FIRST UNITED METHODIST CHURCH OF WINTER GARDEN

TIMESHEET

Reminder: An employee cannot work more than the maximum allowable hours stipulated in his or her job description without prior authorization from the Pastor.

Name: _____

Pay Period Ending Date: _____

Date	General Nature of Activity Relating to Your Job Description	Daily Total Hours
Total Hours for Pay Period		

Notes

_____

Employee's Signature: Hours are Complete and Accurate Date

_____

Pastor's Signature: Authorization to Pay Date

Approved 10/2026

EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

I understand that the Employee Policies and Procedures Handbook (hereafter known as "Handbook") of The First United Methodist Church of Winter Garden, Florida, Inc. (hereafter known as "Church" or "we") describes important information about the Church and my employment relationship with the Church. I understand that the Pastoral Team, the Church Council, and the Staff Parish Relations Committee are responsible for implementing and interpreting the policies in the Handbook. I understand that I should consult with the Pastor or the SPRC whenever I have any questions, comments, concerns, or suggestions about information in the Handbook. I also understand that I should consult with the Pastor or the SPRC about any issues or concerns not addressed in the Handbook. I UNDERSTAND THAT I HAVE ENTERED INTO MY EMPLOYMENT RELATIONSHIP WITH THE CHURCH VOLUNTARILY. I ACKNOWLEDGE THAT THERE IS NO GUARANTEED, SPECIFIED LENGTH OF EMPLOYMENT. I UNDERSTAND THAT EITHER THE CHURCH OR I MAY END THE EMPLOYMENT RELATIONSHIP "AT-WILL" -- WITH OR WITHOUT REASON, AT ANY TIME, AND WITH OR WITHOUT NOTICE. I recognize that the information, policies, and benefits described in this Handbook are necessarily subject to change. I acknowledge that revisions to the Handbook may occur at any time, with or without reason, and with or without notice. I understand that revised information supersedes, modifies, or eliminates the existing policies. I acknowledge that this Handbook is not a contract of employment or a legal document. I recognize that this Handbook does not create any obligation on the part of the Church to have any reason to end or continue the employment relationship, to handle matters in a certain manner, or to provide certain benefits or programs to me. I further acknowledge that I have carefully reviewed the Church's policies prohibiting harassment and discrimination in the workplace and understand that I am bound to comply with these policies and to report any information regarding violations of these policies to the Pastor, the Church Council, or to the Staff Parish Relations Chair. Finally, I acknowledge that I have received a copy of the Handbook. Although certain sections may have been highlighted with me during my orientation, I understand that it is my responsibility to read, understand and comply with all of the policies contained in this Handbook and any revisions or amendments made to it. By signing this receipt, I acknowledge that I have received a copy of the Handbook, that I will read and understand the policies contained in the Handbook, and that I am fully aware of my obligations at all times to comply with the responsibilities set forth in the Handbook.

_____

Employee's Signature Date

_____

Employee's Printed Name

This is a sample copy, as the original copy will be returned to the Office Coordinator for inclusion in the employee's file.

EMAIL AND VOICEMAIL EMPLOYEE ACKNOWLEDGMENT FORM

I understand that all electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of the First United Methodist Church of Winter Garden. I also understand that these systems are to be used solely for Church-related purposes and not for personal purposes, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

_____

Employee's Signature Date

_____

Employee's Printed Name

_____

Pastor's Signature Date

_____

Pastor's Printed Name

Approved 10/2026