

# EMMANUEL LUTHERAN CHURCH

## Policy & Procedure

Approved By The  
Congregation Council  
APRIL 9, 2019

### Benefit Policy for Lay Employees

This revision supersedes and replaces all previous versions and revisions of a Policy & Procedure with this Title, Subject or Content.

The Congregation Council may eliminate, or revise/modify this Policy & Procedure at any time.

### Definitions

Full-Time Employee: An employee who is scheduled to work a minimum 30 hours per week.

Part-Time Employee: An employee who is scheduled to work less than 30 hours per week.

**HEALTH CARE BENEFITS**: Emmanuel Lutheran Church does not contribute to the cost of health insurance. However, both Full-Time and Part-Time employees are eligible to enroll in the ELCA Group Health Plan at their own expense if they are scheduled to work at least twenty (20) hours per week for six (6) or more months per year and have completed any required probationary period.

### Full-Time Employee Benefits

\* **Sick Leave**: Sick Leave Hours are earned as follows:

- January 1 each calendar year or when initially employed: Fourteen (14) Hours
- April 1 each calendar year: Seven (7) Hours
- July 1 each calendar year: Seven (7) Hours
- October 1 each calendar year: Seven (7) Hours

Sick Leave hours maybe taken anytime after they have been earned with prior notification to and approval of the Pastor, or Church Secretary.

Unused Sick Leave Hours are carried over from one calendar year into the next. However no more than a maximum of one hundred five (105) Sick hours can be accumulated.

When an employee leaves employment with Emmanuel Lutheran any and all unused Sick Leave hours are forfeited.

Earned sick leave hours when taken are compensated at the current hourly rate for that particular employee.

## PAGE 2 Benefit Policy for Lay Employees

\* **Vacation:** Vacation Hours are earned as follows:

- During the 1<sup>st</sup> year of employment thirty-five (35) vacation hours are earned after six (6) months of service. Vacation hours can be taken at anytime after they have been earned with approval of the Congregation Council or Pastor.
- Beginning the third (3<sup>rd</sup>) year of service, seventy (70) vacation hours are earned. Vacation hours can be taken at anytime after they have been earned with approval of the Congregation Council or Pastor. A maximum of thirty-five (35) unused hours of vacation maybe carried over into the next service year provided the total number of earned vacation hours does not exceed a one hundred five (105) hours maximum permitted.
- Beginning the ninth (9th) year of service, seven (7) additional vacation hours are earned each year until a total of one hundred five (105) vacation hours are earned annually. No more than one hundred five (105) vacation hours can be earned and/or accumulated for any service year.

Earned vacation hours, when requested, are compensated at the current hourly rate for that particular employee.

Vacation hours, when requested, can be taken in half day increments of three and one-half (3-1/2) hour increments.

When an employee leaves employment with Emmanuel Lutheran any and all unused Vacation hours are forfeited.

\* **Holidays and Holiday Pay**

Holidays: New Years Day, Memorial Day, Labor Day, July 4<sup>th</sup>, Thanksgiving Day, Christmas Day and one Floating Holiday. When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday it will be observed on the following Monday. A Floating Holiday can be taken at anytime with the approval of the Congregation Council or Pastor.

Holidays are compensated at seven (7) hours times the current hourly rate for that particular employee.

### **Part-Time Employee Benefits**

\* **Sick Leave:** Sick Leave hours are earned as follows:

After one (1) full year of service and each January 1 year thereafter: Eight (8) Hours

Sick leave hours maybe taken anytime after they have been earned with prior notification to and approval of the Pastor, or Church Secretary.

When an employee leaves employment with Emmanuel Lutheran any and all Sick leave hours are forfeited.

## **PAGE 3 Benefit Policy for Lay Employees**

Earned sick leave hours, when requested, are compensated in one day increments of four (4) hours times the current hourly rate for that particular employee.

Sick Leave Hours cannot be carried from one calendar year into the next. Unused sick leave hours are forfeited.

\* **Vacation:** Vacation is earned as follows:

- January 1 after the third (3rd) full year of service and each January 1 thereafter, one (1) week of vacation is earned. Vacations can be taken at anytime after being earned with approval of the Congregation Council, or Pastor.
- January 1 after the seventh (7th) full year of service and each January 1 after, two (2) weeks of vacation is earned. Vacations can be taken at anytime after being earned with approval of the Congregation Council, or Pastor.

Weekly Vacation pay is determined by averaging the past four (4) most recent weeks of pay.

Earned vacation cannot be carried from one calendar year into the next. Unused vacation is forfeited.

When an employee leaves employment with Emmanuel Lutheran any and all unused Vacation hours are forfeited.

### **Emmanuel Lutheran Church**

#### **Policy & Procedure**

**Approved By The  
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APRIL 9, 2019**

#### **Bereavement Policy**

This revision supersedes and replaces all previous versions and revisions of a Policy & Procedure with this Title, Subject or Content.

The Congregation Council may eliminate, or revise/modify this Policy & Procedure at any time.

#### **Funeral Leave for an Immediate Family Member:**

When a death occurs in an employee's immediate family, all [full-time and part-time employees](#) of Emmanuel Lutheran Church may take up to three (3) days off with pay to attend the funeral or make funeral arrangements.

Pay for a full-time employee is calculated in the same manner as for Sick Leave for each day taken, up to three (3) days.

Pay for a part time employee is calculated in the same manner as for Sick Leave for each day taken, up to three (3) days, if the funeral occurs on scheduled workdays.

Emmanuel Lutheran Church may require verification of the need for the bereavement leave.

### **Immediate Family Defined for Bereavement Leave:**

Immediate family members are defined as an employee's spouse, parents, stepparents, sisters, brothers, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild or step-grandchild.

### **Non-family Member Funeral Leave:**

All full-time and part-time employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member. This time off will be considered and granted by [the](#) Pastor on a case-by-case basis.

Pay for a full-time employee is calculated in the same manner as for Sick Leave.

Pay for a part-time employee is calculated in the same manner as for Sick Leave, if the funeral occurs on a scheduled workday.

Emmanuel Lutheran Church may require verification of the need for the bereavement leave.

## **PAGE 2 Bereavement Policy**

### **Additional Time Off:**

Emmanuel Lutheran Church understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted per the Emmanuel Lutheran Leave of Absence Policy. In the case of a leave of absence request in support of needed additional time off due to the death of an immediate family member or non-family member when a Funeral Leave has been granted, the requirement to have a minimum of six (6) months service time may be waived by the Pastor.

## **EMMANUEL LUTHERAN CHURCH**

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**Approved By The  
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APRIL 9, 2019**

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### **BONUS POLICY & PROCEDURE FOR LAY AND PASTORAL EMPLOYEES**

## **PROCESS**

It will be a task of the Finance Committee during its annual budget development process to determine if funds are available to pay a bonus to lay and/or pastoral employees from current year funds. The Finance Committee will advise the Executive Committee of its determination, no later than October 31<sup>st</sup> each year.

The Executive Committee will use the information provided by the Finance Committee to develop a Bonus Proposal to be voted on by the Church Council. The Executive Committee must follow the guidelines outlined in this Policy and Procedure to develop the Bonus Proposal.

The Executive Committee will place an agenda item on the Church Council's Agenda for November or December each year to discuss the Bonus Proposal and its subsequent Approval/Disapproval.

The Human Resources Committee will notify the Executive Committee and the Finance Committee after its annual September meeting to initiate this review process.

## **DEVELOPMENT OF THE BONUS PROPOSAL**

After receiving the information from the Finance Committee the Executive Committee will decide if lay and pastoral employees will receive a Bonus for the current year or that there will be no Bonus's given for the current year.

If Bonus's will be given, the Executive Committee will decide if a Bonus will be paid to just lay employees, or just pastoral employees, or both.

If a Bonus is to be given to lay employees, each will receive the same "percentage" of their earnings during the previous twelve (12) months (October thru September) or if they have been employed less than twelve (12) months, the earnings during the period employed (October thru September) or a minimum of \$50.00.

If a Bonus is to be given to Pastoral employees, each will receive the same "percentage" of their earnings during the previous twelve (12) months (October thru September) or if they have been employed less than twelve (12) months, the earnings during the period employed (October thru September) or a minimum of \$50.00.

The Executive Committee will determine the "percentage" used to develop Bonus amounts for lay employees and for pastoral employees. This "percentage" may be the same for each of the groups or it may be different. The Groups are "lay employees" and "pastoral employees".

## **PAYMENT OF BONUS'S**

If paid, Bonus's will be on a separate check to be paid during the final payroll period of the current year.

# **EMMANUEL LUTHERAN CHURCH**

## **Policy & Procedure**

**Approved By The  
Congregation Council  
April 9, 2019**

## **LEAVE OF ABSENCE POLICY**

This revision supersedes and replaces all previous versions and revisions of a Policy & Procedure with this Title, Subject or Content.

The Congregation Council may eliminate, or revise/modify this Policy & Procedure at any time.

Leaves of Absence (LOA) may be granted by the Congregation Council Executive Committee or Pastor for any Lay Employee that has six (6) or more consecutive months of employment service. All Leaves of Absences that are granted are subject to the requirements of this policy provided it does not violate any current or future Federal, State or Local Law.

This policy will apply to Medical, Personal, or other types of Leave of Absence, except Military Leaves where the requirements of the Uniformed Services Employment and Re-employment Rights Act (USERRA) apply.

Leaves of Absence may be granted up to twenty-six (26) weeks within any twelve (12) month period. A twelve (12) month period begins with the first (1<sup>st</sup>) day of leave that was granted.

To be granted a LOA an employee **must** request the LOA in writing and submit this request to the Congregation Council or Pastor. This request **must** be submitted as soon as possible, but no later than ten (10) days after the need for the LOA began or Sick Leave Hours are depleted. The request for LOA must include the date the LOA is to begin and the expected duration of the LOA. For a medical LOA Emmanuel Lutheran requests that prior to return to work the employee provide to Emmanuel Lutheran a statement from their Physician that includes the date of return to work and that they are able to return to work without medical restrictions or a summary of those restrictions the physician has recommended. If Emmanuel Lutheran deems it can accommodate the restrictions recommended by the employee's physician, the employee will be permitted to return to work.

An employee who has been granted a LOA may request to use, concurrent with this leave, accrued and unused sick leave hours or vacation hours. Use of accrued sick leave hours or vacation hours **must** be requested in writing by the employee.

## **PAGE 2 LEAVE OF ABSENCE POLICY**

In those instances where a LOA extends beyond thirty (30) consecutive calendar days, Sick Leave Hours and Vacation Hours will not be accrued as outlined in the Emmanuel Lutheran Benefit Policy for Lay Employees. Accruals will be as follows:

- **Sick Leave Hours:** No Hours are accrued while on a Leave of Absence.
- **Vacation Hours:** Vacation Hours are prorated for each thirty (30) consecutive calendar days of the Leave of Absence.
  - o An employee who has been on LOA for fifty-nine (59) consecutive calendar days, Vacation Hours will be 11/12ths of their annual accrual.
  - o An employee who has been on LOA for sixty (60) consecutive calendar days up to eighty-nine (89) consecutive calendar days, Vacation Hours will be 10/12ths of their annual accrual.

- An employee who has been on LOA for ninety (90) consecutive calendar days up to one hundred nineteen (119) consecutive calendar days, Vacation Hours will be 9/12ths of their annual accrual.
  - An employee who has been on LOA for one hundred twenty (120) consecutive calendar days up to one hundred forty-nine (149) consecutive calendar days, Vacation Hours will be 8/12ths of their annual accrual.
  - An employee who has been on LOA for one hundred fifty (150) consecutive calendar days up to one hundred seventy-nine (179) consecutive calendar days, Vacation Hours will be 7/12ths of their annual accrual.
- **Holiday Pay:** When an employee is eligible for Holiday Pay, they will receive Holiday Pay for only the first (1<sup>st</sup>) Holiday that falls within the LOA.

Should an employee need to be on a LOA for a period of time greater than allowed by this policy, (26 weeks within a 12 month period), their employment with Emmanuel Lutheran Church will be terminated. When they are again able to return to employment, they are encouraged to reapply for open and available positions at Emmanuel Lutheran Church.

This policy may be revised as deemed appropriate by the Congregation Council or as a result of changes required by Federal, State or Local laws.

## **EMMANUEL LUTHERAN CHURCH**

### **Policy & Procedure**

**Approved By The  
Congregation Council  
APRIL 9, 2019**

### **PASTORAL PERFORMANCE REVIEW POLICY AND PROCESS**

This revision supersedes and replaces all previous versions and revisions of a Policy & Procedure with this Title, Subject or Content.

The Congregation Council may eliminate, or revise/modify this Policy & Procedure at any time.

The primary reasons to complete this performance review is to advise the Pastor if he/she is performing their job duties in an expected manner and to establish a basis for possible pay rate adjustments based upon the level of job performance.

Pastoral Performance Reviews should be conducted annually except during the 1<sup>st</sup> year of service. During the 1<sup>st</sup> year of service a Pastor should be reviewed after three (3) months of service and again after nine (9) months of service.

Performance Reviews must be completed by the Congregation Council Executive Committee using the Emmanuel Lutheran Pastoral Employee Performance Review Form.

The Congregation Council may request that the Executive Committee submit the completed Performance Review to the full Council for approval prior to reviewing it with the Pastor.

**EMMANUEL LUTHERAN  
PASTORAL PERFORMANCE REVIEW FORM**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

APPRAISAL PERIOD FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**RATING SCALE:**

1) **EXCEEDS EXPECTATIONS:** Use this rating when the incumbent's level of performance clearly exceeds that which was expected for the duty, responsibility, or characteristic.

2) **MEETS EXPECTATIONS:** Use this rating when the incumbent's level of performance clearly meets that which was expected for the duty, responsibility, or characteristic.

3) **BELOW EXPECTATIONS:** Use this rating when the incumbent's level of performance clearly is below that which was expected for the duty, responsibility, or characteristic.

**NOTE:** Comments are required when a Pastor receives a rating of Exceeds Expectations or Below Expectations on a particular job duty, responsibility or characteristic.

**RATING PROCESS:**

Using **the position description**, list up to ten (10) duties or responsibilities to be rated. Where the **position description** has fewer than six (6) duties or responsibilities, list each duty or responsibility. For each duty or responsibility listed, select one of the ratings described above. Use the number corresponding with the rating you choose, that is, a 1, 2, or 3. **Remember, "Comments" are required for ratings 1 and 3 and optional, but helpful for rating 2.**

**Page 1 PASTORAL PERFORMANCE REVIEW FORM**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**DUTIES AND/OR RESPONSIBILITIES**

1. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_



2. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_

3. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_

4. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_

5. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_

**Page 2      PASTORAL PERFORMANCE REVIEW FORM**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

6. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_

7. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_

8. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

9. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

10. Duty or Responsibility:  
\_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

**PERSONAL CHARACTERISTICS**

1. Works well with Congregational Members and others.

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

**Page 3      PASTORAL PERFORMANCE REVIEW FORM**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

2. Completes assigned duties or responsibilities as expected with minimal direction.

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

3. Reports issues of concern within a reasonable period of time to the Church Council Executive Committee.

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

4. Manages his/her time effectively and appropriately and notifies the Church Council Executive Committee when absences are anticipated.

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_

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5. When problems occur, he/she responds in a reasonable manner, and then notifies the Church Council Executive Committee as soon as possible.

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_

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**Printed Name of Raters:**

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**Signature of Raters:**

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**ACKNOWLEDGEMENT**

By signing this Performance Review Form I am acknowledging that this completed Performance Review has been shown to me and that I have had the opportunity to provide comments.

**Signature of Pastor being rated:** \_\_\_\_\_

The space below is for use of the Pastor being rated to make any comments he/she feels are pertinent to this Performance Review. Comments are optional.

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**EMMANUEL LUTHERAN CHURCH**

**Policy & Procedure**

**Approved By The  
Congregation Council  
APRIL 9, 2019**

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**PASTORAL SALARY REVIEW POLICY**

Annually, pay rates and benefit levels of Pastors will be reviewed.

The task of the Congregation Council Executive Committee is to develop a proposed salary or benefit adjustment recommendation for budgeting purposes for the review of the Church Council. In developing this recommendation, the Council Executive Committee should base their recommendation on a number of performance factors to include the “Letter of Call” (attached) and other factors such as those listed below.

- How well does he/she work with Congregation Members and others.
- How well does he/she complete pastoral duties and responsibilities.
- Does he/she report issues of concern within a reasonable period of time to the Congregation Council Executive Committee?
- Does he/she manage his/her time effectively/appropriately and notify the Congregation Council Executive Committee when absences are anticipated.
- When problems occur that can impact Emmanuel Lutheran Church, does he/she respond in a timely and reasonable manner, and notifies the Congregation Council Executive Committee as soon as possible.

This review should occur in July each year so it can be submitted to the Congregation Council in August for their review with submission to the Finance Committee shortly thereafter so it may be used in their budget develop process .

When pay rate adjustments are warranted and approved by the Congregation in the annual budget, the pay rate adjustment determined for the Pastors will be effective beginning with the first pay period in January. Benefit adjustments as soon as practical in the proposed budget year.



# LETTER OF CALL

TO AN ORDAINED MINISTER OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA

IN THE NAME OF THE FATHER,  
AND OF THE SON, AND OF THE HOLY SPIRIT. AMEN.

The Rev. Mark Anthony Laatsch

With prayer for the guidance of the Holy Spirit to do God's will,

Emmanuel Lutheran Church  
Menominee, Michigan  
a congregation of the  
Northern Great Lakes Synod  
of the Evangelical Lutheran Church in America  
meeting on  
February 22, 2015  
extends to you this call to serve as

Pastor

We call you to exercise among us the ministry of Word and Sacrament which God has established and which the Holy Spirit empowers: To preach and teach the Word of God in accordance with the Holy Scriptures and the Lutheran Confessions; to administer Holy Baptism and Holy Communion; to lead us in worship; to proclaim the forgiveness of sins; to provide pastoral care; to speak for justice in behalf of the poor and oppressed; to encourage persons to prepare for the ministry of the Gospel; to impart knowledge of the Evangelical Lutheran Church in America and its wider ministry; to endeavor to increase support given by our congregation to the work of our whole church; to equip us for witness and service; and guide us in proclaiming God's love through word and deed.

In accepting this call, you hereby promise to fulfill this pastoral ministry in accord with the standards and policies for ordained ministers of the Evangelical Lutheran Church in America. Therefore, be diligent in the study of Holy Scripture, in use of the means of grace, in prayer, in faithful service, and in holy living.

With this call, we pledge our prayers, love, esteem, and personal support for the sake of the ministry entrusted to you by God and for our ministry together in Christ's name. Specific responsibilities, compensation, benefits, and conditions of this call are contained in a document related to this call.

In testimony of this call, we have subscribed our names on behalf of the congregation on this 23rd day of February, A.D. 2015

Jackie Kolassowski  
President

Cathy Bispe  
Secretary

Attested by \_\_\_\_\_

Bishop of the \_\_\_\_\_

Date of bishop's signing \_\_\_\_\_

## EMMANUEL LUTHERAN CHURCH

### Policy & Procedure

Approved By The  
Congregation Council  
APRIL 9, 2019

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**PERFORMANCE REVIEW POLICY AND PROCESS FOR LAY EMPLOYEES**

The primary reasons to complete employee performance reviews are to advise an employee if they are performing their job duties in an expected manner and to establish a basis for possible pay rate adjustments based upon the level of job performance.

Lay Employee Performance Reviews should be conducted annually except during the 1<sup>st</sup> year of service. During the 1<sup>st</sup> year of service an employee should be reviewed after three (3) months of service and again after nine (9) months of service.

Performance Reviews must be completed using the Emmanuel Lutheran Lay Employee Performance Review Form.

**EMMANUEL LUTHERAN  
LAY EMPLOYEE PERFORMANCE REVIEW FORM**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

APPRAISAL PERIOD FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**RATING SCALE:**

- 1) **EXCEEDS EXPECTATIONS:** Use this rating when the incumbent’s level of performance clearly exceeds that which was expected for the duty, responsibility, or characteristic.
  
- 2) **MEETS EXPECTATIONS:** Use this rating when the incumbent’s level of performance clearly meets that which was expected for the duty, responsibility, or characteristic.
  
- 3) **BELOW EXPECTATIONS:** Use this rating when the incumbent’s level of performance clearly is below that which was expected for the duty, responsibility, or characteristic.

**NOTE:** Comments are required when an employee receives a rating of Exceeds Expectations or Below Expectations on a particular job duty, responsibility or characteristic.

**RATING PROCESS:**

Using the position description, list up to ten (10) duties or responsibilities to be rated. Where the position description has fewer than six (6) duties or responsibilities, list each duty or responsibility. For each duty or responsibility listed, select one of the ratings described above. Use the number corresponding with the rating you choose, that is, a 1, 2, or 3. **Remember, “Comments” are required for ratings 1 and 3 and optional, but helpful for rating 2.**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**DUTIES AND/OR RESPONSIBILITIES**

1. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

2. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

3. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

4. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

5. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

**Page 2**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

6. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

7. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

8. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

9. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

10. Duty or Responsibility: \_\_\_\_\_

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

**PERSONAL CHARACTERISTICS**

1. Works well with others.

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

**Page 3**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

2. Completes assigned duties or responsibilities as expected with little supervision.

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

3. Reports issues of concern within a reasonable period of time.



Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

4. Arrives for assigned schedule on a timely basis and notifies Church officials when absences are anticipated.

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

5. When problems occur, responds in a reasonable manner.

Rating for the Duty or Responsibility: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

**Printed Name of Rater:** \_\_\_\_\_

**Signature of Rater:** \_\_\_\_\_

**ACKNOWLEDGEMENT**

By signing this Performance Review Form I am acknowledging that this completed Performance Review has been shown to me and that I have had the opportunity to provide comments.

**Signature of Individual being rated:** \_\_\_\_\_

The space below is for use of the individual being rated to make any comments they feel are pertinent to this Performance Review. Comments are optional.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMMANUEL LUTHERAN CHURCH**

**Policy & Procedure**

**Approved By The  
Congregation Council  
APRIL 9, 2019**

**SALARY REVIEW POLICY FOR LAY EMPLOYEES**

This revision supersedes and replaces all previous versions and revisions of the Salary Review Policy for Lay Employees.

Annually, pay rates of lay employees will be reviewed. Adjustments to pay rates will be based upon a number of factors to include but are not limited to job performance, equity of pay rate for the position, economic factors and what the church budget can accommodate.

This review will normally take place in September each year. The job performance factor will be based upon the most recently completed review forms.

When pay rates are adjusted due to economic factors, the Salary Ranges established for each position will be adjusted by an equal amount.

When pay rate adjustments are warranted, the pay rate adjustment determined for each employee will be effective beginning with the first pay period in January.

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