

HR Questions – Feb 15/2 PM

- Please define a work week.
 - It is a seven-day scheduled pay period.
- Is there a template for policies and procedures manuals that can be made available for us?
 - No, we do not have a template for you. However, you may want to call another church and see if they have something you could use to develop your own policies and procedures manual.
- Must we purchase and display up-to-date state employment notices?
 - Yes. You can find the posters free on the Department of Labor website.
- You can find the monthly billing reports here - <https://www.flumc.org/monthlybillingreports>.
- Are there companies that are recommended to do church payroll?
 - One option is Paychex. They also have a working relationship with Wespath.
<https://www.flumc.org/files/fileslibrary/paychex+partnership+with+wespath.pdf>
- Who is responsible for doing staff evaluations?
 - It should be conducted by the supervisor and the pastor should be involved in the staff evaluations. SPRC should then be advised as to outcome of the evaluation and if progress evaluations need to be considered.
- So not just the Pastor doing the evaluation of staff, but the Pastor and SPRC committee do the evaluation.
 - Correct. More information can be found on our website.
<https://www.flumc.org/employeeperformancereviewinformation>
- Are there templates for writing job descriptions?
 - You can find some material by searching the internet. You can also try calling another church and ask if they have a job description for a certain position you are looking for. Another option is the purchase [The Big Book of Job Descriptions for Ministry](#).
- Is there a minimum size staff where it makes sense to use a 3rd party payroll vendor?
 - We can't advise at what size staff you should hire a payroll vendor. However, at the very least you want to hire a knowledgeable bookkeeper. One option is to hire a bookkeeper that is working at another church. Your church may only need their services a couple of hours a week/month while they continue working for the other church.
- On reporting independent contractors to the state - are we only required to report demographic info, essentially what's on the W9, or also the amount of money they're paid?
 - No. You just report what is on the W9 form.
- Can we get a link to the form to report new employees and independent contractors to the state?
 - https://servicesforemployers.floridarevenue.com/Pages/how_to_report.aspx
- Does FLUMC have a compilation of wages paid by church position based on church size that could be made available to SPRCs?
 - No, we do not. You might want to ask other UMC churches in your area what they are paying in similar positions.
- Does the housing allowance need to be approved in advance for the year?
 - Yes. It should be approved on the Housing Resolution form either at charge conference for the new-year or when the clergy moves to the new church during an appointment change.
- What happens if the housing exclusion that has been paid as non-taxable earnings is not fully used at the end of the year?
 - If the money was paid as non-taxable earnings, then the clergy should have receipts to substantiate that amount was used for housing expenses.