

Adopted January 9, 2007

**2J. Hiring Policy submitted by Personnel Committee**  
Plymouth Congregational Church

This policy was written in order to provide clarity concerning the purpose and responsibilities for staff members and to avoid possible issues involved when a “member relationship” conflicts with a “staff relationship.” The policy also speaks to giving time to newly hired staff so each has a chance to learn and grow into a new position without the confusion that might result from long-held personal loyalties or former job expectations.

**1. Members of Plymouth are ineligible to be considered and/or hired as permanent church staff.**

**2. Members of Plymouth permanent staff are welcome to join the congregation, and will sign a policy statement at the time of hiring to affirm their understanding that:**

- a) their employee responsibilities are primary,
- b) they must take care to separate the voice used to express personal opinions as a congregational member from that used to give opinions as a professional staff member concerning congregational decisions, and
- c) they will be asked to take a hiatus from Plymouth programs when they leave a position

**3. Temporary staff members will be subject to the expectations found in #2, a and b above. Should it be considered beneficial to the church community, temporary staff may become permanent at the request of the senior minister and permission of both the Personnel Committee and church council. Once permanent, he/she will be subject to all elements within this policy.**

**4. When a permanent member of staff leaves, he/she will be asked to take a hiatus from Plymouth programs, including, but not limited to worship, social events, committees, and meetings:**

- a) In the case of lay employees, the Personnel Committee shall set the duration of the hiatus during the exit interview with the employee. If the staff member does not choose to attend the exit interview, the Personnel Committee will determine the length of the hiatus. The staff member will sign a statement of understanding that will reside in his/her personnel file. The member may again serve as a volunteer after hiatus in the same areas in which he/she has previously held professional responsibilities unless the Personnel Committee and/or council believe such action would be harmful to the church community. Each separate situation will be considered as it arises.
- b) In congruence with the prevailing customs and ethics of the UCC, clergy who wish to return to Plymouth's congregational life after prior permanent service, must first be in consultation with the Rocky Mountain Conference as well as Plymouth's Personnel Committee and church council. Decisions concerning renewing participation in Plymouth programs will be made after such discussions.