

Church of the Nazarene Canada West District

Employee Handbook

| | | Page |
|---------------------------|----------------------------------|------|
| Pastoral Responsibilities | Standards | 2 |
| | Administrative | 3 |
| | Community Engagement | 4 |
| | District Assignment | 4 |
| | District Events | 4 |
| | Expectations | 5 |
| | Reports | 3 |
| | Speaking Assignments | 5 |
| | Visitation Responsibilities | 5 |
| | Worship Service Responsibilities | 5 |
| Employment Policies | Board Approval | 6 |
| | Confidentiality | 6 |
| | Compensation | 6 |
| | Employment Calculations | 6 |
| | Employment Outside the Church | 6 |
| | Manual | 7 |
| | Mileage | 7 |
| | Reimbursement | 7 |
| | Safeguarding | 7 |
| | Social Media | 12 |
| | Termination | 13 |
| | Use of Credit Card | 13 |
| | Written Understandings | 14 |
| Benefit Policies | Bereavement Leave | 14 |
| | Health Insurance | 14 |
| | Housing | 15 |
| | Leave of Absence | 15 |
| | Maternity and Parental leave | 15 |
| | Overtime | 15 |
| | Sabbatical | 15 |
| | Sick Day Policy | 17 |
| | Short Term Disability | 17 |
| | Long Term Disability | 17 |
| | Retirement Savings Plan (RSP) | 18 |
| | Statutory Holidays | 18 |
| | Vacation | 18 |

PASTORAL RESPONSIBILITIES

Standards for Ministers

Personal Standards:

Live a life of Integrity and Character
Daily Personal Quiet Time
Personal Evangelism
Tend to Emotional Health of Family
Maintain Financial /Personal Health

Monthly Standards:

Written Monthly Report of Activities to Local Board

Annual Standards:

Attend at least 10 out of 12 Monthly Affinity Group Meetings
Attend annual Soul Care Conference or Prayer Retreat*
Attend annual District Reunion (Annual Assembly and Conventions) *
Attend Clergy Development Day when possible*
Verbally Read District Finance Report to local Church Board at beginning of church year
Report Lifelong Learning (20 Hours)
Submit the Annual Pastors Report to the District Office by Due Date(s)
Annually submit completed T1223 and T1213 forms to the government

* In the event the Pastor is unable to attend a District event, the Pastor will notify the District office providing the reason for non-attendance

Church Standards:

Each Church, Every Year
 Lead at least one person to Christ each year
 Receive at least one new member
 Participate financially in the mission of the church through World Evangelism Fund (WEF) and Giving to Others contributed in full
 Keep accurate Church Membership Rolls
Annual Representation from Your Church at Reunion/Events (NYI/NMI/SDMI)
Annually submit completed T3010 forms to the government
Annually submit updated Written Understandings of each staff member to the district office

Ongoing

Consult with District Office and submit required forms before:
Staff changes (hiring, terminating, adjusting)
Potential insurance claims
Health Care Coverage of Staff (changes/additions/deletions)
RSP Changes for Staff

Purchasing, leasing or selling property
Construction or major remodeling project
Borrowing funds or refinancing
Church Name Changes
Have updated police checks of staff and volunteers on file (must be completed every 3 years)

Administrative

Documentation: The Pastor will assume responsibility for making sure that all monthly and annual reports are completed and submitted. Additionally, the Pastor or his or her designate will ensure Insurance policies, current and past, incorporation papers and other legal documents are kept in a secure, fire-proof location for the lifetime of the organization. (*Manual 516.5*)

Leadership: The Pastor's role will be to provide leadership through ensuring the planning, development and implementation of new ideas, programs and direction. In this they will utilize the Church Board and auxiliary organizations to provide assistance in shaping and developing these, to make them the most successful they can be. (*Manual 516.6*)

Membership: The pastor, or designate, will monitor church membership records and keep a record of transfers to and from church rolls to issue a current and accurate membership list is presented at the Annual Meeting. Names are not to be removed from the membership list unless a written request has been made ... or by action of the Church Board and in accordance with Church *Manual* procedure. (*Manual 107.1*)

Reporting: It is expected that the Pastor's annual report to the church will include statistics from the past year; high lights from the year past; an evaluation of the spiritual condition and the well-being of the church in general; and projects for the future. This report will be provided in writing at the Annual Meeting. (*Manual 516.7*)

The Pastor is required to submit a written report to the Board monthly. This report should contain a record of ministry including visits made, meetings attended and of any new changes or programs being considered. This report should also contain a record of year-to-date holidays taken and owing, days off, sick days taken and banked and days taken in lieu or days in lieu owing.

Responsibilities to the Church Board: In accordance with *Manual 516.15* the Pastor will serve as the Chairperson of the Church Board and will be in attendance at all meetings except when circumstances do not allow. The Board will meet monthly.

The Pastor and the Church Board will meet together at least once a year, for planning, evaluation, and information. Suggested time would be following the Annual election of new officers. They will also review, quarterly, the results and actions from the Annual Board planning session. (*Manual 122*)

Staff: Associates are hired by the Senior Pastor, and work in direct consultation with the Pastor. They are supervised by and are accountable to the Pastor. It is expected that the Pastor will meet and consult with ministry staff at least twice a month, and commit an average of ½ day per week to the administration of ministry staff. Hiring of staff would be in accordance with *129.27 and 159.2* requirements and with the cooperation of both Pastor and Church Board. Staff will not be hired without the agreement of both parties and approval by the District

Superintendent. Ministry staff positions are to be submitted in writing to the District Superintendent for approval on an annual basis.

Supervision: It is expected that the Pastor will coordinate an annual meeting with Leaders as needed (committee heads, Youth, Singles, SDMI, NMI, Women's Ministries, Men's Fellowship, etc.) It is suggested this be done as a group for the purpose of time table scheduling and long-term planning. This group is not a decision-making body. Recommendations from this meeting will be submitted to the Church board via the Pastor's regular monthly report to the Board. (*Manual 516.6*)

The Pastor's attendance at committee meetings is not required except on request from committee leaders.

The Pastor is expected to work in consultation with the SDMI chairperson regarding the placement of teachers and the operation of the Sunday School and Discipleship Ministries.

We are a global church, so it is expected that the Pastor would actively support the mission work of the local church, district church and the church international. The Pastor will be active in the promotion and monitoring of the progress of money raised for the purpose of paying the District and Education percentage, World Evangelism Fund and other Mission related funds (e.g. Alabaster, and special projects). (*Manual 516.13*)

Youth are a very important part of our church, so it is expected that the pastor will actively support the youth program by arranging for individuals to assume leadership for the youth program and to be available for periodic interaction with youth.

Community Engagement

It is expected that the local Pastor will become engaged in community activities and organizations for the purposes of outreach, relationship building and spiritual presence. The Pastor will be intentional in creating an environment in the church where community connection is prioritized.

District Assignment

It is understood that the Pastor would have permission to serve on District or Community assignments upon request with the provision that the time served in this capacity does not exceed the amount allotted in the Written Understanding.

District Events

The Pastor is expected to attend Canada West District Church of the Nazarene Soul Care or Prayer Retreat and Reunion annually. The costs to attend these events will be covered by the Church and attendance will not be counted as vacation time.

Spiritual Disciplines

It is expected that a Pastor of the Church of the Nazarene would provide a model for spiritual discipline through a commitment to a daily private devotional habit. The focus of his/her ministry

will be to bring to fulfillment the Mission Statement of the Church of the Nazarene through soul winning, Christian training, the sanctification of believers, and care giving to those in need.

Speaking Assignments

The pastor is permitted to accept two preaching assignments outside his or her local responsibilities each fiscal year with the approval of the Church Board, and providing adequate time has been given for supply arrangements to be made. All the above are to be communicated to the Church Board at least one month in advance.

Visitation Responsibilities

It is expected that the pastor, or designate, will coordinate the visitation ministry.

It is a goal that every regular member and attendee of the church would receive a visit as outlined in the Written Understanding. This would be accomplished by pastoral staff and/or by delegated responsible lay members of the church.

Priority for the pastor visitation or phone call will be: Times of crisis or urgency as determined by the Pastor, new attendees, and those who no longer attend, and also to delegate to and monitor lay persons who provide visitation ministry.

Worship Service Responsibilities

It is expected that the pastor will preach, a minimum number of Sunday morning services as per specified in the Written Understanding and will preside over other services scheduled with special speaking assignments and/or conferences. Evening services allow for missionary services, youth, music specials and services with other local participation.

It is expected that the Pastor would be available to speak at, or arrange for a speaker, in nursing homes, prison chapel services, etc. in the local church area.

It is expected that there will be a membership emphasis at least once a year ... that prospects be provided with a copy of the Church Constitution, Covenant of Christian Conduct and Character, and any other necessary information. It is expected that membership training and interviews be provided for all prospective members. All potential members are to have the approval of the Church Board.

The pastor will preach at least one message annually on salvation, holiness, the call to ministry and importance of financial stewardship.

The pastor will endeavor to ensure the sacrament of the Lord's Supper is administered at least once every 3 months (*Manual* 515.4).

The Pastor will coordinate prayer ministries with a goal of providing a special prayer emphasis at least quarterly.

EMPLOYMENT POLICIES

Board Approval

For the Senior Pastor, Board Approval is required for the following:

- Speaking Assignments outside of the Church
- Employment Outside of the Church
- Scheduling of vacation days
- Hiring of staff
- Termination of staff mid-contract

All other staff should seek approval on these matters from the Senior Pastor.

Confidentiality

The pastor or employee recognizes and acknowledges that during employment with the Church he or she will have access to certain confidential and proprietary information, the disclosure of which could be harmful to the interests of the Church. This includes information about current and former personnel associated with the Church, including the District Superintendent and other clergy, employees, parishioners and volunteers. He or she acknowledges and agrees that he or she has taken, and will in future, take appropriate precautions to safeguard the confidential information of the Church, Confidential records should be kept in a secure, locked location.

Compensation

The Pastor or employee's compensation should be reviewed annually at budget setting time. The District Office has a Compensation Guide to assist you with this review. Consideration should be given to the fact that the Pastor is generally eligible for the clergy residence deduction. For example: A Pastoral salary of \$57,500.00 after tax would be approximately equivalent to a non-Pastoral salary of \$68,540.00 after tax. The Written Understanding should be updated annually, and a copy should be sent to the District office.

Employment Calculations

In order to avoid confusion, all staff benefits, sick and LTD policies, and etc. will be calculated on the church calendar year from May 1 to April 30. Adjustments will be made in the first and final year of employment. For example, since vacation is taken in the church year following employment, the employee will be granted vacation in accordance with the number of weeks or months employed in the first year. That means if an employee began September first of any given year, that person will earn 8/12th of their vacation with pay. In subsequent years, the employee will earn 12/12th of their vacation with pay. Upon termination, vacation pay due will be calculated for the time worked between May first of the current church year and the date of termination.

Employment Outside the Church

While the Pastor may have employment in addition to his/her position as the Pastor or employee of the local church, the Pastor or employee recognizes that his or her primary calling is to the Local Church and agrees prioritize the fulfillment of his or her duties in the church when possible. The Pastor shall not undertake other employment or business activities without the advance written approval of the Church board.

Manual

It is understood that the call to a Pastor is subject to the current edition of the *Manual* of the Church of the Nazarene. These agreements are outlined particularly in paragraphs 115 to 126.2, 500 to 528.1, 525 to 538.9 and 600 to 616.7 in the 2017-2021 edition of the Manual. It is further agreed that in the event of an unfavorable church vote following either a regular or special review (paragraphs 121 - 123) the termination process outlined in paragraphs 122 and 123 will be considered to be adequate and no further compensation will be sought.

Mileage

Mileage may be paid by lump sum or reimbursement. If paid by lump sum, the amount is taxable income to the Pastor or employee. If paid by reimbursement, the Church should indicate a maximum amount and reimburse based on monthly receipt of the mileage log. In the second case, the funds are non-taxable. In both cases, the Pastor or employee should keep a mileage log.

It should be noted that when the mileage is paid by lump sum, it is taxable, and although the Pastor or employee will likely receive a tax refund, the Church will not be refunded for their portion of CPP and EI paid on this sum.

Please note the mileage from the Pastor's home to the office or church is not eligible for reimbursement.

Reimbursement

Mileage records and hospitality receipts must be submitted for reimbursement within 30 days of incurring the expense. Should these records and receipts not be submitted within 30 days, they will no longer be eligible for reimbursement. Unused mileage and hospitality allowances may be carried over from month to month up until April 30 or the last of employment.

Safeguarding

Upholding the integrity and influence of the minister or employee is priority and these guidelines serve to assist ministers to be aware of potential situations, both real and imagined, where there could be cause for concern of moral lapse or false accusation. These guidelines only serve to aid ministers and employees in decision making in hopes of preventing situations where either could take place.

We affirm the wisdom of the Church *Manual* in the Section dealing with the Covenant of Christian Conduct when it states:

In listing practices to be avoided we recognize that no catalog, however inclusive, can hope to encompass all forms of evil throughout the world. Therefore, it is imperative that our people earnestly seek the aid of the Spirit in cultivating a sensitivity to evil that transcends the mere letter of the law, remembering the admonition: "Test them all; hold on to what is good, reject every kind of evil." (1 Thess. 5:21-22)

We recommend safeguards in place on two fronts: private (internal) and public (external).

Internal Safeguards: A clear and current relationship with the person of Christ is the foundation of all Christian ministry. The November 29th devotional reading from Oswald Chamber's *My Utmost for His Highest*, clearly defines how essential this is:

*“The type of Christian experience in the New Testament is that of **personal passionate devotion** to the Person of Jesus Christ. Every other type of Christian experience, so called, is detached from the Person of Jesus.”*

Three general understandings are essential.

Search Your Own Heart: It is most helpful to take an honest look within. Apply Psalm 139:23-24,

“Search me, O God, and know my heart;

test me and know my thoughts.

Point out anything in me that offends you,

and lead me along the path of everlasting life.” (NLT)

Awareness of personal weaknesses is essential, followed closely by a willing heart, to proactively guard against these weaknesses. Archibald Hart calls it a ‘non-negotiable trait’ for pastors and stresses the importance of being honest with ourselves about our limitations and need for support and accountability.

The following are suggested questions to help in self-evaluation:

- *To what type of person (physically and personality) am I most attracted? What can I do to protect myself against attraction?*
- *Are there certain persons that I look forward to meeting with, and prefer that others, especially my co-workers or spouse, not know I am meeting with these persons?*
- *Who are the people who most influence me, whether good or harmful? Am I making choices contrary to my nature to live up to what they expect from me? (Prov. 13:20)*
- *How does my current relationship with my family and family of origin affect how I feel?*
- *Are there strong and potentially negative influences in my life which could turn into addiction (i.e. bitterness, workaholism, pornography, co-dependency)?*
- *Is my job mostly fulfilling or mostly frustrating?*
- *What brings the highest stress in my life? Do I have healthy habits to cope with stress?*
- *Would my spouse, close friend or accountability partner give the same answers to these questions as I do?*

Seek Accountable Relationships: Ministry works best when we are accountable to at least one other person whom we trust to hold confidence, with the strength to speak truth in love about real issues without exaggeration. Two sources for accountability are:

- **Spouse:** If you are married, your spouse is the first person to whom you are accountable, even if you are unable to reveal the contents of specific conversations for confidentiality reasons. Make them aware of appointments with those of opposite gender or a suspect past. Discuss how you met, where you were, and how meeting progressed. Consider any concerns your spouse has about the meeting.
- **Accountability Partner or Group:** A close friend, colleague, mentor or group of your same gender can offer support and encouragement, and be the place to ask advice and receive wise counsel. Find people you trust and who will honor your

need for absolute confidentiality. Give them permission to probe and ask questions, especially related to areas of weakness.

Make a Covenant with Accountable Relationships: *I freely covenant to the following in order to safeguard relationships.*

- *I will respond to all questions about my actions*
- *I will seek advice and/or notify an Accountable Relationship, in advance of meetings and activities which might carry a medium to high level of risk*.*
- *In times of emergencies or unforeseen events which have a medium to high level of risk, I will contact an Accountable Relationship as soon as possible.*
- *I will heed the counsel and advice of an Accountable Relationship when they express concern about contact with particular people who may put me at risk.*

*Risk levels: The accountability group determines the level of risk of a situation.

External Safeguards: Public behavior affects influence in ministry. There are four general categories to consider.

Consider appearances: “If you consider how things look –you take care of how things are.”

Use common sense. Even if you trust your intentions and those with whom you meet, situations can be misinterpreted.

- Consider adding people to meetings or travel plans. If this isn't possible, be accountable for time with documentation of meetings and travel. Contact an Accountable Relationship regarding meeting or travel.
- Be sensitive to seating arrangements in vehicles or restaurants so those attending are comfortable.
- Ensure trusted support personnel are present in building or close at hand when counselling.
- Consider meeting in a room with a window in the door.
- Use a public meeting area if support personnel are unavailable. Notify an Accountable Relationship about your meeting. Be sensitive to the environment you choose.
- Always pay or keep receipt for proof of presence at meeting.
- Consider alternate arrangements for transportation. If unavailable, contact Accountable Relationship before and after the meeting.
- Consider any relationship (regardless of gender) before spending time alone in a vehicle or meeting. Contact Accountable Relationship if you are unsure of level of risk.

Consider Care with Personal touch: There is tremendous power in the ability of touch to convey unconditional love and support. There is also potential for healing touch to be easily misunderstood. Therefore:

- Avoid full frontal embrace in most cases.
- Always ask permission before you touch or hug another person.
- Be careful how you hold and touch young children. Seek for permission from parents or guardians to hold them and do it only in public.

Converse with Caution: Recognize that is impossible to be clearly understood all the time, and especially through text and email where body language and tone of voice are absent. The wisdom of Proverbs reminds us: *“A truly wise person uses few words; a person with understanding is even tempered. Even fools are thought to be wise when they keep silent; when they keep their mouths shut, they seem intelligent.”*

- Avoid compliments about a person’s attire or look, or suggestive conversations – even when done in fun with good intention.
- Be careful of light banter or statements which might be interpreted to indicate an interest in someone. Be certain that any reply by letter, email or text is professional with focus on ministry issues. Keep copies of all correspondence. If communication is of a personal nature, or in delicate cases, use Accountable Relationships to help determine how to respond, whether directly or through a trusted person.
- Be cautious and assertive when someone wants to share unnecessary or manipulative confidence. Although it is a difficult balancing act in pastoral care, be willing to warn that gossip or confidences meant to manipulate will not be tolerated.

Cultivate strong primary relationships: There is truth in the sports proverb that says, *“Sometimes the best defense is a good offence.”* Therefore:

Continually re-affirm your commitment to Christ and the call:

Psalm 32:8,10 declares: *I will instruct you and teach you in the way you should go; I will counsel you and watch over you. Many are the woes of the wicked, but the LORD's unfailing love surrounds the man who trusts in him.*

We find help from John Wesley. He exemplifies using Accountable Relationships to help in spiritual growth and preserving influence and integrity. He outlined accountability questions for his small groups to keep them true to the faith. Here is one variation of four questions which are helpful to ask daily:

- **Am I yearning for God?** Seek the Lord with your whole heart until the yearning for God becomes a dominant drive in your life.
 - **Do I understand and believe who God is?**
 - **Have I called on Him for Salvation and Entire Sanctification?**
 - **Is there anything in my life that is contrary to the will of God?**
-
- **With Your Spouse and/or Family and Close Friends:** Actively nurture relationships that build you up and fulfill the need for personal connection outside of your ministry role and parish responsibilities. This includes:
 - Schedule regular time with spouse, or family and/or close friends (ie, meals together, scheduled “Sabbath” activity, date lunches or date nights, regular vacation time)
 - Spend regular time as a part of Accountable Relationships which includes small groups with Bible study content
 - Participate in family or other social related events on a regular basis (have fun and relax with those closest to you!)

Safeguarding against Online Pornography

The Safeguarding Guidelines direct and advise in order to help preserve influence and integrity. This additional resource addresses the high risk of online pornography. Pastors are at higher risk for participating if they are isolated from accountable relationships in times of stress or pressure. Since online pornography is accessible, anonymous and affordable, it takes intentional effort to protect from participation and addiction. It is especially important to recognize that many addictive issues in life operate in cycles. If sexual addiction has been present in the past, it is possible to encounter a struggle in the future.

In regards to computer safeguards, here are some simple but effective safeguards for home and office proposed by Henry Rogers in The Silent War: Ministering to Those Trapped in the Deception of Pornography. Green Leaf Press, 2000.

- **Keep the computer in a room with a door that can't be locked.** It should be in a room or place where anyone in the family or church has access to it.
- **Have the computer screen face the door.** Just knowing that someone can see what you have on the screen acts as protection for you – and a deterrent as well.
- **Don't work on the computer after your family have gone to bed.** It is a proven fact that most sexually explicit chat rooms and porn sites are visited in the later hours. Determine that you will turn in when your spouse does.
- **Arrange to have random quarterly or bi-yearly checks done of all church owned computers.** This is the practice of the General Church Headquarters. The purpose is, in part, to keep the equipment running well, but also to prevent the equipment from being used for inappropriate uses (i.e. pornographic sites). This may also help to spot potential users who need remedial healing for such an addiction. (Most congregations have someone who is knowledgeable enough to conduct this maintenance without charging.)

Additional attention should be given to safeguards in relation to cell phones, tablets and other digital mediums. There are several excellent resources available today – and on-line support groups to help:

Clergy Care, Focus on the Family Canada: call 1.888.5.CLERGY to connect with a registered Master's level Christian counsellor. This counselling line is exclusively for pastors, ministry leaders and their immediate family members. The call is free of charge. The website contains articles on many subjects and Pastor Retreat information. Hope Restored is a site with resources for intense marriage therapy.

<https://hoperestored.focusonthefamily.ca/>

<https://clergycare.ca>

Religious Alliance against Pornography: Reclaiming Wholeness - Ministry, Discipleship and Sexually Addictive Behavior. "As the sexualization of American culture surges forward the need for a scientifically informed and spiritually sensitive voice has grown. This training will provide a basic introduction into wrestling with the issue of Internet Pornography and equip participants with a firm foundation to build upon in addressing the need for sexual purity within communities of faith. The training will examine the impact of Internet pornography at the individual, family and community levels, as well as exploring a model for discipleship for those struggling with this problematic sexual behavior."

<https://www.religiousalliance.org/-/reclaiming-wholeness-ministry-discipleship-and-sexually-addictive-behavior>

Setting Captives Free: Here is a site that comes highly recommended – and helps deal with a number of concerns – but is particularly strong in helping provide support for those needing help with purity of mind, thought, action. (Couldn't find associations but doctrinal statement is sound)

www.settingcaptivesfree.com/

Pornography and Pastors by Jay L. Dennis (article) Thom Rainer is a well-known speaker on ministry leadership; Jay Dennis is Baptist Pastor and founder of 1 Million Men Project to Fight Pornography.

<https://thomrainer.com/2013/08/pornography-and-pastors/>

Covenant Eyes: an accountability service designed to help overcome pornography by monitoring screen activity and sending a report to a trusted ally for accountability in online choices. The website contains several downloadable books and other resources for individuals, couples, families and churches. There is a Guidebook Series for Ministry Leaders to help learn risks of porn addiction and provide resources that lead to recovery and prevention for individuals and congregations.

<https://www.covenanteyes.com>

Intentional Hearts: Sexual Integrity Recovery with Counselor MT Wilson; Multiple resources for pastors, including Personal and ministry coaching and parent consults.

<https://intentionalhearts.com/sexual-integrity-recovery/>

Evangelical Fellowship of Canada put out a free downloadable study guide in 2017 called *Battling Pornography*. This section of the EFC website contains articles, webinars and other resources on this subject.

<https://www.evangelicalfellowship.ca/pornography>

X3Pure: A 30-day online video course designed by Fireproof Ministries (group that made the Fireproof movie) to help with sexual addiction. It is a confidential, streaming-video solution providing the fundamentals for understanding compulsive sexual behaviors.

<https://x3pure.com>

Celebrate Recovery: A Christ-Centered 12-step program run through the local church.

<https://www.celebraterecovery.com/>

Sexual Addictions Anonymous: 12-Step program like AA. This site includes a helpful self-assessment test. www.sa.org

Social Media

The Pastor or employee commits to positive representation of the Church, confidentiality and conduct becoming a minister or employee in a Christian workplace in regard to all Social Media participation including Facebook, Instagram, Twitter, etc.

Termination

Termination without Just Cause: The church board, in consultation with the District Superintendent and District Advisory Board, on the basis of *Manual* Par. 125-125.1; 211.3, may terminate the tenure of the Pastor without just cause on the provision of advance notice or salary in lieu of notice determined as per provincial standards.

A staff person's term of employment is year to year and requires District Superintendent approval to rehire. A Senior Pastor may choose not to re-nominate a staff person at the end of the term, thus ending employment. However, if the termination of employment is prior to the end of the employment term, the Church Board must approve the action by a majority vote and District Superintendent approval would also be necessary. A Staff Person may be terminated mid-term without just cause on the provision of advance notice, or salary in lieu of notice, determined as per provincial standards. *Manual 159.2*

For the purpose of determining "years of service", only service as a pastor of the Local Church will be included. Any prior service to other congregations of the Church of the Nazarene will not be taken into account when determining the Pastor's or employee's salary in lieu of notice entitlement pursuant to this section.

The provision of advance notice of termination of tenure or payment in lieu of advance notice of termination by the Local Church to the Pastor or employee in accordance with this part of the Agreement shall fulfill and exhaust all obligations at common law.

Termination for Just Cause: The board, in consultation with the District Superintendent and the District Advisory Board, may terminate the tenure of the Pastor without notice at any time for just cause. In the event of such termination for just cause, the Local Church will pay the Pastor any salary owing to him or her up to and including the date of termination of tenure, together with accumulated vacation pay to which he or she is entitled.

Termination for just cause includes, but is not limited to, an illegal act, non-renewal of the Pastor's District license (*Manual 119*) or, in the case of an ordained elder, the surrender of credentials for behavior unbecoming a member of the clergy.

A staff member, in consultation with the Senior Pastor, local Church Board and District Superintendent, may be terminated without notice at any time for just cause. In the event of such termination for just cause, the Local Church will pay the staff member any salary owing to him or her up to and including the date of termination of tenure, together with accumulated vacation pay to which he or she is entitled. Termination for just cause includes, but is not limited to, an illegal act.

Use of Church Owned Credit Card

When the Credit Card is owned by the Church, the Pastor or employee will adhere to the following guidelines.

1. The employee is responsible to guard the security and privacy of the credit card. The card may only be used by the person it was assigned to.
2. Only budgeted expenses, within the current time period, may be charged to the card.
3. Expenses will be reimbursed based on submission of receipts submitted within 30 days of the expenditure and an expense report. When receipts are submitted, the budget account number that the funds pertain to will be indicated on the receipt of the report. In the case of hospitality expenses, the Pastor or employee should indicate on the receipt or report the names of the people that were included, except in the case of a confidentiality need. If receipts are not submitted in a timely manner, the Pastor or employee may be responsible for any interest charges incurred.

4. The Church Board should provide the employee a written record of expenditures that are approved to be paid by credit card. I.e.: Meals and travel expenses may be approved whereas payment of utility bills may not be approved.
5. The expenses will be reviewed monthly by the treasurer.
6. Unbudgeted expenses may only be charged to the credit card with written approval from the Church board.
7. The employee is responsible to monitor expenditures do not exceed the limit on the card. If expenses exceed the limit and a penalty is assessed, the employee may be responsible for payment of the penalty.
8. The card will never be used for cash advances or personal expenses.

Written Understandings (Job Contract)

In accordance with *Manual* paragraph 115.2, 115.4, 129.4, 129.8 each congregation will complete the employment agreement called Written Understandings and review the Canada West District Church of the Nazarene Employee Handbook prior to calling their pastor. In the case of a staff person, the Senior Pastor will complete and review the Written Understandings for the staff person, in consultation with the Church board. The Written Understandings are subject to the employment policies in this handbook. Each year, at budget setting time, the pastor and church board will review the expectations and goals of the church and the Written Understandings shall be updated. It is the responsibility of the Secretary of the Board in cooperation with the Pastor and Church Board to ensure this annual review is carried out, and annually send an original signed copy of the Written Understandings to the District Office. In the case of a staff person, the Written Understandings will be updated annually, approved by the Church board and reviewed with the staff person. A copy of the document will be kept on file at the Church.

BENEFIT POLICIES

Bereavement Leave

In the event of the death of a close family member, the Pastor or employee will be granted days off in accordance with provincial employment standards. This includes the employee's spouse, child, parents or siblings. Should additional time be required, the employee may request the Board grant additional unpaid leave. The Staff person should make the request to the Senior Pastor.

Health Insurance

Participation in the District Supplementary Health Insurance plan is mandatory for eligible employees. In extenuating circumstances, the employee may opt out by signing the District Waiver.

In order to maximize benefit options, any change to the Pastor or employee's salary will be reported to the District immediately.

It is the Pastor or employee's responsibility to report salary changes, enroll dependents and complete overage dependent forms within 30 days.

Health Insurance During Transition

It is the Pastor or employee's responsibility to ensure they have Health Insurance coverage during time of transition. The District Office can provide assistance in providing options.

Housing

In order to be eligible for the Clergy Housing Deduction, the Pastor must annually complete the T1223 and the T1213. Failure to submit these documents may result in loss of housing deduction benefits and may put the charitable status of the Church at risk.

Leave of Absence

The Pastor or employee may be entitled to unpaid leave of absence according to provincial standards. Unpaid leave of absence should be requested from the church board, or in the case of a staff person, from the Senior Pastor.

Maternity and Parental leave

The Pastor or employee may be entitled to maternity or parental leave according to provincial standards. Also refer to *Manual* 116.

Overtime

The position of Pastor is a managerial position within the local church; the Pastor will be compensated on a salary basis. As such, this person does not qualify for overtime pay. Staff persons will be compensated for overtime according to provincial regulations and as delineated in the Written Understandings.

Sabbatical

Please refer to *Manual* 129.10 for the Church of the Nazarene Sabbatical statements

In accordance with *Manual* paragraph 129.10, clergy persons ministering on Canada West District as Senior Pastors will be granted a sabbatical. Following the second regular review of a Senior Pastor, (6 years), in the 7th year of ministry at one church, the church board, in consultation with the District Superintendent, will grant the pastor a sabbatical for no less than two continuous months and with a preference for three to four months. The church board in consultation with the District Superintendent following the pastor's review will take initiative for the sabbatical. It is the responsibility of the secretary of the church board to ensure appropriate steps for the sabbatical are taken.

The purpose of the sabbatical is to encourage the lifelong learning of the pastor in spiritual, emotional and educational dimensions. This extended period provides the pastor or staff person with time for reflection, to complete study projects related to his or her present ministry assignment, and to have a rest from the heavy schedule of pastoring. This sabbatical will be in addition to the clergy person's regular vacation and it is preferable that it not be granted consecutive to the vacation period or during the regular district functions such as District Assembly, Clergy Conference, and the pastor's prayer retreat. Exceptions may be granted in consultation with the church board and District Superintendent. During the sabbatical, the clergy person will be considered to be employed and full salary, health care, RRSP and other essential benefits will continue. If travel allowance is paid during sabbatical, it will be calculated as salary, since otherwise the funds may not meet the CRA function tests during this time. Hospitality expenses will not be paid during sabbatical. It is often a benefit to the church for the

pastor to receive his or her Continuing Ed allowance during this time so that any seminars or conferences attended do not entail further time away from the local church in the year of the sabbatical.

Since the church will cover all expenses related to supply pastors and speakers during the sabbatical, it is advantageous for the local church to put funds into a reserve annually to ensure the church is adequately financial prepared. Additionally, since giving may decline during the sabbatical, especially if the sabbatical is over the summer months, the local church should ensure a budget plan is in place to adjust expenses as required.

Both the pastor and the church agree that the pastor will remain at the church for at least 12 months after returning from the sabbatical. In the event the pastor chooses to leave prior to this time period, the sabbatical will be considered to fulfill all vacation requirements and no further vacation time or pay will be granted. In the event the church board requests a special review and as a result the pastor leaves the church, earned vacation will be provided.

Sabbaticals shall not be accumulated and must be taken with in the prescribed time guidelines of the *Manual*. Unused Sabbatical time cannot be banked and will not be paid out when the Pastor's position is resigned or terminated.

Sabbatical Project Plan.

Prior to the sabbatical being granted, clergy persons will be required to present a sabbatical plan to the church board for approval with a copy to the District Administrator and the District Superintendent. This Sabbatical Planning Report should include the following: the clergy person's goal for the retreat, the kind of report to be submitted to the Church board and District Superintendent and District Administrator following the sabbatical, plans the church will make to carry out the clergy person's responsibilities during the sabbatical and how these responsibilities will be reported, and a re-entry plan for the clergy person. A re-entry plan is the steps that will be taken to provide for the person's adequate return to ministry. The plan should also outline how the church has financially prepared for the sabbatical.

Additionally, the Pastor should complete the *Delegation of Ministry Responsibilities* form and submit it to the Church board, District Administrator and District Superintendent.

The Re-entry Plan.

A major challenge associated with sabbaticals taken by clergy persons, especially Senior Pastors, is the re-entry following the sabbatical. Often, it is difficult to re-enter the ministry of that particular local congregation after a sabbatical and the longer the sabbatical the more difficult it appears to be. Therefore, the following should be considered:

- For most of the sabbatical, the pastor will be absent from all congregational responsibilities including worship services.
- At the first board meeting following the sabbatical a written report outlining time spent by the Pastor during the Sabbatical will be presented to the Church board and District Superintendent. At this meeting, the church board members should also report on their assignments.
- Consideration should be given to needs of laypersons in the local church upon the Pastor's re-entry. Lay persons who have taken on extra responsibilities may need to

debrief with the pastor and may need a period of rest; having some of their responsibilities reassigned for a time.

Staff persons are not eligible for the sabbatical benefit.

Sick Day Policy

The Pastor or employee will be allowed 1 dayoff with pay each month for illness. Pastors or employees working under 20 hours per week will be allowed ½ day off with pay each month for illness. Pastors or employees working under 10 hours per week are not eligible for paid sick days.

For eligible Pastors or employees, these days may be “banked” and carried over from year to year up to a maximum of 28 days. Sick days taken for illness for more than 7 days in one month, require a doctor’s note. Any expense associated with obtaining the note will be the church’s expense. The pastor or employee will be paid only for the number of sick days he or she has earned. No salary will be granted at the time of resignation or termination for unused sick days.

The Pastor or employee may also be entitled to unpaid sick days according to provincial labor standards.

Short Term Disability

In the event of an illness that lasts more than 28 days or the number of sick days the Pastor or employee has banked, the pastor or employee may be put on medical leave and collect EI benefits for up to 112 days.

Local churches are encouraged to enroll in the EI Supplemental Plan. Enrollment in the EI Supplemental Plan would allow the church to “top up” the EI premiums the employee receives without reduction of EI benefit to the employee.

Long Term Disability

If the Pastor or employee’s illness is considered to be one that will render him or her incapable of performing his or her duties for a longer term than 112 days, procedure will be followed that may provide eligibility for long term disability (contact the District Office for guidance). It is the responsibility of the Pastor or employee to ensure appropriate steps for LTD eligibility are taken.

Following 112 days, in the case of the Senior Pastor, the Pastor will be put on unpaid medical leave and the District Superintendent and Church Board shall have the right to appoint a Supply Pastor to undertake such performance on such terms as they may determine. The Senior Pastor shall remain on medical leave until he or she is medically certified as being able to return to his or her duties.-

If the Senior Pastor is on a leave of absence or medical leave for six months, and at the conclusion of that six-month period, the pastor should not be able to return to full-time ministry, by signing this agreement, he or she agrees, that in consultation with the District Superintendent and Secretary of the Church board, to voluntarily resign his or her position as Senior Pastor in accordance with the above paragraph and in harmony with *Manual* paragraphs 120, 120.1. Further, he or she will release the Church from all and any obligation toward himself or herself

and his or her family including all salary and benefits, expense account, LTD responsibility and/or any other benefits he or she may have received as Senior Pastor of the Church, and will expect or request no further compensation of any kind. -

Participation in the Long-Term disability plan is mandatory for eligible employees. Pastors and employees should pay the premiums personally as then, should they ever have to make a claim, the funds they receive will be tax free.

Retirement Savings Plan

Church participation in National RSP Program through the Church of the Nazarene Canada is mandatory for Pastors and full-time employees. The Church will contribute 5% of the Pastor or employee’s salary (not including benefits) to the plan monthly. It is recommended that the Pastor or employee contribute an additional 5% through payroll deduction. If the Pastor or employee elects to have the RSP funds directed to an alternate plan, a waiver will be signed for both the National Board and the District indicating this is the case.

When the Pastor is renting a church owned parsonage, the Church RSP contribution will be 7%.

Statutory Holidays

In the event a Statutory Holiday falls on the Pastor or employee’s regular day of work, the Pastor or employee may take the day off or, if that is not possible, the Pastor or employee will take an alternate day off in lieu. Record of days taken in lieu should be recorded in the monthly report to the Board.

Vacation

The Pastor or employee will be entitled to vacation according to the following guideline. In the case of the Pastor, the following guideline allows for one Sunday off per week of vacation. Vacation must be taken in increments of no less than one week. For Senior Pastors, vacation time must be requested from the board 30 days in advance. Staff must request vacation time from the Senior Pastor. A record of vacation days owed and vacation days taken must be submitted to the Church Board as part of the Pastor’s monthly report.

| Pastors | | Non-pastoral Staff | |
|-----------------------------|---------|-----------------------------|---------|
| Up to 10 years of service | 3 weeks | Up to 10 years of service | 3 weeks |
| 10-19 years of service | 4 weeks | 10-19 years of service | 4 weeks |
| 20 or more years of service | 5 weeks | 20 or more years of service | 5 weeks |

Years of service is cumulative full-time years employed by any Nazarene church or ministry. In the case of a part-time employee, weeks earned will need to be calculated to the full time equivalent.

It is recommended the pastor or employee take all the vacation time he or she is entitled to within the Church year that the vacation is earned. Unused vacation can only be carried forward to a maximum of one week into the next year and will not be paid out. Unused

vacation time exceeding the annual allowance will not be paid out upon termination or resignation of employment.

Attendance at Canada West District Church of the Nazarene Clergy Soul Care Retreat, District Reunion and the Annual Pastor's Prayer retreat will not be considered as vacation time.

| | |
|--|--|
| Administrative Duties of the Pastor | <i>Manual 107.1, 122, 515.4, 515.5, 516.5-515.7, 516.13</i> |
| Calling of a Pastor | <i>Manual 115-115.6</i> |
| Church/Pastoral Relationship | <i>Manual 516.15, 122-122.1</i> |
| Co-Pastors | <i>Manual 121</i> |
| District Superintendent/Local Church Pastor or Employee | <i>Manual 115, 1., 126.1-126.2, 117, 118, 120, 122, 123, 123.1, 123.6, 123.7, 125.1, 211.3-211.15,</i> |
| Hiring of Staff | <i>Manual 129.27, 159.2</i> |
| Local Church Board/Employment Duties | <i>Manual 129.4, 129.8, 129.9, 129.11, 129.10, 129.27, 129.11</i> |
| Maternity/Paternity Leave | <i>Manual 116</i> |
| Pastor Resignation | <i>Manual 120-120.1, 121.1, 123.6</i> |
| Renewing the Local Church/Pastoral Relationship | <i>Manual 123-125.5</i> |
| Special Church/Pastoral Review | <i>Manual 125-125.5</i> |
| Local Church in Crisis | <i>Manual 126-126.2</i> |
| Sabbatical | <i>Manual 129:10</i> |
| Written Understandings | <i>Manual 115.2, 115.4</i> |