

INTRODUCTION

PHILOSOPHY REGARDING PERSONNEL

Among our many partners in ministry the men and women who earn their living by working in our churches have a special place. We could not fulfill the mission to which God calls us without the contribution of their many skills which complement our own. Our concern and gratitude for them should find frequent expression in our prayers.

Our belief in the dignity of work and the honor due to all forms of labor and creativity should be revealed by the respect we show to each of those working in our churches. The way we exercise authority as employers must reveal our belief in the equality of all persons. We know that for many of our people the work they undertake for us is the chief expression of their ministry within the Body of Christ. Their dedication often leads them to give more than duty requires. It is important that we regularly show our appreciation and gratitude in a variety of ways.

To help in maintaining the highest standards of integrity, fairness, and clarity, the Bishop and Diocesan Council have commissioned the Diocesan Personnel Committee to issue these guidelines which set out all the procedures to be observed in our professional relationships. It is an important feature of diocesan community to be faithful to these guidelines. Our commitment to the well-being of our personnel include a concern for their professional development and continuing education as well as fair compensation, benefits and time off.

(Adapted from the Rule of the Society of St. John the Evangelist)

PURPOSE OF POLICIES AND GUIDELINES

These policies and guidelines are published by the authority of the Convention and the Council for the use of parishes, separate congregations and missions in establishing salaries, benefits and working conditions for their clergy, musicians and lay staff; and by clergy, musicians and lay staff in considering the salaries, benefits and working conditions offered them.

THE RELATIONSHIP BETWEEN RECTORS, VESTRY AND LAY EMPLOYEES

Under the guidance and approval of the Bishop, a rector is called by a vestry to serve a congregation. This, however, does not mean that the rector works for the vestry or that the vestry work for the rector. Both serve each other in mutual service to God and the church. The rector and the vestry are called to share together in the ministry and oversight of the congregation. As a result, the recommended method of evaluation is a Mutual Ministry Review in which the rector and the vestry strive to support one another. Note that rectors are not “hired” but are rather “called” and that vestries cannot “fire” a rector but rather work through the Bishop in the “dissolution of a pastoral relationship” if it is necessary. Note also the implication that rather than being the clergy person’s “boss”, the senior warden is the rector’s partner and chief support in ministry.

All other paid personnel within a congregation's staff (including both laity and assisting clergy as well as teachers and others serving in schools or other organizations subsidiary to a parish) serve at the discretion of and are hired (or called), supervised and, if need be, terminated by the rector. Although the rector may delegate these roles to a parish administrator, a personnel committee, or other individuals, the ultimate responsibility for the care and performance evaluation of staff is the rector's. Unless the congregation is without a rector, the vestry's responsibility for staff is to insure that the rector's oversight is appropriate and that compensation and benefits meet Diocesan expectations.

APPLICABILITY OF POLICIES AND GUIDELINES

All parishes, separate congregations and missions in the Diocese are subject to these policies and guidelines.

It is the policy of the Diocese that these policies and guidelines be used wherever they are applicable.

Application of these policies and guidelines is mandatory in certain areas, e.g. nondiscrimination and the payment of certain benefits for clergy, musicians and lay staff, and discretionary in others.

Vestries and other governing bodies have the authority to deviate from the policies and guidelines when application is discretionary, but should do so only after careful study and reflection.

Clergy, musicians and lay staff may accept salaries, benefits and working conditions that are inconsistent with these policies and guidelines at their own discretion.

AUTHORITY FOR ISSUANCE OF POLICIES AND GUIDELINES

Policies and Guidelines are issued pursuant to resolutions of the 1982 and 1983 Annual Conventions of the Diocese of Washington. The Council of the Diocese of Washington acts for the Convention and authorizes the issuance of individual policies and guidelines and revisions thereto recommended to it by the Diocesan Personnel Committee.

DIOCESAN PERSONNEL COMMITTEE

HISTORY

A Clergy Compensation Committee was established by the Convention and appointed by Bishop Creighton in 1967 to develop compensation guidelines for clergy for the Diocese. Surveys were made and reports issued periodically from that time until 1977 when the first Clergy Compensation Guide was authorized by the Convention.

The 1982 Convention authorized the Committee to revise the guide from time to time and to distribute the guide for general use. By resolution of the 1983 Convention, the name of the

Committee was changed to Diocesan Personnel Committee and it was defined as an advisory committee to the Council and Convention on refinements or revisions of Diocesan personnel policies and procedures. This resolution broadened the Committee's responsibilities to include the development, revision and distribution of guidelines for the salaries, benefits and working conditions for clergy, musicians and lay staff of the Diocese.

The Committee consists of ordained and lay members appointed by the Bishop. The membership is representative of all six regions of the diocese and of the interests of a broad range of management and employees.

FUNCTIONS

1. Recommend personnel policies, procedures and practices to the Council.
2. Prepare sample position descriptions, work agreements, evaluation plans and similar materials for use throughout the Diocese.
3. Review and update, annually, salary scales for clergy, musicians and lay staff and recommend their adoption by the Council.
4. Advise the Bishop in establishing compensation, benefits and working conditions for the staff of the Bishop's Office.
5. Provide training, as requested, on the interpretation and application of published policies and guidelines.
6. Provide advice and guidance on the interpretation and application of published policies and guidelines to parishes, missions and separate congregations and to clergy, musicians and lay staff.
7. Conduct surveys to identify personnel issues that need Committee attention and evaluate the effectiveness of the published policies and guidelines.

CONSULTATION BY THE PERSONNEL COMMITTEE

The members of the Personnel Committee are available for consultation on issues arising from application of the published policies and guidelines. Vestry members, parish personnel committee members, clergy, musicians, lay employees and others may call Church House to arrange for help or they may call the Chair or any of the members of the Committee. (Names and phone numbers are published in the Journal.)

The Committee has established the following guidance for its members in responding to requests for consultation:

1. Consultation makes sense. Many members do it on a regular basis.
2. Consultation should be limited to the interpretation of the policies and guidelines the Committee has published.
3. There are different levels of consultation, with different implications in terms of effort required, potential use of advice and the identification of the client.
4. The policies and guidelines should state our availability for consultation and encourage those needing help to call on us.
5. The normal way to request help would be through Church House, but members should feel free to answer phone inquiries.

GLOSSARY

The definitions in this section are of terms used throughout the guidelines. Particular sections may provide more detailed definitions.

Cleric: A member of the clergy

Compensation: Payment for services. Includes all money payments, e.g. salary, housing allowance utilities, contributions in self employment tax. Does not include benefits or reimbursements.

Salary: The money given for duties performed. One component of compensation.

Benefits: Non-monetary payments provided, e.g. health insurance, life insurance, pension.