

Catholics for Life Staff Policies:

- **Hours:** Full-time staff work 40 hours per week. Part-time staff work 16 hours per week.
- **Income Caps:** The income staff receive will not exceed \$4,600 per month for Gabriel Vance and \$1,000 per month for Rachael Vance.
- **Extra Funding:** Anything raised over the income cap is saved in a LifeMinistriesUS account for income shortfalls in the future or ministry expenses.
 - Expenses are tracked and deducted for tax purposes by either LifeMinistriesUS and/or individual staff.
- **Benefits:** Catholics for Life will provide phone service for full-time staff.
- **Paid Time-Off (PTO):** All staff receive seven major federal holidays off (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day). Full-time staff receive an additional 10 PTO days for sick and vacation days. Part-time staff receive 5 PTO days.
 - A sincere effort must be made to find substitutes for any counseling at abortion facilities.
- **Overtime:** Extra hours worked can be accumulated to take time off in addition to the set PTO days.
 - Days off can be allowed using extra hours worked on previous days.
 - Any trips or special events can be compensated with one day off for each day dedicated to the trip or event. Even if the trip contains more than 8 hours of work on certain days, each day of the trip may only be compensated with an 8-hour workday off. (Ex. 12 hours of traveling in one day is not compensated as 12 hours off, but only one 8-hour workday off.)
 - Again, a sincere effort must be made to find substitutes for any counseling at abortion facilities.
- **Note on Feast Days:** As Catholic missionaries, if counseling is covered and timely tasks are complete, solemnities, the Triduum, and the Christmas Octave may be used freely to glorify God. Missionaries should use any of these feasts that fall on workdays to make time for prayer, receive the sacraments, be refreshed, and filled with grace for future work.
- **Sacraments:** As Catholic missionaries, staff may include time spent in Mass, adoration, and confession in their work hours, especially when this time is used to prepare for or to pray after sidewalk counseling and evangelism.
- **Study:** To be better equipped for outreach and evangelism, staff may dedicate up to one hour each workday to the study of apologetics. If preparing for a presentation or other project that necessitates more study, additional time may be taken.