

**MUMBLES METHODIST CHURCH**

**Annex to Discipline and Grievance Procedures**

Church Employees and Line Management

EMPLOYEE

LINE MANAGER

Church Manager

Chairman, Church Management Committee

N.B. For the Church Manager, this means that the Chairman of the Church Management Committee will need to be involved at all stages of the Discipline Procedure other than the Appeal process, and that Stage 2 of the Grievance Procedure will need to be omitted.

Church Cleaner

Church Manager

Family & Youth Worker

Chair of the Family & Youth Worker  
Management Group

THEO'S STAFF

Since the Mumbles Methodist Church Coffee Shop is a separate legal entity, it is the responsibility of the Directors to establish discipline and grievance procedures for Theo's staff. In doing so they will need to apply the same principles as those which apply to the procedures for staff directly employed by the Church.

While the Minister of the Church can have no direct involvement in Theo's discipline and grievance procedures, since the company is owned by the Church Council there is an expectation that there will be full consultation with the Minister should any serious disciplinary or grievance situations arise involving Theo's staff.

*Revised nov 2012*