

Dorchester Presbyterian Church
Addendum 4: Ordained and Commissioned Staff
Session Approved: November 21, 2017

Ordained Staff and Presbytery Commissioned Staff are under the jurisdiction of Charleston Atlantic Presbytery and the PCUSA Book of Order.

The call process and the annual terms of call determine the primary expectations, responsibilities, job description, terms of employment, and the benefits for each particular Called or Commissioned position.

Ordained and Commissioned staff are to adhere to any and all Dorchester Presbyterian Church (DPC) policies and procedures.

Additional employment provisions:

- 1) Personnel Policies and Procedures Manual and the Good Shepherd School Staff Handbook
 - a) All Ordained and Commissioned Staff of DPC are expected to uphold the policies and procedures for his/her particular position, as well as those outlined for other staff.
 - b) Staff in such positions, are expected to be “team players” and servant leaders working together with other staff and congregation members.
 - c) Ordained and Commissioned Staff are considered “exempt” and are responsible for managing and monitoring their own individual schedules and work hours. As a general guide, it is expected that the work week consist of 40-50 hours per week on average for a full-time position with stated office hours.
- 2) Benefits
 - a) A named and intentional weekly day off is biblical and expected to be taken. Exceptions to this provision are to be monitored and managed by the individual staff. Sunday is not considered by DPC to be a complete Sabbath day for staff serving in such positions.
 - b) Holidays are “Holy-days” and thus, often workdays. Staff are encouraged to take non-working holidays listed for other staff off as much as possible. On working holidays staff are expected to find comparable time off to be with family and friends.
 - c) Vacation is counted in weeks, seven days per week, meaning a weekend/Sunday per week. Vacations can be taken in any increments between one and seven days per week as desired, but staff may not take vacation consisting of more than one weekend/Sunday per designated week/weeks of vacation.
 - d) Parental leave, bereavement, jury duty, and other leaves of absence with or without pay apply as explained earlier in this manual for all staff. However, as Ordained and Commissioned positions function in leadership and care-giving positions for the congregation, it is important for staff to self-monitor one’s needs and feelings, as well as those of the congregation when such situations arise. The Personnel Committee, Session, Board of Deacons, and the Presbytery staff and Commission on Ministry (C.O.M.) are available for consultation if and when needed.

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- e) The guidelines for continuing education and study leave are the same as that of vacation in "c)" above: "one weekend/Sunday per week" of continuing education.
- 3) Employment Conditions and Provisions
- a) Ordained and Commissioned Staff are expected to follow these just as outlined earlier in the manual, Section VIII., letters A-J.
 - b) If questions or concerns arise surrounding any of the provisions in this Addendum #4 the DPC Personnel Committee should first be consulted.
 - c) If problems should arise with Called or Commissioned Staff the Session and/or Presbytery C.O.M. should be contacted.