregational Meeting, here). Board members will be elected at the congregational meeting on (insert date of meeting here). Please email the Board of Directors clerk, if you have questions.

Date :  
Name :  
Address :  
Home Phone:  
Work Phone:  
Cell Phone:  
Email:  
Membership Date:

Why do you want to serve on the MCCSF Board of Directors?

What skills and strengths would you bring to the Board? (You may include a copy of your resume or a statement of your work and volunteer experience.)

What committee work are you interested in?

How have you served our community in the past?

How long have you been a member of MCC?

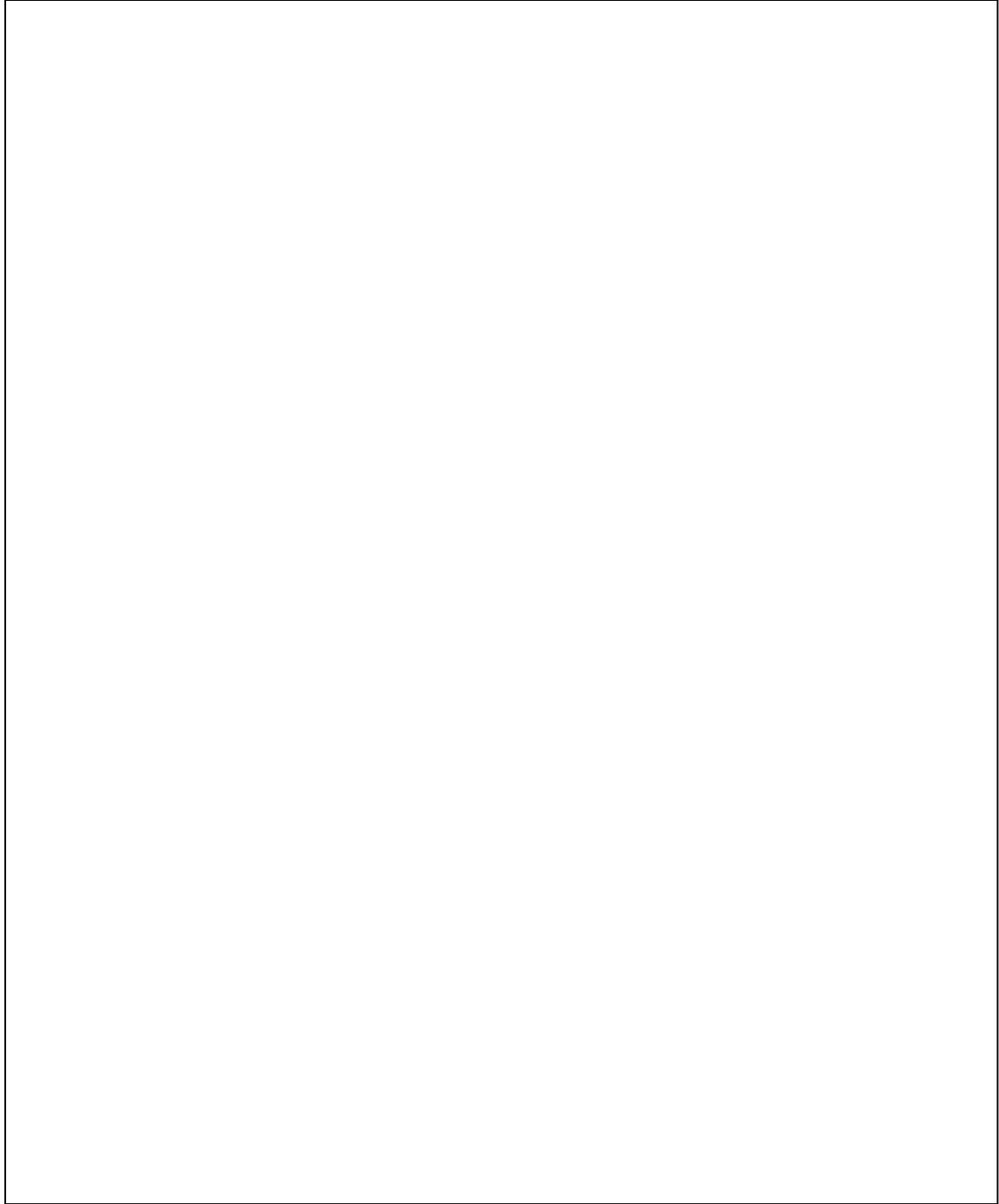
Please list your experience in managing any or all of the following areas and describe what skills and expertise you will bring to the Board: Non-profit fiscal management, risk management, human resource, property and building management, stewardship and fund-raising efforts.

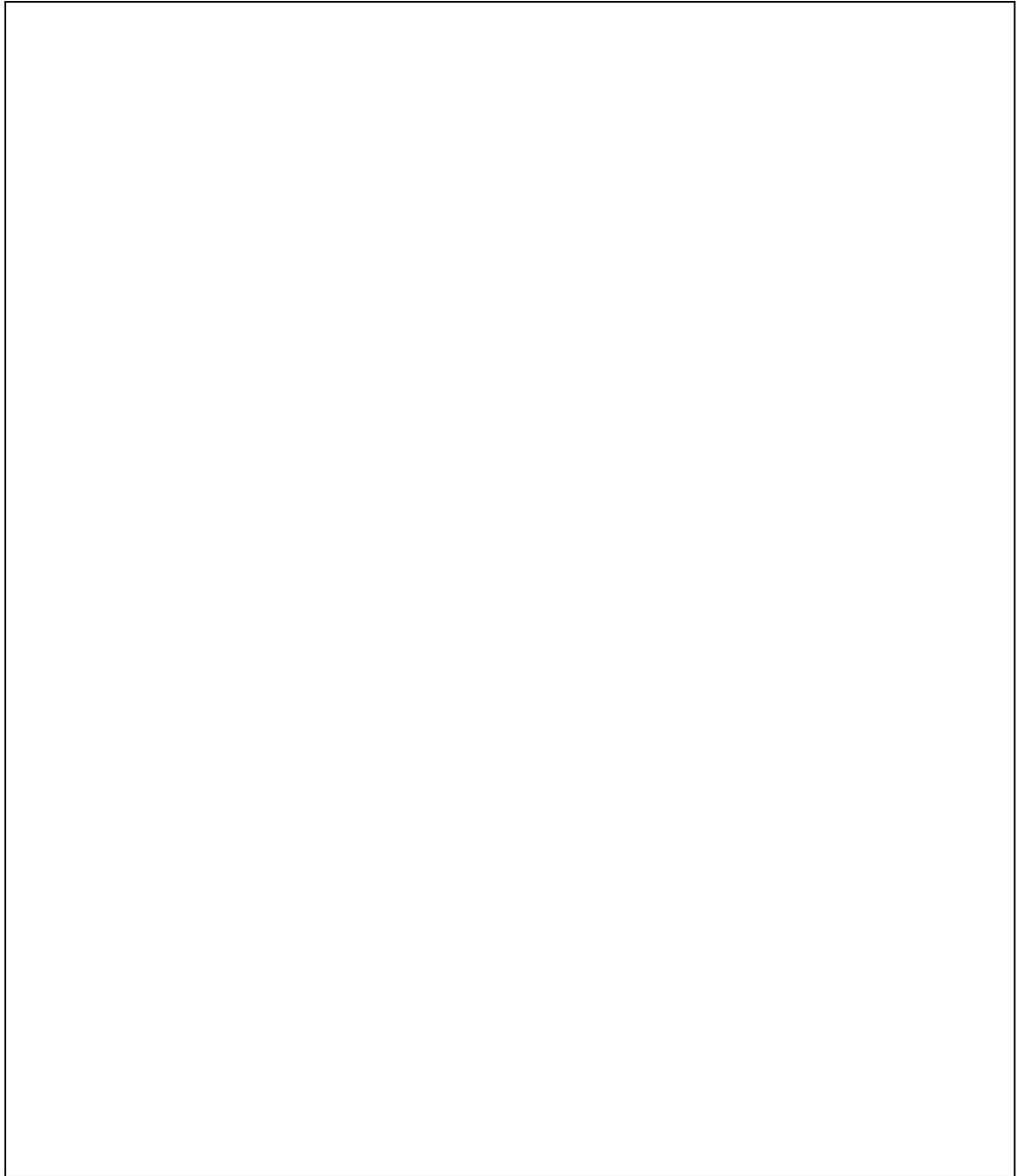
Have you ever been a Board member of this or another church or non-profit organization? If yes, what were your duties and responsibilities?

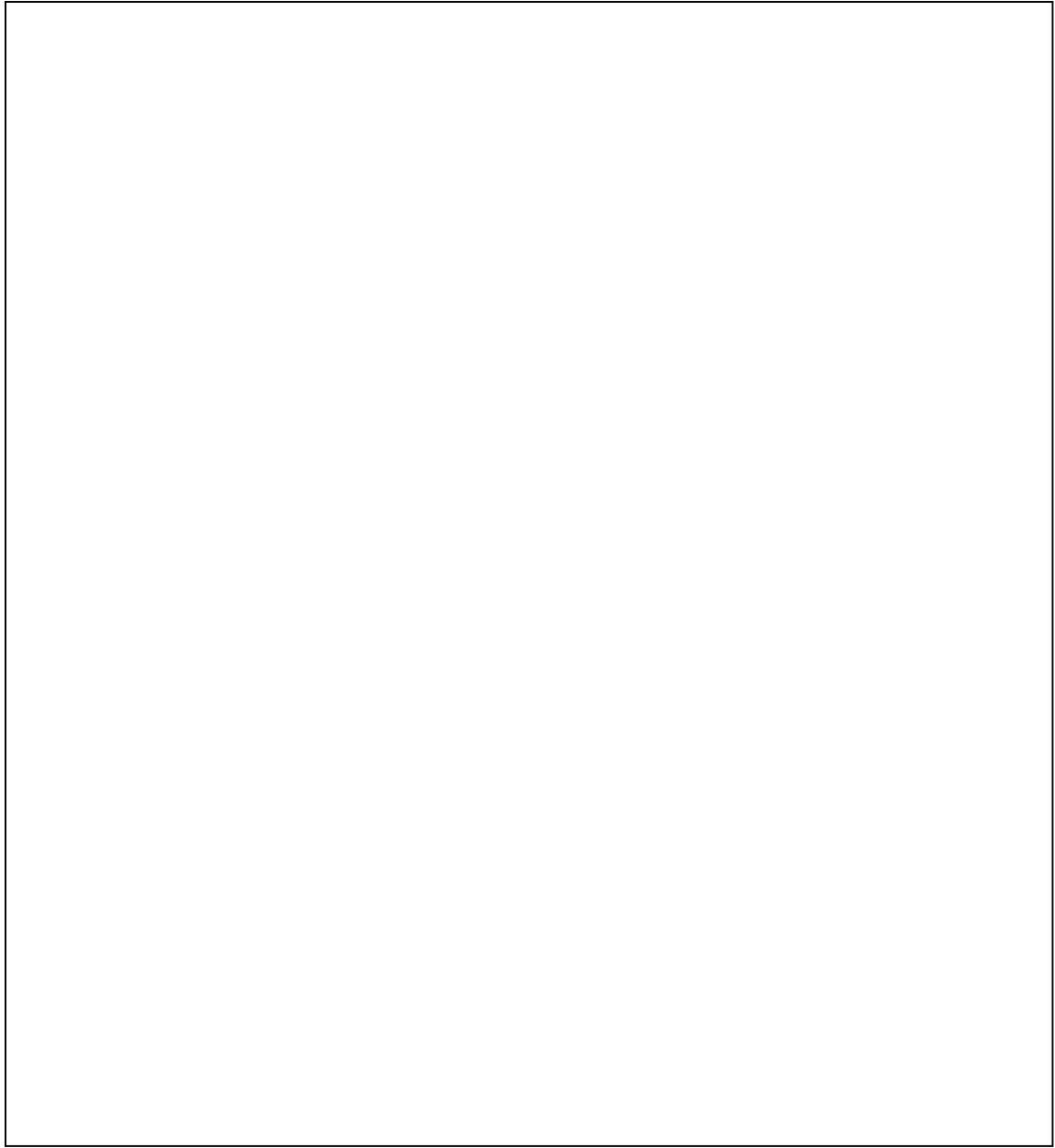
Briefly describe how you will balance your time and dedication to this ministry with your spiritual, personal and professional responsibilities. Will you be able to commit the time necessary to attend Board meetings and Congregational meetings? On average, Board members spend about five (5) hours each week meeting their Board responsibilities.

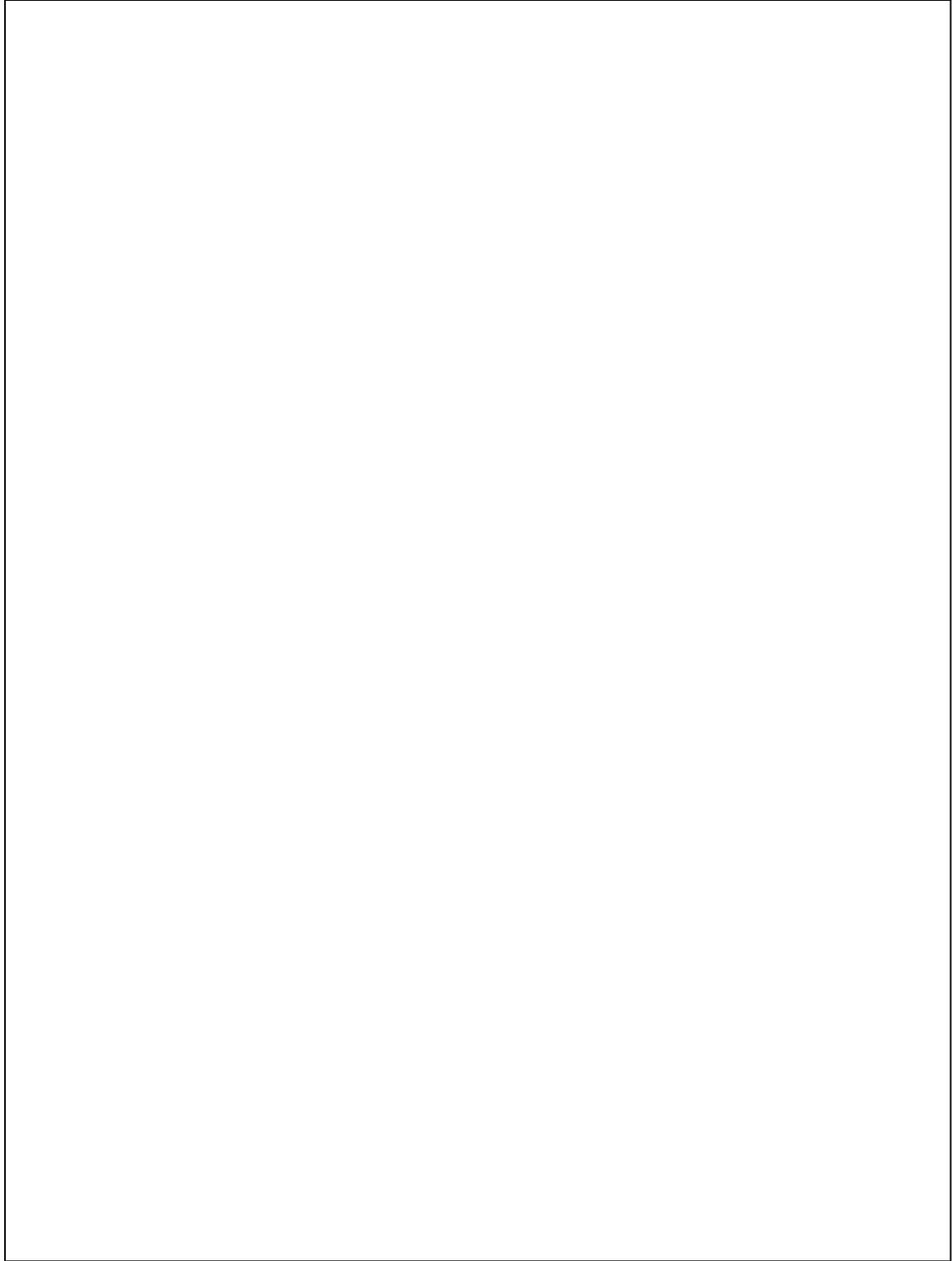
Where are you currently employed?  
What is your position and how long have you been employed there?  
Briefly describe your job responsibilities.

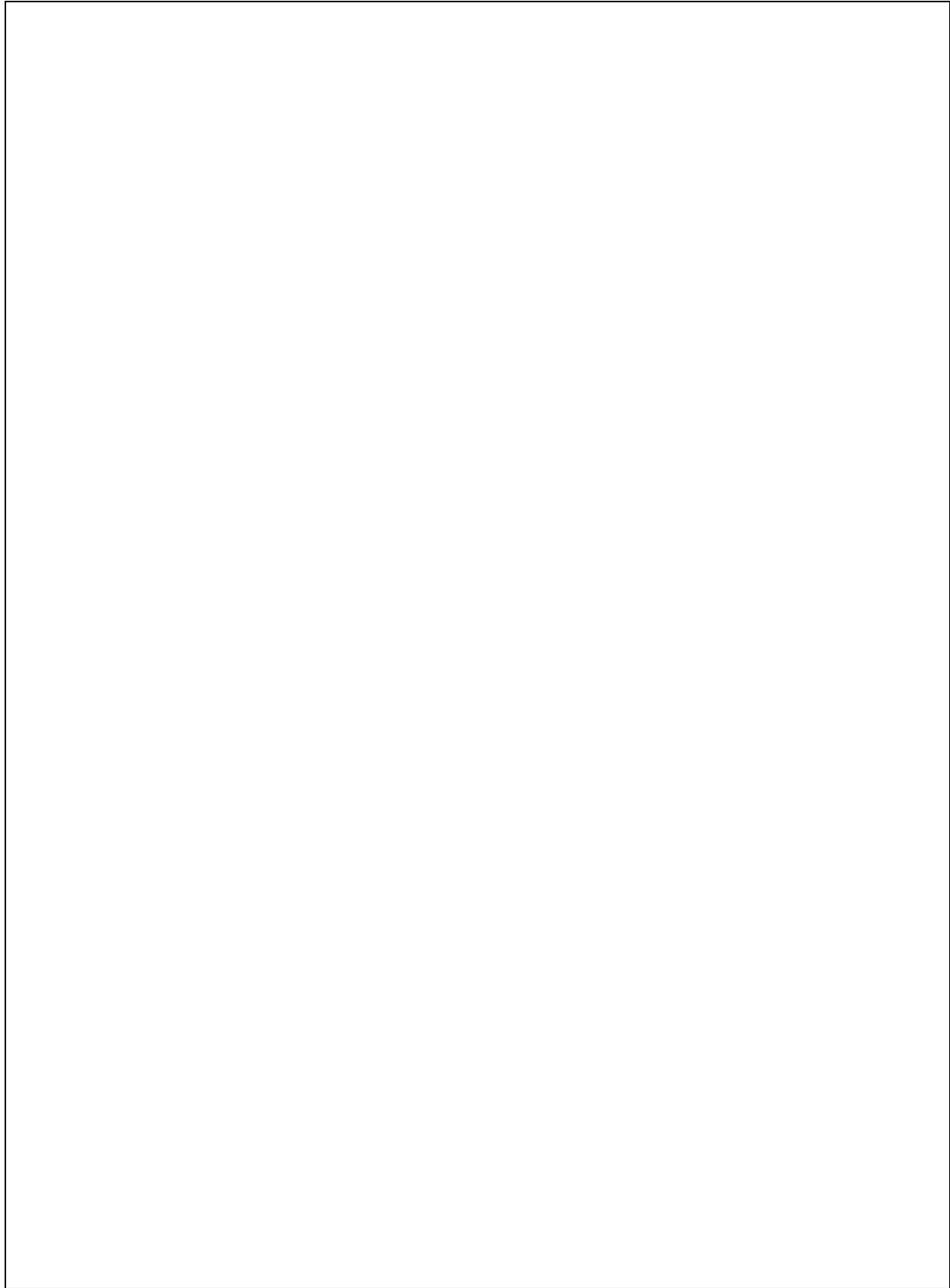
Thank you for your interest in serving MCCSF through the Board of Directors!









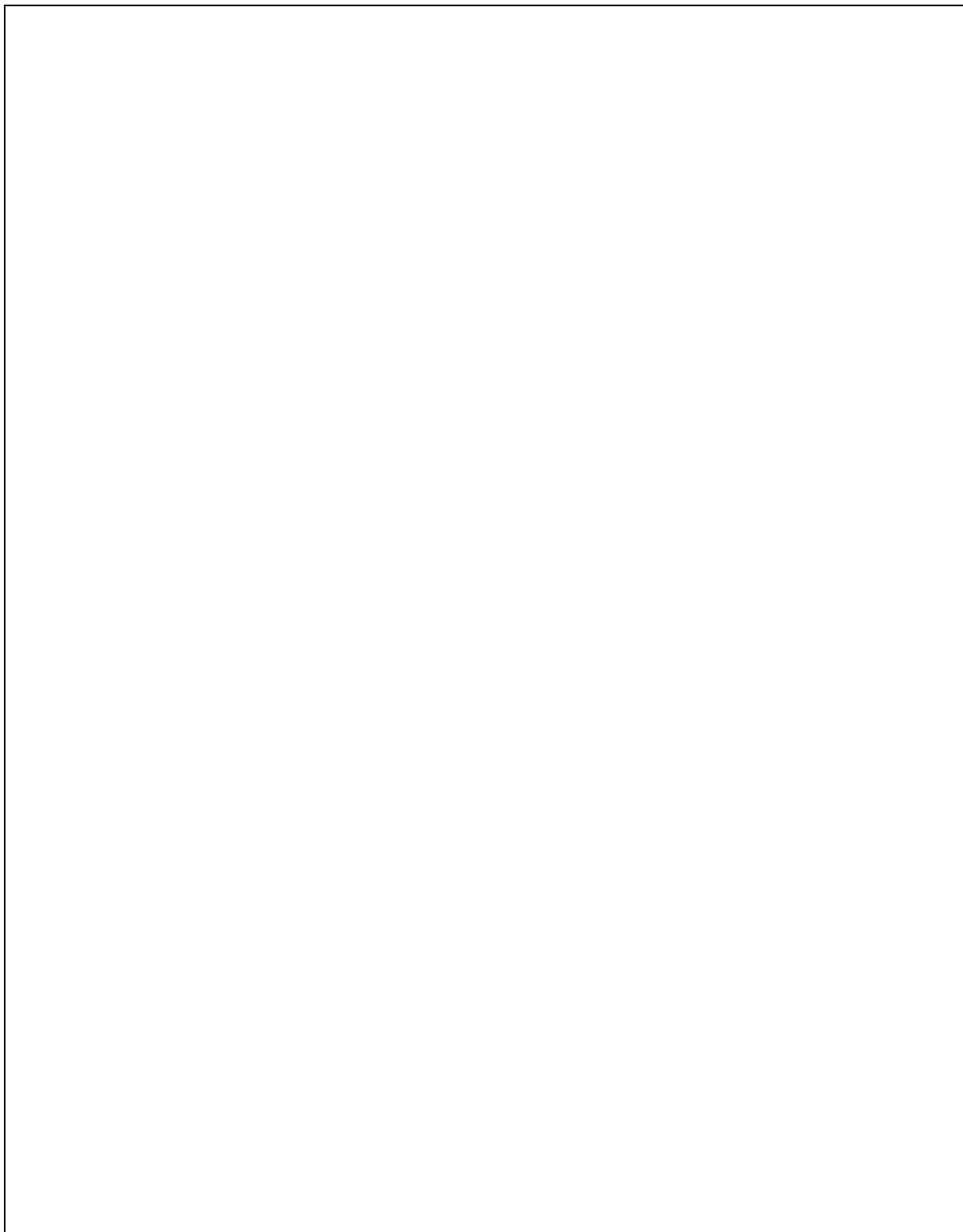


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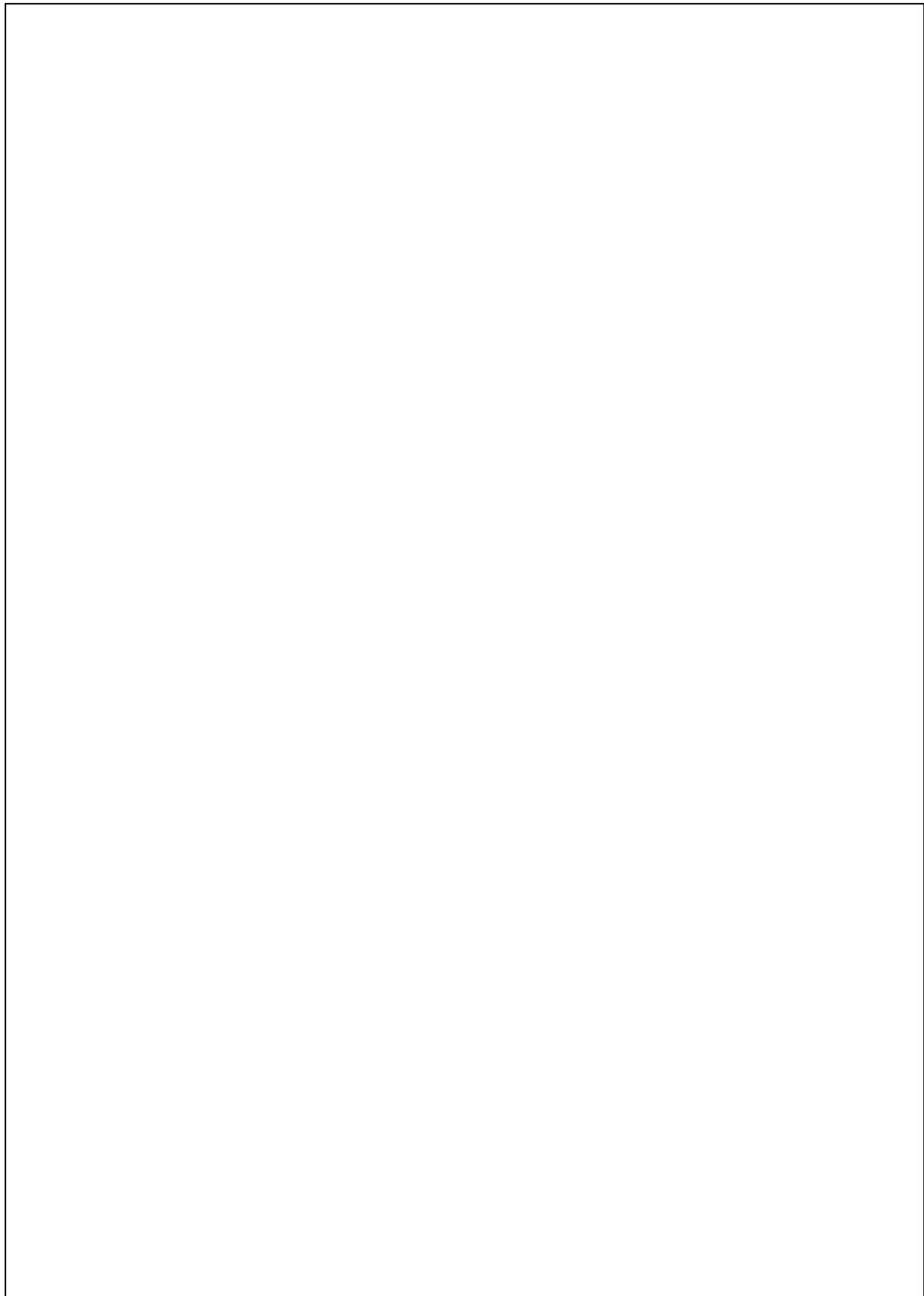












## **Personnel**

**METROPOLITAN COMMUNITY CHURCH OF SAN FRANCISCO**  
**Position Announcement**

**Office Manager/Administrative Assistant for Queer Community of Faith (San Francisco)**

Office Manager/Administrative Assistant serving the congregation of the Metropolitan Community Church of San Francisco, (MCCSF). Full-time, hourly position (40 hours per week) plus benefits.

***Duties include:***

Greeting and assisting visitors to the church office.

Answering the main office phone; checking and following up on voicemail and general church email.

Weekly bank deposits and processing of contributions through credit cards.

Maintenance of all records regarding attendance and contributions at worship services.

Maintenance of all records pertaining to congregants' membership and contact information, and requests for pastoral support.

Process and distribute daily mail.

Record and disseminate information discussed at weekly staff meetings.

Maintain and order all necessary office supplies, office equipment, and worship supplies.

Design and complete three weekly worship bulletins using Word Publisher.

Design and produce weekly e-newsletter using Constant Contact ®.

Keep office in good condition, including maintaining work spaces for office volunteers, organizing staff-wide office clean-up days as needed, and insuring that trash and recycling bins are emptied weekly.

Supervision of office volunteers.

Oversee and/or assist with various projects that arise on a regular basis, i.e. large mailings, event coordination, year-end contribution statements; preparation of materials for annual congregational meeting, etc.

Provide administrative assistance to the senior minister as time allows.

**METROPOLITAN COMMUNITY CHURCH OF SAN FRANCISCO**  
**Position Announcement**

**POSITION:** Music Director

**ACCOUNTABLE TO:** Senior Pastor

**HOURLY RATE:** \$xx/hour, 20 hours per week

**PURPOSE:** To direct all volunteers and activities related to music at MCCSF's 11 a.m. Sunday morning services and Wednesday 7 p.m. Taize services

**SUMMARY:** The Music Director at MCCSF helps bring the Spirit to life through music, while creating an environment in which voice, instrumentation and movement help people feel their connection to the Spirit within. He or she understands that every person can experience the Divine through the gift of music and seeks to bring alive that gift within each participant, whether choir member or person in the congregation, whether musically trained or not. The ideal person for this position understands music as an offering of the soul, shared with reverence and humility, even when shared with laughter.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Collaborate with the Pastoral staff to choose all the music (hymns, solos, anthems, introits, etc.) for Sunday morning and Taize worship (and other worship services or music events as may be required) taking into account the musical/vocal ability of the congregation, sensitivity to inclusiveness in language, and relevance to modern belief.
- Be supportive of and able to work in a multi-faith environment.
- Prepare for and conduct choir rehearsals.
- Develop congregational and community participation in worship services and music events which can include the use of additional music direction and the incorporation of other musicians of various kinds.
- Provide ongoing encouragement to increase participation in the choir and offer helpful feedback to choir members to foster enthusiasm.
- Oversee any set-up required for music in worship services.
- Work in collaboration with other music department staff to maintain the music library in an orderly fashion, and to collaborate on services and musical events as needed.
- Serve as liaison with special programs involving music when requested.
- Be available for weddings and funerals within the church as requested (additional remuneration to be provided at a negotiated rate.)
- Be able to research and access a variety of music from electronic and other sources for use in the church.

Please submit your cover letter and resume by xx/xx/xx to **Music Director Search**, by email to [admin@mccsf.org](mailto:admin@mccsf.org), or mail to [insert address here].

## **METROPOLITAN COMMUNITY CHURCH OF SAN FRANCISCO**

### **Job Description**

**POSITION:** Church/Foundation Accountant

**ACCOUNTABLE TO:** Senior Pastor and Church Treasurer

**ACCOUNTABLE FOR:** None, although supervision of volunteer activities may be required.

**FSLA STATUS:** Exempt

**PURPOSE:** To serve the MCCSF community by providing appropriate and accurate accounting and business records for the church and foundation.

**SUMMARY:** This position is responsible for recording, tracking and reporting on all income and expenses, grant funding and other donations, cash flow and asset management, budget and projections. The position is also responsible for payroll processing and records, and for employee benefits administration. The accountant will work closely with the Treasurer on all aspects of financial management of the organization's assets.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Maintain appropriate and accurate financial records, including:
  - accounts payable and receivable;
  - payroll;
  - general ledger;
  - monthly income (profit and loss) statement and balance sheet;
  - bank account reconciliation;
  - investment and other special accounts;
  - property and other capital assets;
  - tax reporting;
  - individual confidential contribution records.
- Prepare bank deposits, in the presence of and with the assistance of an appropriate second party. Record cash, checks, and credit card receipts and deposit all income to appropriate accounts.
- Receive, record and acknowledge memorial or other gifts to the church or foundation.
- Maintain contributor database.
- Prepare and mail quarterly giving statements to donors.
- Manage the financial aspects of all contracts (off-site venues, consultants, etc.)
- Process all invoices submitted for payment, obtain approval and cut checks as directed, submit to treasurer for signature, and prepare for mailing.
- Prepare and distribute weekly cash flow analysis. Make cash management recommendations to the treasurer.
- Reconcile general ledger. Assure that appropriate documentation exists for all revenue and expenditures. Create and maintain appropriate files.
- Balance checking and investment accounts and submit reconciliation to the appropriate treasurer for signature.
- Prepare monthly reports for the treasurer of the church and foundation. Prepare reports for individual programs or events as requested.
- Prepare and submit required denominational reports.

- Provide required information to payroll service for employee wages, assuring that proper withholdings and deductions are made. Maintain timesheet records.
- Coordinate preparation of monthly, quarterly and yearly payroll tax forms with payroll service, including preparation of W-2 and 1099 forms as required.
- Maintain leave records for all employees.
- Manage all benefits administration activities, including insurance and retirement plans. Communicate benefit options to employees as necessary.
- Maintain records for all property and other capital assets of the organization.
- Assure that all applicable local, state, and federal income and/or property taxes are paid on scheduled.
- Prepare a yearly budget draft for review and adoption by the church and foundation boards. Monitor and analyze actual performance against budget.
- Prepare for and cooperate with those appointed to perform annual audit of financial records.
- Assure compliance with internal audit controls and with external regulatory requirements.
- Continuously improve accounting processes for efficiency and effectiveness. Develop procedures for all areas relating to financial operations and submit them to the Senior Pastor and Board of Directors for approval.
- Assist in the resolution of administrative problems as requested.
- Perform other job-related tasks as necessary for the smooth flow of operations within the office.
- Contribute to team effort for a professional office environment.
- Maintain and demonstrate a cooperative attitude and effective working relationship with all employees, volunteers and members of the congregation or general public.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Working knowledge of general bookkeeping and accounting practices using automated and computerized accounting systems.
- Working knowledge of general payroll practices using automated payroll systems.
- Proficient skills and working experience with computer software (MS Office, QuickBooks) presently in use by the organization.
- Proficient skills and working experience with donor database system. Experience with eTapestry preferred.
- Demonstrated accuracy, thoroughness, and attention to detail.
- Ability to work under pressure, manage multiple projects simultaneously and handle stressful situations. Able to tactfully respond to a wide range of issues brought by employees, volunteers, members of the congregation, and the general public.
- Ability to make job related decisions quickly and communicate these decisions effectively. Ability to foresee procedure and policy implications of decisions.
- Excellent written and verbal communication skills.
- Ability to set priorities and organize work effectively.
- Ability to maintain confidentiality.

**Minimum Qualifications:**

- College degree in Accounting or Business Administration, or proven work experience in all facets of the job responsibilities.

- Two years experience using QuickBooks.
- Four years working experience in a related position. Fund accounting experience strongly preferred.
- Must be eligible for bonding.
- Demonstrated ability to be present where needed, ready to work and on time for scheduled hours, which may include adjusting scheduled work hours as needed for special events.

**METROPOLITAN COMMUNITY CHURCH OF SAN FRANCISCO**  
**Job Description**

**Position:** Associate Pastor of Congregational Life

**Reports to:** Senior Pastor **Effective:** August 2008

**Directly Supervises:** Interns; Lay Ministers

**Status:** Full Time

**FLSA:** Exempt

**Job Summary**

The Associate Pastor of Congregational Life oversees the provision of all aspects of congregational life, and will be primarily responsible for creating an environment of compassion and pastoral care that emphasizes accessibility to the support and caring nature of MCCSF, the inclusiveness of the church and its programs, the importance of a church that provides meaningful support to its congregation at various times of need, and the belief that each person has a meaningful place in this growing and vital congregation.

**Essential Functions:**

- Develop and maintain systems which identify church members and congregants who are in need of support and pastoral care
- Organize and implement programs for congregational care and life, including training and supervising lay ministers and lay ministry programs
- Organize and direct events which minister to the pastoral care and spiritual development needs of the congregation, including spiritual education programs, social events, Spirit groups, and support groups
- Work in partnership with worship staff to provide regular training of lay ministers for worship leadership
- Provide spiritual counseling and guidance to congregants and families in times of personal need or crisis
- Identify and maintain referral networks in the community for congregants in need of counseling and/or other extended services
- Facilitate follow-up of visitors to the church
- Plan, organize, and conduct quarterly membership classes; follow-up with new members and track retention
- Conduct hospital and home visits
- Prepare for and officiate at funerals and memorial services
- Prepare for and officiate at weddings, including preparatory counseling
- Serve as staff advisor for church committees as assigned by the Senior Pastor

- Participate with other staff in worship leadership and regular preaching
- Build relationships with and among staff, church leaders, and lay ministers
- Work closely with the Senior Pastor in leading staff meetings and retreats, and in building relationships with other organizations and faith communities outside of MCCSF
- Participate in fundraising and community-building activities and events as needed
- Work with Senior Pastor to develop a budget for congregational life activities, and manage ministry programs within that budget
- Assume the responsibilities of Senior Pastor in the temporary, short-term absence of the Senior Pastor, or as directed by the Board

**Minimum Qualifications:**

- An ordained minister with a Master of Divinity degree or higher
- Demonstrated experience in providing pastoral care to congregations
- Experience in working in a multi-staff church environment
- Exceptional interpersonal skills
- Ability to develop and implement programs of pastoral care and spiritual development for the MCCSF community
- Ability to provide meaningful one on one pastoral care to individuals
- Ability to communicate and teach others to communicate with persons who may be in need of spiritual comfort
- Ability to lead and manage multiple teams of lay ministers, supervising them in a meaningful and efficient manner
- Ability to set priorities and organize work effectively, manage multiple projects simultaneously, and handle stressful situations
- Ability to make job related decisions quickly and communicate these decisions effectively, and the ability to foresee procedure and policy implications of decisions
- Excellent written and verbal communication skills
- Ability to maintain confidentiality

**Physical Requirements:**

(The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.)

- Able to move freely in and out of different settings
- Able to speak in a public forum
- Close vision and ability to adjust focus for use of computer software for word processing, emailing, and other duties

- Ability to hear verbal conversations and to carry on telephone conversations and conduct meetings
- Occasional lifting and carrying of files, printed materials, and equipment up to 25 pounds
- Ability to push/pull desk and filing cabinet drawers
- Ability to sit and stand for marked periods of time in order to perform duties
- Ability to reach above shoulders, and below shoulder at arms' length
- Up to 2/3 time spent using hands and fingers to manipulate computer keyboard
- Required to manage day to day operations and responsibilities of job

# METROPOLITAN COMMUNITY CHURCH OF SAN FRANCISCO

## EMPLOYEE TIME RECORD (Non-Exempt)

MONTH \_\_\_\_\_

	DAY WORKED	HOLIDAY	VACATION	SICK LEAVE	OTHER	NOTES
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

EMPLOYEE SIGNATURE & DATE

SUPERVISOR SIGNATURE & DATE

**INSTRUCTIONS:** Record the total number of hours (to nearest 0.25 hour) you worked in the appropriate DAYS WORKED box. Record the number of holiday hours for which you should be paid (based on your FTE, i.e., 100% FTE = 8 hours) in the appropriate box. Record the total number of hours (to nearest 0.25 hour) on VACATION, SICK LEAVE or OTHER leave in the appropriate box. Use the NOTES area to state the reason for time recorded in the "Other" column, i.e., jury duty, funeral leave, etc. Record total hours for the semi-monthly period in the shaded box under each column.

TO BE COMPLETED BY OFFICE:

**SICK LEAVE USAGE AND**

TO BE COMPLETED BY OFFICE:

**VACATION LEAVE USAGE AND ACCRUAL:**

<b>Beginning Balance</b>	<input type="text"/>
<b>- Usage</b>	<input type="text"/>
<b>+ Accrual</b>	<input type="text" value="5"/>
<b>= Ending Balance</b>	<input type="text"/>

**SICK LEAVE USAGE AND ACCRUAL:**

<b>Beginning Balance</b>	<input type="text"/>
<b>- Usage</b>	<input type="text"/>
<b>+ Accrual</b>	<input type="text" value="4"/>
<b>= Ending Balance</b>	<input type="text"/>

Use NOTES area to state reason for the time recorded in the "Other" column, e.g., jury duty, funeral leave, etc.

Record the total number of hours (to nearest 0.25 hour) on VACATION, SICK LEAVE or OTHER leave in the appropriate box.

Record the number of holiday hours for which you should be paid (based on your FTE, i.e., 100% FTE = 8 hours) in the appropriate box.

# METROPOLITAN COMMUNITY CHURCH OF SAN FRANCISCO

## EMPLOYEE TIME RECORD (Exempt)

**MONTH** \_\_\_\_\_

	DAY WORKED	HOLIDAY	VACATION	SICK LEAVE	OTHER	NOTES
1						
2						
3						
4						
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EMPLOYEE SIGNATURE & DATE

SUPERVISOR SIGNATURE & DATE

INSTRUCTIONS: Record each work or leave day by marking an "X" in the appropriate box.

TO BE COMPLETED BY OFFICE:

**VACATION LEAVE USAGE AND ACCRUAL:**

<b>Beginning Balance</b>	<input type="text"/>
<b>- Usage</b>	<input type="text"/>
<b>+ Accrual</b>	<input type="text"/>
<b>= Ending Balance</b>	<input type="text"/>

**SICK LEAVE USAGE AND ACCRUAL:**

<b>Beginning Balance</b>	<input type="text"/>
<b>- Usage</b>	<input type="text"/>
<b>+ Accrual</b>	<input type="text" value="4"/>
<b>= Ending Balance</b>	<input type="text"/>

Exempt employees are paid an established salary and are expected to fulfill the duties of their position regardless of hours worked. Specific hours worked by exempt employees do not need to be documented on the EMPLOYEE TIME RECORD. Exempt employees are only required to report absences of one day or more including vacation, sick leave and other absences. Recording of vacation or sick leave used shall be in 1-day increments only.

Use NOTES area to state reason for the time recorded in the "Other" column, e.g., jury duty, funeral leave, etc.  
Record the total number of hours (to nearest 0.25 hour) on VACATION, SICK LEAVE or OTHER leave in the appropriate box.  
Record the number of holiday hours for which you should be paid (based on your FTE, i.e., 100% FTE = 8 hours) in the appropriate box.

# **Confidentiality**

# METROPOLITAN COMMUNITY CHURCH OF SAN FRANCISCO

## Confidentiality Agreement for Independent Contractors

I understand that Metropolitan Community Church of San Francisco (MCCSF) has a legal and ethical responsibility to safeguard the confidentiality of all congregants, volunteers and employees. As a result of my independent contractor agreement with MCCSF, I understand that at times my work may bring me in contact with sensitive and personal information about congregants. I understand that such information must be maintained in the strictest confidence.

As a condition of my relationship with MCCSF, I hereby agree not to discuss nor release confidential information outside the office or with staff, volunteers or other independent contractors, except as necessary and appropriate. Any and all information regarding a congregant, including financial information regarding pledges, gifts and other offerings, will be considered confidential. Any prayer requests that I become aware of as a result of my work will be considered confidential and will not be discussed with others except as necessary as a part of my work.

When confidential information must be discussed with MCCSF staff, volunteers or other independent contractors in the course of my work, I will use discretion and tact, being mindful as to who can hear the information I am sharing.

I agree to look up and read only those congregant files that are essential to my work.

I hereby acknowledge that these confidentiality standards apply any time during and after my relationship with MCCSF.

I understand that failure to comply with MCCSF's confidentiality standards as stated above may result in termination of current and future agreements with MCCSF, and possible legal recourse should I bring harm to an individual as a result of not abiding by this confidentiality agreement.

I have read and agree to uphold the MCCSF Confidentiality Agreement.

\_\_\_\_\_  
**Contractor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

# METROPOLITAN COMMUNITY CHURCH OF SAN FRANCISCO

## Confidentiality Agreement for Employees

I understand that Metropolitan Community Church of San Francisco (MCCSF) has a legal and ethical responsibility to safeguard the confidentiality of all congregants, volunteers and employees. As a result of my employment with MCCSF, I understand that at times my work may bring me in contact with sensitive and personal information about congregants. I understand that such information must be maintained in the strictest confidence.

As a condition of my employment with MCCSF, I hereby agree not to discuss nor release confidential information outside the office or with staff, volunteers or independent contractors, except as necessary and appropriate. Any and all information regarding a congregant, including financial information regarding pledges, gifts and other offerings, will be considered confidential. Any prayer requests that I become aware of as a result of my work will be considered confidential and will not be discussed with others except as necessary as a part of my work.

When confidential information must be discussed with MCCSF staff, volunteers or independent contractors in the course of my work, I will use discretion and tact, being mindful as to who can hear the information I am sharing.

I agree to look up and read only those congregant files that are essential to my work.

I hereby acknowledge that these confidentiality standards apply any time during and after my employment with MCCSF.

I understand that failure to comply with MCCSF's confidentiality standards as stated above may result in termination of current and future employment with MCCSF, and possible legal recourse should I bring harm to an individual as a result of not abiding by this confidentiality agreement.

I have read and agree to uphold the MCCSF Confidentiality Agreement.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

METROPOLITAN COMMUNITY CHURCH OF SAN FRANCISCO

**Confidentiality Agreement for Volunteers**

I understand that Metropolitan Community Church of San Francisco (MCCSF) has a legal and ethical responsibility to safeguard the confidentiality of all congregants, volunteers and employees. As a volunteer with MCCSF, I understand that at times my work may bring me in contact with sensitive and personal information about congregants. I understand that such information must be maintained in the strictest confidence.

As a condition of my volunteer service with MCCSF, I hereby agree not to discuss nor release confidential information outside the office or with staff, volunteers or independent contractors, except as necessary and appropriate. Any and all information regarding a congregant, including financial information regarding pledges, gifts and other offerings, will be considered confidential. Any prayer requests that I become aware of as a result of my work will be considered confidential and will not be discussed with others except as necessary as a part of my work.

When confidential information must be discussed with MCCSF staff, volunteers or independent contractors in the course of my work, I will use discretion and tact, being mindful as to who can hear the information I am sharing.

I agree to look up and read only those congregant files that are essential to my work.

I hereby acknowledge that these confidentiality standards apply any time during and after my volunteer service with MCCSF.

I understand that failure to comply with MCCSF's confidentiality standards as stated above may result in termination of current and future volunteer activity with MCCSF, and possible legal recourse should I bring harm to an individual as a result of not abiding by this confidentiality agreement.

I have read and agree to uphold the MCCSF Confidentiality Agreement.

\_\_\_\_\_  
**Volunteer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**