

**UNITARIAN UNIVERSALIST FELLOWSHIP OF POUGHKEEPSIE
POLICIES & PROCDEDURES**

**Policy on staff supervision
Revised : 10/18/07**

Effective Date: 09/21/2007 (Revision: 10/19/07)

PURPOSE: To clarify who has responsibility for hiring, terminating and supervising paid staff.

SUBORDINATION: Certain responsibilities and reporting relationships are delineated in the bylaws and the ministerial working agreement. This policy is intended to provide guidance where those documents do not specify those responsibilities and relationships in sufficient detail. Nothing in this policy is intended to override the bylaws or ministerial working agreement, which shall prevail in the event of a conflict.

POLICY: This policy relates to the following staff members: Minister, Director of Religious Education, Secretary, Custodian.

Minister: The Minister is called by 4/5 members of a corporate meeting called for that purpose (Bylaws XIV.3). The Minister may be dismissed by simple majority of the voting members at a corporate meeting called for that purpose (Bylaws XIV.4). The Minister is evaluated annually in the first quarter by the Committee on Ministry. The Minister will provide periodic information to the Board of Trustees at each Board meeting in a manner agreed to by the Board and the Minister.

Director of Religious Education: The Director of Religious Education is hired by the Board of Trustees upon recommendation of a Search Committee composed of a Board Member, members of the Personnel Committee, members of the Religious Education Committee and the Minister. The Director of Religious Education may be dismissed by the Board of Trustees in consultation with the Minister. The Minister or a member of the Executive Committee may suspend the Director of Religious Education for cause, with pay, pending review by the full Board of Trustees. The Director of Religious Education is supervised by the Minister, who consults periodically with the Religious Education Committee. The Director of Religious Education will receive an evaluation from the Minister each year in the first quarter. In completing the evaluation, the Minister will consult with the Religious Education Committee and may involve other member(s) of the Fellowship as well.

Secretary. The secretary is hired by the Personnel Committee, in consultation with the Minister. The secretary may be dismissed by the Personnel Committee in consultation with the Minister. The Minister or a member of the Executive Committee may suspend the secretary for cause, with pay, pending review by the Personnel Committee. The secretary is supervised by the Minister (ministerial working agreement). The secretary will receive an evaluation from the Minister each year in the first quarter.

Custodian: The custodian is hired by the Personnel Committee in consultation with the chair of the Buildings and Grounds Committee. The custodian may be dismissed by the Personnel Committee in consultation with the Minister and the chair of the Buildings and Grounds Committee. The Minister or a member of the Executive Committee may suspend the custodian for cause, with pay, pending review by the Personnel Committee. The custodian is supervised by the Minister (ministerial working agreement). The custodian will receive an evaluation from the Minister each year in the first quarter. In completing the evaluation, the Minister may consult with the Buildings and Grounds committee and the Board of Trustees.