

## LOCAL CHURCH STAFF MANAGEMENT AT A GLANCE

### ASSOCIATE MINISTRY POSITION -- CLERGY OR LAY

	Create Position	Extend Call	Supervision	Renewal	Terminate before end of year
<b>Senior Pastor</b>	Nominates position (159.1)	Nominates individual (159.1)	Determines the duties and supervises all staff. Provides job description within 30 days of start of assignment. (159.3)	<b>ANNUALLY</b> conducts performance review and recommends renewal (159.2)	Recommends dismissal (159.2)
<b>Church Board</b>	Authorizes budget for the position and ministry (129.6)	Elect paid and unpaid positions (159.1-159.2)	Consults with pastor on recommendations for staff development or modifications in job description. (159.3)	<b>ANNUALLY</b> approves retention of individuals in positions (159.2)	Approves the dismissal of the associate pastor by a majority vote. (159.2)
<b>District Superintendent</b>	Approves the creation of the position (211.13)	Approves the nomination for the position (211.13)		<b>ANNUALLY</b> approves in writing, in advance of the renewal of assignment (159.2)	Approves the pastor's recommendation to dismiss an associate pastor (159.2)

### NON-MINISTERIAL POSITIONS (CLERICAL, JANITORIAL, ETC.)

	Create Position	Offer Job	Supervision	Renewal	Terminate
<b>Senior Pastor</b>	Nominates position	Nominates the individual	Determines the duties and supervises all staff.	Should conduct regular (not less frequently than annual) employment reviews	Recommends termination
<b>Church Board</b>	Authorizes budget for the position and ministry	Approves the hiring of the pastor's nominee.			Approves termination
<b>District Superintendent</b>	Good idea to consult before creating a new position	Good idea to consult before selecting an individual			Good idea to consult prior to decision to terminate

### SPECIAL CONSIDERATIONS

#### Felony Charges

A minister who is charged or arrested for a felony will be placed on administrative leave with the approval of the district superintendent and consultation with the Jurisdictional General Superintendent (BGS Ruling)  
 A layperson who is charged or arrested for a felony will be placed on administrative leave by the pastor with the approval of the church board and consultation with the district superintendent (BGS Ruling)

#### Notice/Severance

At least 30 days' notice and/or severance pay must be given before termination of an associate ministry position (159.2)

#### Pastoral Transition

Associates must submit their resignations, effective at the same time as the pastor's. (159.5)  
 Church board may ask the district superintendent to approve the continuation of associates up to 90 days after the new pastor starts. (159.5)  
 Directors of childcare/schools submit their resignations, effective at the end of the school year in which the new pastor starts. (159.5)  
 Director of subsidiary or affiliated corporation submits resignation, effective at the end of the contractual period the new pastor starts (159.5)