IOWA ANNUAL CONFERENCE

TREASURY NOTES

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Hiring of Employees

Many times I receive questions about the hiring practices within the church. The important consideration in any interview and in the application process is to insure that each question is related to the job for which the applicant is applying. Thus, I thought it might be helpful to list examples of questions that are prohibited on application forms or during an interview process.

Examples of prohibited questions:

- What year did you graduate from high school or college? *(can learn of age)*
- Please enclose a photograph (can learn race, national origin, sex or age)
- Are you married? What is your maiden name? *(illegal to ask about marital status)*
- What is your native language? Are you a U.S. citizen? Where were your born? (national origin discrimination)
- Are you disabled or what is the nature or severity of your disability? What caused your disability? *(disability discrimination)*
- How old are you? Or what is the date of your birth? *(age discrimination)*
- Do you plan to have children? Do you have children? What are your childcare arrangements? *(sex discrimination)*
- Are you pregnant? (pregnancy discrimination)
- Do you have a drug or alcohol problem? *(disability discrimination*)

Examples of permitted questions: (note how they are job related)

- Have you ever been fired or terminated?
- Tell me about the gap in the time frames shown on your resume?
- If hired, can you prove you are at least 18 years old?
- Can you show proof of eligibility to work in the United States?
- Are you able to perform essential functions of this job with or without accommodations?
- Would you be willing to travel? *(if that is part of the job requirement)*
- What would your last manager tell a potential employer about you?
- What skills do you think you would bring to this job?
- How much do you know about our organization?
- Who and what motivated you in the past?
- Why did you leave or want to leave your current or last position?
- When were you last responsible for doing this kind of work?
- How were you able to demonstrate teamwork in your last position?
- What do you consider your greatest work accomplishment?
- What does service mean to you?
- Where do you see yourself a year from now? In three or five years?
- Tell me about the last time you broke the rules to serve a person in need? *(flexibility, judgment)*
- Tell me how you have used humor to diffuse a tense situation. *(tact)*
- Give me an example of the time you went above and beyond the call of duty to assist a co-worker? *(unselfishness, teamwork)*
- Give me an example of how you worked with an extremely difficult co-worker or work situation? *(adaptability)*
- Tell me about the most difficult person you encountered at your last job? *(service focused)*
- What is the most important thing or skill you have learned in the last six months? *(willingness and ability to learn)*

Religious organizations may discriminate based on religion, a church organization may require that the employee be United Methodist or may indicate that applicants who are United Methodist will be given preference. Consistency is a key, be sure all applicants and employees are treated the same.

Be sure to check references on the person you may want to hire, and also do a background check. Always ask and have them sign a form allowing you to do both of these checks. You do not need to check the references on all the persons who apply, often it best to interview a potential hire and then decide who you may want for the job and check only those references. A little precaution in the hiring process can help lead to a successful hire.

Price of *2009 Conference Journal*

The Journal sub-committee has decided that due to increases in mailing costs, the price for the *2009 Journal* will increase to $20.00 per book. The Journal CDs will remain at the price of $7.00. Order forms will be available in the Pre-Conference Manual, on-line and from the Journal Editor. If you have questions about the Journal, please contact Jill Stanton at 515-974-8917 or Jill.Stanton@iaumc.org.

March Receipts

March always means that spring is coming and the Easter Season is with us. The celebration of God's love is manifested in the gift of His son killed on a cross and resurrected to new life. Thus, we celebrate by sharing our joy at God's grace for us by sharing our blessings with others. In this season I want to thank each church for sharing your blessing with the Conference. In return we send your gifts to many mission and ministry fields, thus, giving us hope to the multitudes. Thank you again for your gifts.

	2008	**4YR AVG**	**2009**
General Church	540,407 22.21%	371,731 15.85%	530,228 19.50%
Conference Ministries	1,400,054 13.85%	1,487,880 14.91%	1,320,278 12.82%
Conference Missions	436,846 13.94%	367,029 12.73%	401,498 12.06%
Total Apportionments	**2,377,307 15.16%**	**2,226,640 14.64%**	**2,252,003 13.78%**

Dependents Graduating in May

In 2008, the State of Iowa Legislation passed a bill allowing the following for dependents upon graduation from high school or college to continue on family health insurance past the age of 19 as follows: ***a.*** Completion of a dependent's full-time schooling if the dependent is age 25 or older. ***b.*** Dependent child who is not a full-time student or permanently disabled reaches age 25. ***c.*** Marriage of dependent.

Benefit Packets for Moving Clergy

Our office will be sending out the benefit packets for clergy moving by the end of April. It is important that the pension forms be completed. All moving Clergy must complete a new Before-Tax and After-Tax Contributions Agreement form for the UMPIP. Your salary paying unit needs to sign this form and keep the original for their file. There is also a change form which you will need to complete and send back to our office in the envelope provided to you. In order for your new church to be billed appropriately beginning July 1, we must have this information to submit to the General Board of Pensions. It is very important for you to complete any change forms for the HSA, HRA or Flex spending accounts so that Kabel Business can be notified of your new church and change amounts if applicable. Also, a group application for health insurance has been enclosed in the packets for our office to notify Wellmark Blue Cross/Blue Shield of your new home address change. If you have questions regarding any of this information, please contact Betty Palmer at (515)974-8921 or by email at betty.palmer@iaumc.org.

More Clergy Moving Information

Clergy who are moving this year are reminded to: 1) Return the yellow "Move Authorization Form" as soon as you have selected a mover. There is also a change of address form included and should be returned to our office. If you are scheduled to move, you should have received a move packet at your put-in containing these forms. Movers will not be at your residence to move you until they have an authorization letter from our office. 2) Remember, the move date for each pastor is set by the District Superintendent. Their office will notify you of your move date. If there is a complication, contact your District Office.

Conference Offices Closed

A reminder that all conference offices will be closed on April 10 for Good Friday

"The staff of Administrative Services wishes for all of you blessed celebrations of Christ's resurrection.