



Title: Volunteer Dismissal
Policy #: 32
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	3/17/15		TO DEVELOP A STANDARD, FAIR APPROACH TO DISMISSING VOLUNTEERS WHEN THE NEED ARISES

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to any volunteer of St. Paul Lutheran Church.

3 Policy

All volunteers are expected to demonstrate the behaviors that support the Vision of St. Paul Lutheran Church. They are also expected to perform at a fully competent level, and follow our policies and guidelines. Anyone who does not conduct themselves in this regard will be addressed through an improvement plan.

The purpose of the improvement plan is to encourage volunteers to take accountability for their conduct and to make improvements in their performance or behaviors. There are times when a conversation from a ministry leader may not be enough and at that time the following procedure will be followed. Any discussions will be confidential, to be discussed between the volunteer and the ministry leader. The Senior Pastor will be informed of any discussions of this nature by the ministry leader, prior to the discussions occurring.

4 Procedure

- If an issue arises with a volunteer, the ministry leader should initially address the issue directly with the volunteer.
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- If the issue does not get resolved, the ministry leader will talk with the Senior Pastor to inform him of the situation. That discussion will determine who will be involved in further discussion with the volunteer.
- The ministry leader, and the Senior Pastor if necessary, will then talk in person with the volunteer about the issue of concern and develop a plan to improve.
- If the Senior Pastor was not involved in the discussion with the volunteer, the ministry leader will follow up with the Senior Pastor regarding the outcome of the meeting.
- The ministry leader will follow up with the volunteer in a couple of weeks after the initial discussion to indicate if improvement has been seen or if additional concerns have arisen.
- If concerns continue, the ministry leader will work in conjunction with the Senior Pastor to counsel the volunteer when appropriate.
- If the concerns cannot be resolved, the ministry leader and the Senior Pastor will meet with the volunteer to dismiss them from their service in the ministry of issue.

5 Forms

None