

ST. JOHN'S UNITED CHURCH OF CHRIST  
POLICY MANUAL  
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# ST. JOHN'S UNITED CHURCH OF CHRIST

## POLICY MANUAL

**These Policies are under the general authority granted in the Constitution and By-Laws of St. John's United Church of Christ. Changes may be made only by a majority vote of the Consistory.**

### I. MEMBERSHIP POLICIES

A. Policies dealing with Active and Inactive Membership are stated in the Constitution.

### B. BAPTISMAL PRACTICES:

- a. We recognize all persons who have been baptized "in the name of the Father, Son and Holy Spirit" to be members of the Christian Church and within its sphere of love, care and support.
- b. We recognize the administration of the Sacrament of Baptism to infants to be normative. However, we acknowledge all baptisms to be valid, provided the Trinitarian Formula has been spoken.
- c. The Sacrament of Baptism shall be administered to any child provided that at least one parent is a member (Active or In-Active) of the congregation. If neither parent(s) is a member, the baptism can be performed with an Active Member of the congregation serving as the child's sponsor and joining the parent(s) in answering the baptismal questions.
- d. The Sacrament of Baptism shall be administered only within the context of the worshipping congregation or in the presence of representatives of the congregation.
- e. The names of persons baptized in this congregation or in another congregation shall be recorded in the permanent records of the church.

## **II. PERSONNEL POLICIES.**

The purpose of these Personnel Policies is to define the personnel administration provisions of St. John's United Church of Christ; to provide for the administration of the policies; and to insure that the employment, supervision, development, recognition and separation of all employees are legal, fair, uniform, and within the guidelines of the Constitution and By-Laws.

Further, these Personnel Policies are intended to assist employees in understanding the terms and conditions of employment. Employees should read, understand and comply with all provisions in the policies. No set of policies can anticipate every circumstance or question about policy. St. John's United Church of Christ reserves the right to revise, supplement, interpret, apply or eliminate any of the policies from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the policies as they occur.

See Organizational Chart inserted as separate page.

### **AT-WILL**

Employment with St. John's United Church of Christ is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, St. John's United Church of Christ may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

These policies are intended to assist employees in understanding the terms and conditions of their employment but are not intended to, and do not create an express or implied contract between any employee and St. John's United Church of Christ. None of the terms and conditions of employment as outlined in these policies, except as required by law, are to be construed as a promise that such terms and conditions will continue. The only recognized deviations from the stated policies are those authorized by the Consistory.

Unless stipulated otherwise in a signed Call or Covenant Document, employees who are employed as ordained pastors are subject to all Personnel Policies as documented in this policy manual.

### **1.00 GENERAL POLICIES**

1.10 Authority: Adoption of these Personnel Policies by the Consistory is under the general authority granted in the Constitution and By-Laws of St. John's United Church of Christ.

1.20 Scope: These Personnel Policies shall be applicable to all categories of employees listed in this policy manual, including the Nursery School Employees.

1.30 Administration: The Constitution and By Laws of St. John's United Church of Christ places in the Consistory the authority to hire and terminate employees, based on recommendations from the Personnel Committee.

1.40 Review: These policies will be reviewed at least annually by the Personnel Committee and the Nursery School Ministry in collaboration with the Personnel Committee.

1.50 Changes: Changes to these policies can be made only by majority vote of the Consistory. The Office Manager will be responsible for assuring that decisions of the Consistory are incorporated in the "Master Copy" of the Policy Manual that is maintained and available digitally on the church website.

1.60 Dress Code: Staff is responsible to dress in such a fashion to present an appropriate appearance and demeanor while at work.

1.70 Cell Phone Policy - Nursery School Specific: The Nursery School Staff may not use cell phones for personal calls while the children are in attendance at Nursery School. Nursery School Staff should use the Church office phone number as their emergency contact number during school hours.

1.80 Phone Policy (Personal and Church Phones) – General Church Staff: The church staff is asked to keep personal use of phones to a minimum that does not interfere with church business. The Church Staff should use the Church office phone number as their emergency contact number during office hours.

## **2.00 SELECTION AND EMPLOYMENT**

2.10 Basis: St. John's United Church of Christ shall employ staff on the basis of qualifications, merit and competence. The Consistory will act on hiring and / or termination recommendations of the Council on Personnel Committee as outlined in the Constitution and Bylaws.

2.20 EEO: St. John's is an Equal Opportunity Employer. We affirm a moral and legal commitment to support and implement a program of equal employment opportunity for all, and expressly prohibit any form of unlawful employee discrimination or retaliation based on race, color, national origin, sex, age, ancestry, disability, marital status, veteran status, genetic information, sexual orientation, gender identity or any other legally protected status.

- A. This policy applies to all terms and conditions of employment including, but not limited to, recruitment, selection, placement, transfer, promotion, training, compensation, benefits and termination.
- B. St. John's United Church of Christ will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should submit his or her request for a reasonable accommodation in writing. The employee should include any supporting documentation. If none is available, St. Johns United Church of Christ reserves the right to request supporting documentation. St. Johns United Church of Christ will use its utmost discretion in keeping such information confidential.
- C. Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Office Manager or Pastor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **2.30 Immigration Law Compliance**

St. John's United Church of Christ is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

- A. In compliance with federal law each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.
- B. It is St. John's United Church of Christ's policy to encourage team members or applicants to ask questions or submit complaints about immigration law compliance without fear of adverse action or reprisal.

#### 2.40 Background Checks/Clearances

Prior to employment all candidates must comply with all St. John's Safe Church requirements as outlined in the Safe Church Policies of St. John's United Church of Christ.

### **3.00 PHYSICALS AND IMMUNIZATIONS**

3.10 Pre Employment Physical -Following a job offer a physician's statement will be required before the prospective employee may begin work. This statement will include validation of the employee's ability to meet the physical requirements of the job.

3.20 Pre Employment Immunizations-There are no required immunizations. Information on immunization recommendations from the PA Department of Health will be given to the prospective employee to discuss with his or her physician.

PPD testing is required as part of the Pre Employment Physical. The prospective employee must be free of the risk of transmission of Tuberculosis to be able to start employment.

3.20. On-going Requirement for Physical Examinations: The employer may require the employee to get a physical examination at any time if there is reason to believe the employee's ability to perform his or her job is being compromised.

3.30 On-going Requirement for Immunizations may be required by particular job descriptions.

C. Reimbursement: The church and/or nursery school will reimburse the employee for out of pocket expenses related to required ongoing physicals and immunizations for employees.

#### 3.40 Other Pre-Employment Requirements

A. Nursery School Employees are required to have CPR certification before employment OR to obtain certification soon after employment when a class is offered.

B. All St. John's employees are required to take Mandated Child Abuse Reporter training.

### **4.00 CONTINUED EMPLOYMENT**

Continued employment of personnel shall be subject to the requirements of the church program, availability of funds, appropriate standards of personal conduct and acceptable performance of assigned responsibilities and maintenance of all St. John's Safe Church requirements.

### **5.00 PERSONNEL FILE ACCESS**

A personnel file will be maintained in a secure location for all St. John's employees. The Personnel Committee will assure maintenance of personnel files for all employees (see Records Retention Policy).

A. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

B. Personnel files are the property of St. John's United Church of Christ, and access to the information they contain is restricted and confidential.

C. Generally, only supervisors and management personnel of St. John's United Church of Christ and members of the Personnel Committee (as well as the current Nursery School Ministry

- Team Chair and Vice Chair Person for employees of the Nursery School Program) who have a legitimate reason to review information in a file are allowed to do so.
- D. An employee or a designee who wishes to review the file should contact the Office Manager in writing specifying the purpose for such review.
  - E. With reasonable advance notice, an employee or his or her designee may review his or her own personnel files during business hours in the church office and in the presence of an individual appointed by St. John's United Church of Christ to maintain the files.
  - F. Under no circumstances shall the employee remove the personnel file from the office.
  - G. Additionally, the employee may take notes on the contents of his/her file but shall not be permitted to make copies or remove any of the contents with the personnel file.
  - H. The employee shall have no right of access to any pre-employment file.

## 6.0 EMPLOYMENT CLASSIFICATIONS

### 6.10 Independent Contractor:

- A. Some positions at St. John's may be filled by appropriately qualified individuals working as Independent Contractor(s). Under IRS regulations, State law, or St. John's Policies, Independent Contractors working for St. John's are NOT considered to be employees. All arrangements must be stipulated in a written contract. Independent contractors paid \$600 or more for services provided during the year will be issued a 1099.
- B. Pastors who work as substitutes are always considered to be Independent Contractors as defined by the IRS.

### 6.20 Employees: These individuals are issued a W2 tax statement. It is the intent of St. John's United Church of Christ to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

- A. Regular Full-Time: An employee who has successfully completed the probationary period and is regularly scheduled to work an average of at least 35 hours per week. Generally they are eligible for St. John's United Church of Christ's benefits package, subject to the terms, conditions and limitations of each benefit program.
- B. Regular Part-Time: An employee who has successfully completed the probationary period and is regularly scheduled to work an average of less than 35 hours per week. Regular part-time employees are eligible for some benefits sponsored by St. John's United Church of Christ, subject to the terms conditions, and limitations of each benefit program.
- C. Temporary: An employee hired to complete a specific, assignment which is not expected to continue. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees are not entitled to benefits except those legally mandated such as workers' compensation and social security. (Example: A person hired to work during a leave of absence.)
- D. Occasional: An employee hired to work on an as-needed basis with no regular schedule to fill an irregular but reoccurring need. Occasional employees are not entitled to benefits except those legally mandated such as workers' compensation and social security. (Examples: Substitute Nursery School and Music Staff and Camp Staff.)
- E. Probationary: An employee whose performance is being evaluated to determine whether further employment in a specific position or with St. John's United Church of Christ is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

### 6.30 Probationary Period

Continuation of employment for all new regular full-time and regular part-time employees is subject to the successful completion of a probationary period and a favorable performance appraisal at the end of the probationary period.

- A. The probationary period for newly hired nursery school employees is 30 days.
- B. All other new employees are subject to a 90 day probationary period.

- C. Any significant absence will automatically extend a probationary period by the length of the absence. If St. John's United Church of Christ determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period.
- D. During the probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other St. John's United Church of Christ-provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.
- E. Upon satisfactory completion of the probationary period, employees enter the "regular" employment classification.
- F. Even after achieving a "regular" employment classification, all employees remain subject to St. John's United Church of Christ's policy that the employment relationship is at-will, and that either party can terminate the relationship with or without cause, at any time, so long as there is no violation of applicable federal or state law.

#### 6.40 Exemption or Non-Exemption from Receiving Overtime Pay

- A. For payroll purposes St. John's categorizes employees as either Exempt or Non-Exempt from federal and state wage and hour laws.
- B. Non-Exempt employees are entitled to overtime pay under the specific provisions of federal and state wage and hour laws.
- C. Exempt employees are excluded from specific provisions of federal and state wage and hour laws.
- D. An employee's Non-Exempt or Exempt classification may be changed upon notification by St. John's United Church of Christ management.
- E. Ordained pastors are classified as exempt employees.

#### 6.50 Job Descriptions:

- A. Job descriptions shall be written for all positions.
- B. A copy of the applicable job description shall be given to each employee at the time of his/her employment.
- C. The employee will be asked to read and sign his/her Job Description.
- D. A copy of the job description will also be included in his/her personnel file.

#### 6.60 Standard Work Week:

- A. The standard work week payroll purposes is Tuesday through Monday.
- B. The standard work week is 37.5 hours.
- C. The standard work day for a full time employee is 7.5 hours.
- D. Unpaid breaks of 30 minutes may be approved by the supervisor. Non-exempt employees will be relieved of all active responsibilities during unpaid breaks.
- E. A minimum of 35 hours per week shall constitute a full-time employee.
- F. Overtime is paid to non-exempt staff at a rate of one and one-half times the employee's regular rate of pay after 40 hours of work in a workweek.
- G. Overtime pay is based on actual hours worked. Paid Time Off (PTO) or any leave of absence will not be considered hours worked for the purpose of performing overtime calculations.
- H. All overtime work must receive the Supervisor's prior authorization.

#### 6.70 Work Week-Nursery school specific:

- A. The standard work week is Monday through Friday and is based on the Chambersburg Area School District school calendar (revised yearly).
- B. Each Nursery School staff member may, or may not, be working a five day week as there are various employment possibilities.
- C. Each staff member's number of days of employment is dependent upon the number of enrolled students for the various class options and the identified school year.
- D. The staffing assignment(s) for each school year will be made by Nursery School Ministry and in consultation with the Nursery School Director
- E. The hours of each staff member are based on the Nursery School's approved yearly calendar.
- F. The School's yearly calendar and job assignments are reported to the Personnel Committee.

## 7.00 COMPENSATION

### 7.10 Determination:

- A. Wages shall be determined by mutual agreement at the commencement of employment.
- B. Wages shall be reviewed at least once annually with input from appropriate ministries of the church for budget input.
- C. The Nursery School and Camp Ministry Teams in consultation with the Personnel Committee shall review Nursery School and Camp wages.
- D. All other wages shall be reviewed by the Personnel Committee.

### 7.20 Wage Administration-Non-Exempt:

- A. Each non-exempt employee submits to the supervisor, or his or her designee, a time slip on paper or electronically, every other Thursday.
- B. Staff is paid every other Monday for the preceding two (2) work weeks.

### 7.30 Wage Administration-Exempt: (This classification includes but is not limited to Ordained Pastors)

- A. Each employee submits to the supervisor a time slip every other Thursday. This time slip shall include an indication of standard work weeks or a non-standard work week when vacation, personal leave, sick, or other paid time off is used.
- B. The supervisor may request the time slip to include additional information concerning work performed.
- C. Exempt staff are paid on a salary basis as defined under wage and hour law. Pay, FICA allowance, and housing allowances (if applicable) are paid on a regularly established schedule.
- D. Usually the employee's pay is directly deposited into his or her bank account. Employees will receive an itemized statement of wage when St. John's United Church of Christ makes deposits.

### 7.40 Timekeeping and Administrative Pay Corrections

It is the policy and practice of St. John's United Church of Christ to accurately compensate employees and to do so in compliance with all applicable state and federal laws. The Church makes every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any corrections necessary. Please review your pay stub to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

#### A. Non-Exempt Employees

1. If you are eligible for overtime pay, you must maintain a record of the total hours you work each day. Your time record must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks.
2. When you receive your paycheck or direct deposit statement, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.



3. You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time record.
4. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time record.
5. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action up to and including termination of employment.

**Exempt Employees (This classification includes but is not limited to Ordained Pastors)**

B. If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for the Church. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

1. You will receive your full salary for any work week in which work is performed. However, under federal law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons in a workweek in which work was performed:
  - Full day absences for personal reasons not covered by other paid time off.
  - Full day absences for sickness or disability not covered by other paid time off, since we have a sick day (personal leave) pay plan and short-term disability insurance plan.
  - Full day disciplinary suspensions for infractions of safety rules of major significance (including those that could cause serious harm to others).
  - Family and Medical Leave absences (either full or partial day absences) if applicable
  - To offset amounts received as payment for jury and witness fees or military pay.
  - Unpaid disciplinary suspensions of one or more full days for significant infractions of major workplace conduct rules set forth in written policies.
  - The first or last week of employment in the event you work less than a full week.
2. Your salary also may be reduced for certain types of deductions, such as: your portion of health, dental or life insurance premiums; state, federal or local taxes, Social Security; or voluntary contributions to a 401(k) or pension plan. In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:
  - Partial day absences for personal reasons, sickness or disability.
  - Your absence because the facility is closed on a scheduled work day.
  - Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
  - Any other deductions prohibited by state or federal law.
3. Please note: It is not an improper deduction to reduce an employee's accrued vacation, personal, sick or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

**C. To Report Concerns or Obtain More Information**

It is a violation of the Church's policy for any employee to falsify a time record, or to alter another employee's time record.

1. It is also a serious violation of Church policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time record to under- or over-report hours worked.
2. If any manager or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, (2) alter another employee's time record to inaccurately or falsely report

that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it the Pastor or Office Manager immediately.

3. If you have questions about deductions from your pay, please contact the Office Manager immediately. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to the Office Manager immediately. If the Office Manager is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply within three business days), you should immediately contact the Pastor.
4. If you have not received a satisfactory response within five business days after reporting your concern and you are unsure who to contact to correct the problem, please immediately contact a member of the Personnel Committee.
5. Every report will be fully investigated and corrective action will be taken where appropriate, up to and including termination of any employee(s) who violates this policy. In addition, the Church will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Church's investigation of such reports. Retaliation is unacceptable and any form of retaliation in violation of this policy will result in disciplinary action up to and including termination of employment.

#### 7.50 Reimbursement of Expenses:

- A. All pre-approved Nursery School work-related expenses shall be reimbursed by St. John's Nursery School.
- B. All approved church work-related expenses shall be reimbursed by St. John's United Church of Christ.
- C. Use of a personal automobile by personnel for approved related travel will be reimbursed at the current rate allowed by Federal Income Tax provision. Travel between home and office is not reimbursed.
- D. To receive reimbursement for travel related expenses, the employee must submit a bill to for payment.

## 8.00 PERSONNEL DEVELOPMENT

#### 8.10 Training:

##### A. Nursery School employees:

1. The Nursery School shall encourage and assist all employees with the development and implementation of a program plan for their growth in appropriate relationship to the assigned duties.
2. The Nursery School shall provide time off pay for the time spent and cover payment of fees and expenses for pre-approved job-related growth experiences, upon approval of the Nursery School Ministry and or the Nursery School Director.

##### B. Lay Employees:

1. The church shall encourage and assist all employees with the development and implementation of a program plan for his or her growth, in appropriate relationship to assigned duties.
2. The church shall provide time off pay for the time spent and cover payment of fees and expenses for pre-approved individual job-related growth experiences, upon the approval of supervisor and the Personnel Committee. Time spent on approved personnel development activities will not count against the employee's available PTO.

##### C. Pastors

1. The church encourages ongoing professional growth. One week (including one Sunday) per year is allowed for these opportunities. The Pastor is expected to coordinate any absences with the Personnel Committee and to stay within the annual budgeted amount. Time spent on approved personnel development activities will not count against the Pastor's available PTO.

D. CPR Certification/Recertification and First Aid Training will be offered bi-annually for all employees and is required for Full and Part Time Nursery School employees.

a. Sabbatical Opportunities

A Pastor may have sabbatical opportunities as defined in his or her call or covenant document.

## 9.00 SUPERVISION AND EVALUATION

A. The Personnel Committee (or the appropriate supervisor) shall review with each employee, at least annually, his or her job description, assignment and terms and conditions of employment and his or her performance as an employee.

B. Additional Evaluation for Nursery School Staff:

1. At least two formal yearly classroom observation of each staff will be conducted. A written report from this observation will be presented to the staff member at a post-observation conference. This process serves to make the staff member aware of, and document how, their job performance compares to the goals of the position.

After the employee signs this report at the conclusion of the conference, the original report will be forwarded to the supervisor to be replaced in the personnel file with a copy provided to the staff member and to the Nursery School Director.

2. "Walk-through." Informal observations may also occur throughout the school year and therefore may become a part of the employee's annual evaluation.

## 10.00 BENEFITS – PAID TIME OFF (PTO)

Unless specified otherwise in his or her signed Call/Covenant Document, Pastors are paid for time off under the same policies as other employees as stipulated in these policies.

### 10.10 Definitions

A. Benefit Day- A Benefit day (other than Paid Time Off) is paid based on the amount of hours the employee had been scheduled to work on that day.

B. Benefit Year- Nursery School Specific-A benefit year for Paid Time Off is based on the school year.

C. Benefit Year-For St. John's employees other than Nursery School-A Benefit year for Paid Time Off is the 12-month period that begins on the employee's first day of employment.

### 10.20 Paid Time Off

General: St. John's believes that Employees have diverse needs for time off and has a PTO system which includes traditional vacation, sick and personal time. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves to cover personal needs.

#### A. Awarding of Paid Time Off-Ordained Pastors

1. Full Time Pastors are awarded five weeks of PTO on the first day of employment.

2. Part Time ordained Pastors' PTO is pro-rated based on the number of hours worked.

#### B. Awarding of Paid Time Off-Lay Employees

1. PTO is awarded on the first day of employment but cannot be used until the successful completion of the probationary period.

2. Annual PTO amounts are calculated and become available to the employee on the anniversary of the employee's first day of work (or at the beginning of the School Year for Nursery School Employees) according to the following schedules:

C. For Regular Full Time Employees on the following schedule:

ANNIVERSARY SCHEDULE	PTO AVAILABLE
End of probation-to the end of the 1 <sup>st</sup> year of employment	52.5 hrs or 7 days of PTO
At the 1 <sup>st</sup> anniversary to the end of the 2 <sup>nd</sup> year of employment	75 hrs. or 10 days of PTO
At the 2 <sup>nd</sup> anniversary to the end of the 3 <sup>rd</sup> year of employment	90 hrs. or 12 days of PTO
At the 3 <sup>rd</sup> anniversary to the end of the 4 <sup>th</sup> year of employment	112.5 hrs. or 15 days of PTO
At the 4 <sup>th</sup> anniversary to the end of the 5 <sup>th</sup> year of employment	142.5 hrs. or 19 days of PTO
At the 5 <sup>th</sup> anniversary to the end of the 6 <sup>th</sup> year of employment	157.5 hrs or 21 days of PTO
At the 6 <sup>th</sup> anniversary to the end of the 7 <sup>th</sup> year of employment	172.5 hrs. or 23 days of PTO
At the 7 <sup>th</sup> anniversary to the end of the 8 <sup>th</sup> year of employment	187.5 hrs. or 25 days of PTO
At the 8 <sup>th</sup> anniversary to the end of the 9 <sup>th</sup> year of employment	202.5 hrs. or 27 days of PTO
After 9 years of employment PTO does not increase.	

D. For Regular Part Time Employees on the following schedule:

USUAL WEEKLY WORK SCHEDULE	PTO HOURS AVAILABLE PER BENEFIT YEAR
12 hours	18 hrs.
19 hours	27 hrs.
22 hours	31 hrs.
25 hours	35 hrs.
30 hours	42 hrs.

E. Non-Accrued-Bonus PTO Hours (BPTO):

Beginning on the first day of employment all Full and Part Time employees will have available up to 21 Bonus PTO Hours per Benefit Year in addition to any PTO accrued through tenure. These Bonus PTO Hours may be used when an employee is scheduled to work and is available to work but work is not possible. Examples would include (but not be limited to) a day or part of a day declared as a “snow day” by the CASD, times when weather makes the church building inaccessible, or mechanical or utility problems which make work impossible in the church building. Employees using this benefit should indicate “BPTO” on his or her time slip.

F. Temporary and Occasional Employees are not eligible for PTO benefits or Bonus PTO

G. Use of PTO-Pastors and Lay Employees

1. Planned PTO-In order to arrange for proper coverage, Employees and Pastors must have approval of his or her supervisor or The Personnel Committee (in the case of the Pastor) for planned PTO.
2. Unplanned PTO-Employees are asked to notify the supervisor as soon as possible when using unplanned PTO.
3. An Employee may use available PTO up to the number of hours the employee had been scheduled to work that day.
4. PTO may be used in increments no smaller than ½ hour.

H. Available PTO balance is reduced when used.

I. Unused PTO may not be carried over from one benefit year to the next.

J. Earned, unused PTO is payable at the termination of employment on the following schedule:

1. Employees who have completed less than 5 years of employment will be paid for unused available PTO-up to 20 hours

2. Employees who have completed 5-10 years of employment will be paid for unused available PTO-up to 40 hours
3. Employees who have completed 10 or more years of employment will be paid for unused available PTO-up to 80 hours

#### 10.30 Paid Bereavement Leave

- A. With supervisor approval, regular full-time and regular part-time employees may receive:
  1. Three (3) scheduled days at full pay for bereavement leave for a death in the immediate family, which shall include parents, step-parents, grandparents, grandchildren, parents-in-law, household members, spouses, children and siblings.
  2. One (1) scheduled day at full pay for distant relatives (aunts, uncles, brothers-in-law or sisters-in law). This is normally the day of the funeral.
- B. Eligible employees may use bereavement leave to attend the funeral and make any necessary arrangements associated with the death. Generally bereavement leave is taken immediately following the death. However, there may be circumstances when a supervisor will recognize the need for flexibility, for example, if a memorial service is scheduled at a time in the future.
- C. Bereavement Leave days are in addition to any available PTO time which the employee may wish to use. The use of Bereavement Leave days does not reduce available PTO balance.

#### 10.40 Short-Term Disability

St. John's United Church of Christ provides a short-term disability plan to regular full-time employees who are unable to work because of a qualifying disability due to an injury or illness.

- A. It is the employee's responsibility to work with the insurance carrier to determine eligibility and to comply with reporting requirements.
- B. Eligible employees will receive benefits through the designated insurance carrier during the approved short term disability period up to 90 days.
- C. St. John's cannot guarantee reinstatement to employees returning from disability leave, unless reinstatement is required by federal, state, or local law, but will make every effort to reinstate employees to their former positions if church requirements permit.
- D. Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working.

#### 10.50 Paid Court Related Leave:

- A. Jury Duty: Regular full-time and regular part-time employees may be absent from scheduled work to serve on a jury (or to obey a summons issued by a legally established court).
- B. When an employee is called for jury duty, he/she will be paid the difference between jury duty pay and the normal pay the employee would have received up to a maximum of 10 days in any one-year period. If an employee is required to serve jury duty beyond the amount of church- paid jury duty days, he or she may use available vacation leave or request an unpaid jury duty leave of absence.
- C. Notification of jury duty should be reported immediately. Employee must submit payment record from the court.

#### 10.60 Paid Holidays:

- A. Regular full-time employees will be paid for the following holidays:

New Year's Day  
 Martin Luther King, Jr. Birthday  
 Presidents' Day  
 Easter Monday  
 Memorial Day  
 July 4th  
 Labor Day  
 Veterans' Day  
 Thanksgiving Day (2 days)

## Christmas (2 days)

- B. When any holiday falls on a Saturday or Sunday the supervisor of the office staff shall schedule another day off.
- C. If a recognized holiday falls during an eligible employee's Paid Time Off\_holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.
- D. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.
- E. An employee who is not eligible for a paid holiday may use earned Paid Time Off.

### 10.70 Leave of Absence-Unpaid

- A. Leave of absence without pay may be granted at the discretion of the Personnel Committee. Each request will be considered on its own merits with weight given to work record and staffing needs.
- B. A leave of absence is defined as time away from work for a specific period not to exceed three (3) months.
- C. During unpaid leaves of absence the employee is responsible for payment of benefit premiums.
- D. Unless otherwise required by applicable law, St. John's United Church of Christ cannot guarantee reinstatement of the employee upon completion of an approved leave of absence. Nonetheless, the church will make every effort to return the employee to a comparable position, subject to the church's need to fill vacancies and operating requirements.

### 11.00 BENEFITS – OTHER

GENERAL ELIGIBILITY/COVERAGE STATEMENT –Employees are eligible for a benefit at the start of employment or when a current employee changes status and becomes eligible. Enrollment may be limited only by any date limitations established by the benefit provider.

Social Security/Income Tax: Contributions required of employers under the Social Security Act and the Internal Revenue Code shall be made for all employees.

11.20 Workers' Compensation: St. John's United Church of Christ pays Workers' Compensation insurance on all employees as required by Pennsylvania State Law. Employees who sustain work-related injuries or illnesses should inform their supervisor or Office Manager immediately.

11.30 Unemployment Insurance: St. John's United Church of Christ is exempt from providing employees coverage under the Pennsylvania Unemployment Compensation Law.

### 11.40 Health/Dental/Vision Insurance: Regular Full-Time Employees

- A. Unless specified otherwise in his or her Call document, the Pastor's Health/ Dental and Vision Insurance benefit is the same as all other employees.
- B. St. John's United Church of Christ pays the premium for individual coverage health insurance.
- C. Individual Dental and Vision insurance is offered. The cost of the premium is the responsibility of the employee.
- D. Family Health/Dental and Vision Insurance is offered. The cost of the premium is the responsibility of the employee.
- E. Eligible employees may participate in the benefits plans subject to all terms and conditions of agreement between the church and the insurance carrier(s).
- F. Employees may enroll, drop, or change coverage upon hire, during open enrollment or when a qualifying event occurs. Eligible employees should notify the Office Manager in writing of their request.
- G. Benefits Continuation (Mini-COBRA)  
Mini-COBRA gives employees of small businesses and their qualified beneficiaries the opportunity to continue health insurance coverage under St. John's United Church of

Christ health plan when a "qualifying event" would normally result in the loss of eligibility. Under Mini-COBRA, the employee or beneficiary pays the full cost of coverage at St. John's United Church of Christ group rates plus an administration fee. When health coverage ends due to a "qualifying event", notice will be provided to the covered employee.

H. An eligible employee who waives Health/Dental/Vision Insurance must sign a written document stating that decision.

I. An employee who waives Health/Dental/Vision Insurance is eligible for compensation in lieu of this insurance. This is paid monthly, separately from normal wages. As of January 2017 that compensation is \$150 per month.

#### 11.50 Life/Disability Insurance:

St. John's United Church of Christ pays the premium for the Family Protection Plan and Life Insurance Plan as administered by the Pension Boards of the United Church of Christ for all regular full-time employees. This provides life insurance and long-term total or partial disability insurance.

#### 11.60 Pension

A. Ordained Clergy- St. John's United Church of Christ participates in the Annuity Fund for Ministers as administered by the Pension Boards of the United Church of Christ Pension Plan on behalf of full-time exempt employees.

B. Lay employees- St. John's United Church of Christ participates in the Retirement Fund for Lay Workers as administered by the Pension Boards of the United Church of Christ Pension Plan on behalf of regular full-time employees.

#### 11.70 Group Life Insurance:

Ordained Clergy - St. John's United Church of Christ pays the premium for Group Life Insurance as administered by the Pension Boards of the United Church of Christ for ordained clergy.

## 12.00 CHURCH CLOSING POLICY

12.10 Worship Services: It is the goal to hold all scheduled worship services whenever possible. The Pastor and Trustees will determine if weather or other conditions exist which make it impossible or unsafe to conduct worship services.

12.20 Other SJUCC Program Activities: SJUCC will follow the same schedule as the Chambersburg Area School District. If school is cancelled for the day, all church activities for that day will be cancelled. If school is delayed in the morning, all morning church activities will be cancelled. If school is dismissed early, all evening church activities will be cancelled.

#### 12.30 Nursery School Specific:

A. A Chambersburg Area School District snow closing day is an unpaid day for Nursery School staff. Staff members may choose to use available Paid Time Off on a day when CASD is closed due to inclement weather.

B. Snow Make-Up Days: An attempt will be made to make up snow days. Therefore, additional days may need to be added to the Nursery School calendar at the discretion of the Nursery School Ministry.

#### 12.40 Lay Employees:

- A. Office Staff: Because it is impossible to determine who can or cannot safely report for work, it will be the responsibility of each person to decide if he or she can work, or if he or she needs to work a reduced schedule.
- B. Custodial Staff: Due to the nature of the job and in order to make our building accessible, custodial staff will be expected to report to work as soon as possible during inclement weather to assume responsibilities for snow and ice removal and to apply salt as outlined in the job description.
- C. Pay When Unable to Work: If the employee decides to work a reduced schedule or to not report to work due to inclement weather, he or she may use accrued PTO, or take unpaid time off.
- D. Communication of late arrival or early departure time will be expected to occur in advance with the supervisor.

12.50 Communication of Cancellations or Closings: Announcement will be made in all possible media including voicemail, website, and/or email blast.

### **13.00 COMPUTER, EMAIL AND INTERNET POLICY**

#### **GENERAL:**

- The Computer, Email and Internet Usage Policy applies to all employees of St. John's United Church of Christ who have access to computers and the Internet to be used in the performance of their work.
- Use of the Internet by employees of St. John's United Church of Christ is permitted and encouraged where such use supports the goals and objectives of the church. However, access to the Internet through St. John's United Church of Christ is a privilege and all employees must adhere to the policies concerning computer, email and Internet usage.
- If an employee is unsure about what constitutes acceptable computer, email, or Internet usage, then he/she should ask his or her supervisor for further guidance and clarification.
- All terms and conditions as stated in this policy are applicable to all users of St. John's United Church of Christ who have access to computers and the Internet to be used in the performance of their work.
- All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above.
- Violations of this policy may result in disciplinary and/or legal action, up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy.
- Employees should notify the Office Manager upon learning of violations of this policy. .

#### **13.01 Guidelines**

- Employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted. Job-related activities include research and educational tasks that may be found via the Internet that would help an employee in their role.
- The use of social media on St. John's United Church of Christ's equipment is not permitted unless work-related and approved by the Supervisor.
- The use St. John's United Church of Christ's email addresses to register on social networks, blogs or other online tools utilized for personal use is not allowed.
- Carefully read these guidelines, St. John's United Church of Christ's Employee Conduct and



Work Rules Policy and the Sexual and Other Unlawful Harassment Policy, to ensure your computer, email and Internet usage are consistent with these policies.

- All Internet data that is composed, transmitted and/or received by St. John's United Church of Christ computer systems is considered to belong to St. John's United Church of Christ and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- The equipment, services and technology used to access the Internet are the property of St. John's United Church of Christ and the church reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections. Accordingly, employees should have no reasonable expectation of privacy over any file, communications, or other information stored or transferred on Information Resources utilized by St. John's United Church of Christ.
- Email sent via the church email system should not contain content that is deemed to be offensive or inappropriate. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- All sites and downloads may be monitored and/or blocked by St. John's United Church of Christ if they are deemed to be harmful, inappropriate and/or not productive to the business.

### 13.02 Unacceptable Uses

Unacceptable use of the Internet by employees include, but are not limited to the following:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via St. John's United Church of Christ email service. This includes but is not limited to sexually explicit images or messages, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.
- Taking photos of employees, pre-school students, volunteers or members and posting them to Internet websites and/or on social media without prior written authorization from the Supervisor or from the person(s) pictured.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- Stealing, using, or disclosing someone else's password without authorization.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential organization material or proprietary information outside of the church.
- Hacking into unauthorized websites.
- Sending or posting information that is defamatory to the church.
- Introducing malicious software on the church network and/or jeopardizing the security of the organization's electronic communications system.
- Sending or posting chain letters, solicitations, or advertisements not related to church purposes or activities.
- Passing off personal views as representing those of the church.

### 13.03 Use of Personal Social Media

#### GENERAL:

St. John's requests that all employees respect the privacy, reputation personal reputation and character of its employees and program participants by refraining from the posting of unauthorized pictures or inappropriate comments in social media.

## 14.00 EMPLOYEE CONDUCT AND WORK RULES

### A. General Statement

To ensure orderly operations and provide the best possible work environment, St. John's United Church of Christ expects employees to follow rules of conduct that will protect the interests and safety of all employees and the church.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace.

### B. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating church-owned equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of church-owned property
- Insubordination
- Violation of safety or health rules
- Smoking, including e-cigarettes, in prohibited areas
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct as determined by St. John's United Church of Christ
- Any other conduct of a serious nature that, in the sole opinion of St. John's United Church of Christ, violates the standards it can reasonably expect from employees.
- Violation of the Computer, Email and Internet Usage Policy.

### C. Two possible infractions are given special attention in these policies.

#### 1. Sexual and Other Unlawful Harassment

St. John's United Church of Christ is committed to providing a work environment that is free from all forms of discrimination and conduct that can reasonably be considered or perceived to be harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, gender identity or any other legally protected characteristic will not be tolerated.

##### a. Definition

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, jokes.

- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

b. How to Report Unlawful harassment

- i. If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to a supervisor or manager. All complaints will be taken seriously and thoroughly investigated. If a supervisor or manager is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Pastor or a member of the Personnel Committee. You can raise concerns, make reports, and participate in a related investigation without fear of reprisal or retaliation.
- ii. All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.
- iii. Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Pastor so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be disciplined up to and including termination.
- iv. If you are unable to resolve a matter involving harassment within St. John's United Church of Christ, complaints may be made within 180 days to the Pennsylvania Human Relations Commission and within 300 days to the Federal Equal Employment Opportunity Commission. Further information about these agencies is listed below and available on posted bulletin boards or from the Office Manager.

<http://www.phrc.state.pa.us> <http://www.eeoc.gov/>

2. Violation of St. John's Safe Church Policies including but not limited to abuse of a child, youth or vulnerable adult.

If an employee is alleged to have abused a child, youth or vulnerable adult he or she will immediately be removed from the work environment. See Administrative Leave Policy for further details.

**15.00 Progressive Discipline**

- A. The purpose of this policy is to state St. Johns United Church of Christ's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The church's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.
- B. Although employment with St. John's United Church of Christ is based on mutual consent and both the employee and St. Johns United Church of Christ have the right to terminate

employment at will, with or without cause or advance notice. St. Johns United Church of Christ may use progressive discipline at its discretion and reserves the right to combine and skip steps depending upon the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

- C. Disciplinary action may call for any of four steps – There may be circumstances when one or more steps are bypassed.
  - a. verbal warning,
  - b. written warning,
  - c. suspension with or without pay,
  - d. termination of employment -- depending on the severity of the problem and the number of occurrences.
- D. Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.
- E. St. Johns United Church of Christ recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.
- F. While it is impossible to list every type of behavior that may be deemed a serious offense, the Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.
- G. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the team member and the church.

#### **16.00 ADMINISTRATIVE LEAVE**

At the discretion of the Personnel Committee, an employee may\* be placed on Administrative leave without pay, in circumstances following an allegation of misconduct which requires an investigation and review of the related facts. The employee will be temporarily removed from the work environment pending appropriate investigations and/or action of the Consistory. Investigations shall be conducted in an expedited manner as circumstances allow. At the conclusion of the investigation, if it is determined the employee was not at fault, any wages owed while on administrative leave without pay may be restored.

\*In cases of alleged abuse of a child, youth or vulnerable adult the Administrative Leave is mandatory and is NOT at the discretion of the Personnel Committee. In these cases, investigations are done by governmental authorities, not by the Consistory.

#### **17.0 PROBLEM RESOLUTION**

St. John's United Church of Christ is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from St. John's United Church of Christ supervisors and management.

- A. If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with St. John's United Church of Christ in a reasonable, business-like manner, or for using the problem resolution procedure.
- B. If a situation occurs in which an employee believes that a condition of employment or a decision affecting him/her is unjust or inequitable, he/she is encouraged to make use of the following steps. The employee may discontinue the procedure at any step.
  - 1. The Employee presents the problem to the immediate supervisor after the incident occurs. If the supervisor is unavailable or if the employee believes it would be inappropriate to

contact that person, the employee may present the problem to the Office Manager, Pastor, or a member of the Church on Council and Ministry.

2. The Supervisor responds to the problem during a discussion or after consulting with the appropriate management, when necessary. The Supervisor documents the discussion and efforts are made to resolve the issue.
3. If the supervisor fails to resolve the complaint to the satisfaction of the employee, the employee may put the issue in writing and submit it to the Personnel Committee through the chairperson.
4. The Personnel Committee will gather information from all parties involved, and make its decision. The Chairperson informs the employee of the decision and forwards a copy of the written response to the Office Manager for the employee's file.
5. If satisfaction is still not reached, the employee may submit the issue in writing to the Consistory for resolution. Upon receipt of the complaint, the Consistory will investigate and render its decision. The Consistory's decision will be final.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

## **18.00 SEPARATION**

### **12.10 Retirement:**

Voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the church. A notice of at least 30 days is requested.

### **12.20 Resignation:**

- A. Voluntary employment termination initiated by the employee. Employees are requested to submit a resignation at least two work weeks before the effective date, or otherwise by mutual agreement.
- B. Discharge: Involuntary employment termination initiated by the church.

### **12.30 Reduction of Work Force:**

Involuntary employment termination initiated by the church for non-disciplinary reasons. The separation of employees due to a reduction of the work force will take effect after at least two (2) weeks' notice, or payment of equivalent salary in lieu of such notice.

### **12.40 Death:**

- A. In the event of death of an employee who has been employed for five (5) years or more, the surviving spouse or, if there is no spouse, the dependents (a dependent is defined as a person for whom the employee was entitled to claim a Federal Income Tax exemption) will receive, share and share alike a gift of one (1) month's salary.
- B. For an employee who has been employed less than five years, the gift will be prorated, but be no less than two (2) weeks' salary.

## **19.00 SMOKING, WEAPONS and SUBSTANCE ABUSE**

All employees must adhere to all Safe Church policies at all times when on duty.

## **III. FINANCIAL & FACILITIES POLICIES**

The purpose of these Financial Policies is to define the parameters under which staff and officers of the church will conduct the financial affairs of the corporation. These policies exist within the authority of the Constitution and By-Laws.

### **1.00 GENERAL POLICIES**

1.10 Basis:

St. John's uses Cash Basis Accounting in conformity with Generally Accepted Accounting Principles.

1.20 Review:

These policies will be reviewed at least annually by the Stewardship Council.

1.30 Changes:

Changes to these policies can be made only by the majority vote of the Consistory.

**2.00 BUDGET PROCESS**

An annual all-church budget shall be developed and presented by the Stewardship Council to the church Consistory for approval in time for presentation to the Congregation at the Annual Meeting in November. The budget shall include detail income and expense items in a format compatible with the monthly financial reports.

The Nursery School portion of the budget (July-June) will be developed by the Nursery School Ministry in consultation and collaboration with the Nursery School Director, Head Teacher and the Personnel Committee. The final proposed budget draft will be shared with the Stewardship ministry team before each school year begins

**3.00 FINANCIAL REPORTING**

3.10 Funds:

A fund accounting system that meets the needs of St. John's will be used for financial recording and reporting.

3.20 Chart of Accounts:

A current Chart of Accounts with clear descriptions will be maintained by the financial secretary and will be available in the church office.

3.30 Monthly Reporting:

Monthly financial reports in a format that meets the needs of Consistory will be made available before each meeting.

The treasurer will review the financial reports at each Consistory meeting and highlight important information that Consistory needs to act upon or be made aware of for general purposes.

The treasurer will present a report to Consistory from the Investment Committee at least annually.

**3.40 Fund Transfers:**

If it becomes necessary to transfer monies from the trust funds, approval must be given by the Treasurer and/or President and reported to Consistory and so noted on financial reports.

**4.00 EXPENDITURES**

A "Purchase/Payment\_Request" Form, an approved invoice, and /or authorized requisition will be required for payment of all invoices.

**4.10 Approvals:**

A. Budgeted

The Pastor(s), Trustees, Office Manager and Treasurer are authorized to approve budgeted expenditures.

B. Un-Budgeted

1. The Pastor(s), Trustees and Treasurer are authorized to approve unbudgeted expenses from available funds. The Consistory will be notified of such expenditures.
  2. The Consistory is authorized to approve unbudgeted expenditures to \$10,000, before receiving the approval of the congregation.
- C. All additions of property and equipment should be properly authorized by the Trustees. The decision to purchase a capital asset or make a significant improvement or repair should be an informed one based on the current year budget and the needs of the Church. In order to exercise responsible stewardship of the Church's assets, competitive bids should be solicited for all property and equipment purchases, improvements, or repairs that exceed \$10,000. A minimum of three (3) bids should be solicited and evaluated by the Trustees. The low bid does not necessarily need to be accepted, as other factors may take precedence. However, the decision to support accepting other than the low bid should be documented and approved by Consistory before acceptance is final.

#### 4.20 Check Payment:

Checks will be prepared regularly taking advantage of cash discount when cash flow permits. Payments will be scheduled to not be penalized for late payment charges, but not paid unnecessarily early. The Treasurer, Assistant Treasurer and Authorized Check Signatory are authorized check signers. The Pastor(s) are authorized check signer(s) for the "Pastor Discretionary Account."

#### 4.30 Petty Cash:

General: A Petty Cash Fund up to \$200 is maintained by the Office Manager to pay small expenditures outside the check writing system. This account will be reconciled when replenished at least annually.

Nursery School: Petty Cash for the Nursery School is generated through the tuition process. Total available petty cash for a classroom will be determined by the Nursery School Ministry and be based upon the number of registered students in that class. No petty cash is distributed to the teacher assistants.

- A. Receipts must clearly articulate what was purchased.
- B. Receipts must be maintained and turned in to the Nursery School Ministry
- C. Any adjustment of petty cash allotment must be approved by Nursery School Ministry.

## **5.0 DONATIONS**

### **5.10 NON-MONETARY DONATIONS**

Any non-monetary donation must be officially accepted by the Stewardship Ministry which has the authority to refuse any non-monetary donation that is not in the best interest of St. John's.

### **5.20 ENVELOPES**

All members are assigned a member number and provided with weekly envelopes. The envelopes do not include lines for specific allocations as St. John's promotes donations from members to support budgeted needs. When an Active member becomes Inactive he or she no longer receives envelopes.

### **5.30 DESIGNATION OF ENVELOPE DONATIONS**

Special envelopes are available for specific purposes. Other envelopes with no specific designation are for donations for general use of the church.

A member may also note a specific designation on the envelope, and the funds will be utilized accordingly. It is important to note that envelope donations designated for general uses of the church, will be used to cover budgeted expenses since the designation is not specific.

#### **5.40 NAMING OF DONATIONS**

The Consistory of St. John's reserves the right to decline donations which include stipulations by the donor for "naming rights" that are deemed by the Consistory to be inappropriate.

**5.50 DONATIONS TO THE NURSERY SCHOOL** Funds donated or bequeathed to the Nursery School will be deposited to the General Fund Account and tracked as "allocated income" for the Nursery School. The Nursery School Director will inform the Nursery School Ministry of the balance available in this "allocated account", which will be updated monthly in the accounting records.

#### **5.60 UNBUDGETED ITEMS**

Members are encouraged to also support unbudgeted items. Donations to support specific needs will be utilized for the purposes intended by the donor. These could include special equipment needs, unexpected repairs funding or emergencies, etc. These "allocated" donations will be tracked separately in the accounting records and monitored until spent for the intended purpose.

#### **5.70 DONATION OF STOCKS**

Any stocks donated will be sold within five business days of receipt. This will be coordinated by the Treasurer or Assistant Treasurer.

#### **5.80 MEMORIALS and BEQUESTS**

Memorial donations and bequests are accepted by St. John's (except as stated in 5.10). Monetary receipts will be deposited into the general checking or savings account of St. John's. The Office Manager will contact the family to determine the intended use of the funds and a letter will be sent to the family to document that understanding. If there is no designation from the family the funds will be deposited into the General Fund. However, the Stewardship Ministry has the authority to recommend to Consistory any use it feels is appropriate for undesignated bequests or memorials. Consistory is the final authority in this situation. Designations for use by the family will be accounted for as "allocated funds" and spent accordingly.

#### **5.90 ENDOWMENT FUND**

St. John's maintains an Endowment Fund for the purpose of preserving funds for the financial support for the operations, missions and ministries of St. John's. The Fund is maintained separately from the general accounts of the church. Funds are maintained in two categories; Restricted and Unrestricted.

##### **5.91 FUND NAMES**

- a. Restricted-Gifts given that may only be used for particular purposes as specified by the donor. Restricted gifts may also be restricted such that the principal cannot be spent, only the income. In such case, "income" will be determined by the Spending Policy 5.92. A minimum of \$10,000 is required to establish a new Restricted Fund within the Endowment Fund.
- b. Unrestricted-Gifts which may be used for any purpose deemed appropriate.

##### **5.92 SPENDING POLICY**



The purpose the policy is to conserve the principal and to make use of only the income generated by the funds. The valuation date of the Endowment fund shall be June 30 of each year. Each year, as part of the budget preparation process, the market value of the total portfolio for the preceding three (3) years shall be averaged. This three (3) year average is then multiplied by five percent (5%) to determine the total maximum distribution from the Fund for the coming year. Any use of the Endowment Fund beyond that allowed by the Spending Policy requires approval of the Consistory subject to the limitations of the ByLaws of St. John's UCC.

#### **5.93 INVESTMENT POLICY**

A. The Investment Goals and Objectives for the Fund shall be:

1. To conserve the principal of the fund for the effective maintenance of purchasing power;
2. To provide a level of support for church programs as determined by the spending policy summarized in these policies and to be consistent with maintaining or modestly increasing the purchasing power of the Fund; and,
3. To provide a satisfactory return on investment for the support of the church. Specifically, the investment target of the Fund is to attain an average annual return (net of investment management fees) of at least five percent (5%) over the long term.

#### **B. GUIDELINES**

To achieve its investment objectives, funds contributed by members and friends of St. John's will be managed in a manner consistent with prudent investing of funds. The Consistory or its designated council or committee, including any investment managers employed by the Consistory or its designated council or committee, shall have full authority in determining portfolio mixture of investments in the funds and in the selection and retention of investments.

#### **5.94 ENDOWMENT REPORTS**

The Treasurer will be responsible for obtaining Endowment reports from the Investment Manager(s) and for reporting as required by the By-Laws of St. John's UCC.

#### **6.00 AUDIT**

There will be an annual audit of the financial records of the church. An appointed audit committee will present their report to Consistory. This report and recommendations from this committee will be acted upon.

#### **7.00 USE OF CHURCH FACILITIES**

- A. St. John's United Church of Christ makes its space available to individuals and organizations whose use of the space does not conflict with the purpose of St. John's or with St. John's Safe Church Policies. A usage fee is recommended by the Trustees and is approved by Consistory.
- B. Some organizations/events have no usage fee assessed. Examples include :

- a. Organizations (such as Scout troops) officially recognized by Consistory.
  - b. Events planned and conducted by Councils, Boards and Ministry Teams of St. John's.
  - c. Meetings of official St. John's groups.
- C. The Trustees must approve, in writing, all use of church facilities whether or not a fee is assessed. Trustees will assure that any use complies with all Safe Church policies.
- D. Use of church facilities is scheduled through the church office.

**7.10 BUILDING ACCESS AND SECURITY**

- a. All users will be issued a Key or Key Card for which a returnable \$50 deposit is charged.
- b. Users will be responsible for locking the church, turning off all lights and assuring bathroom water is not running when leaving the building.

**7.20 USER'S RESPONSIBILITIES**

- A. Any person or organization wishing to use church facilities at St John's should submit the request to the Church office by completing a "Building Reservation Contract." Trustees reserve the right to review and change agreements as needed.
- B. The user assumes full responsibility for the proper care and use of the church facilities. Any damage to the facility during use will be invoiced to the user and is payable upon receipt.
- C. The user is responsible for contacting the Church Office Staff to make any arrangements for special needs (room set-up, cleaning, etc)

**7.30 Maintenance/Custodial FEES FOR NON-CHURCH MEMBERS**

ROOM	FEE Monday-Thursday	FEE Friday-Sunday	MAXIMUM ALLOWED OCCUPANCY
Conference Room	\$50	\$100	1-25
Fellowship Hall	\$150	\$250	1-250
Kitchen	\$150	\$150	1-10
Parlor	\$50	\$110	1-30
Room #7	\$60	\$110	1-80
Sanctuary	\$500	\$600	1-500

**7.40 MAINTENANCE /CUSTODIAL FEES FOR Active, In-Active and Potential Church Members (As Defined in Church Windows Software) requesting to use CHURCH FACILITIES FOR PERSONAL USES (EXCEPT WEDDINGS AND FUNERALS See 7.50)**

ROOM	FEE Monday-Thursday	FEE Friday-Sunday	MAXIMUM ALLOWED OCCUPANCY
Conference Room	\$25	\$50	1-25
Fellowship Hall	\$75	\$125	1-250
Kitchen	\$75	\$75	1-10
Parlor	\$25	\$55	1-30
Room #7	\$30	\$55	1-80

**7.50 WEDDINGS AND FUNERALS**

There will be no charge for the use of the church facilities for a wedding or funeral held at St. John's for:

- A. An Active, In-Active or Potential Member (As Defined in Church Windows Software).
- B. Persons who are not members but who have a significant connection with St. John's. Examples would include but not be limited to a Pastor Emeritus or an employee.
- C. Persons who are not members but who are related to an Active or Inactive Member. Examples would include but not be limited to the spouse of a member who is not a member or child is not a member of St. John's.

#### 7.60 Access to Church Building

To assure the safety of our staff and the participants in our programming, the church building doors are kept locked or physically monitored.

The exception to this policy is events to which the public is invited. During such events, the leaders of the event will be expected to open the minimum number of doors and to make a good faith effort to physically monitor any doors left unlocked.

- A. Key Pads-During the hours the church office is open, access is gained through electronic key pads.
  - 1. At the West end of the building there are two key pads.
    - a. The Head Start program controls access into the building through one key pad designated to that program.
    - b. The Church Office controls access into the building through the second key pad. A camera monitoring system is used.
  - 2. At the East end of the building there are two key pads.
    - a. The Nursery School program (and the Church Office as a back-up) controls access into the building through one of the key pads.
    - b. The Church Office controls access into the building through the second key pad. A camera monitoring system is used.
  
- B. Keys, Electronic Access Cards or Key Fobs may be issued by the Pastor, Office Manager or Safe Church Compliance Steward to the following persons:
  - 1. Active members of St. John's who are chairpersons / leaders of programs, ministry teams or events. These leaders are responsible to provide access to other members of their group as necessary.
  - 2. Leaders of programs or events which have been authorized to be held at St. John's, whether members or not. These leaders are responsible to provide access to other members of their group as necessary.
  - 3. Employees
  - 4. Active members who are involved in ongoing maintenance/custodial work of the church.
  - 5. Trustees, Deacons and Elders during their tenure on Consistory.
  - 6. Representatives of Contractors or Rental Agreements.

These persons will be asked to sign that they have been given these keys, cards or fobs.

- C. Persons with keys, cards or fobs are asked to return them at the end of their tenure.
- D. At least annually, records will be reviewed and persons will be requested to return keys, cards or fobs if appropriate. If not returned, cards and fobs will be deactivated.

## 8.0 RECORDS RETENTION AND SECURITY

### 8.10 Administrative Records

St. John's United Church of Christ will maintain records under the following schedule:

Accident reports and claims (settled cases).....	7 yrs.
Audit reports (internal or external).....	Permanently
Bank reconciliations.....	1 yr.
Cash books.....	Permanently
Chart of accounts.....	Permanently
Checks (Canceled but see exception below).....	7 yrs.
Checks (Canceled for important payments, i.e., ..purchases of property, contracts, etc.; checks should be filed with the papers pertaining to the underlying transaction).....	Permanently
Contracts and leases (expired).....	7 yrs.
Contracts and leases still in effect.....	Permanently
Correspondence (general).....	3 yrs.
Correspondence (legal and important matters only).....	Permanently
Deeds, mortgages, and bills of sale.....	Permanently
Duplicate deposit slips.....	1 yr.
Employee personnel records (after termination).....	3 yrs.
Employment applications.....	3 yrs.
Expense analyses and expense distribution schedules.....	7 yrs.
Financial statements (end-of-year, other months optional).....	Permanently
General and private ledgers (and end-of-year trial balances).....	Permanently
General ledger history reports.....	3 yrs.
Insurance policies (expired).....	3 yrs.
Insurance records, current accident reports, claims, policies, etc.....	Permanently
Internal reports (miscellaneous).....	3 yrs.
Invoices from vendors.....	7 yrs.
Journals.....	Permanently
Minute books of Consistory, including By-Laws and Constitution.....	Permanently
Payroll records and summaries, including payments to pensioners.....	7 yrs.
Petty cash vouchers.....	3 yrs.
Property records - including costs, depreciation, reserves, end-of-year trial balances, depreciation schedules, blueprints and plans.....	Permanently
Requisitions or check request forms.....	1 yr.
Tax documents.....	Permanently
Time records.....	7 yrs.
Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses).....	7 yrs.
Donation envelopes and contribution records.....	Current and immediate past calendar year.

Current Consistory members, Church Treasurer, Assistant Church Treasurer and ministers

have complete access to these records. Church staff has access only as authorized by

Consistory or the ministers. Records for permanent retention will be kept in a secure location.

### 8.20 Personnel Records:

See the Personnel Policies section of the Policy Manual

## 9.00 OBJECTIVES FOR ST. JOHN'S TRUST FUND

St. John's Trust Fund is unrestricted as to use of principal and income, however it is the intention of the church that a portion of the funds be invested for the long rather than short term with the primary goal of capital appreciation.

A portion of the funds should be invested in fixed income securities and liquid investments for reasonable income and emergency purpose. The percentage of capital appreciation vs. fixed investments is at the discretion of the Investment Committee.

## **10.00 COMPETITIVE BIDDING**

All additions of property and equipment should be properly authorized by the Trustees. The decision to purchase a capital asset or make a significant improvement or repair should be an informed one based on the current year budget and the needs of the Church.

In order to exercise responsible stewardship of the Church's assets, competitive bids should be solicited for all property and equipment purchases, improvements, or repairs that exceed \$ 10,000. A minimum of three (3) bids should be solicited and evaluated by the Trustees. The low bid does not necessarily need to be accepted, as other factors may take precedence. However, the decision to support accepting other than the low bid should be documented and approved by Consistory before acceptance is final.

## **11.00 NURSERY SCHOOL FISCAL POLICY**

**PURPOSE:** Provide direction for both the Nursery School Council and Stewardship Ministry, whose members change annually, as well as the Nursery School Director to follow in developing a budget and monitoring actual results compared to budget.

### **GOALS:**

1. Agree that the Nursery School (NS) is an integral component of SJUCC; not a separate, self-sustaining entity.
2. Provide NS with a method to fund "special projects" that might occur every 3-5 years, but would exceed available budgeted revenues in the year expended.
3. Acknowledge that it is appropriate for NS to budget on a fiscal year (suggest this be changed to July 1 – June 30 effective with the 2013-14 budget to better match school year expenses with revenues) and for Stewardship Council to use that budget for its calendar year budget and reporting process. Therefore, NS Council is only responsible for its fiscal year budget while Stewardship monitors the overall calendar year budget of the church.
4. Establish a basis for a reasonable "overhead charge" to NS for its use of the church facilities.

### **PROCEDURES:**

#### **A. Budget**

NS Council prepares a fiscal year (July 1-June 30) budget, which is the basis for operating the school and for oversight of NS Council. This budget should be approved by the Treasurer before it is finalized, and is used for the following year's calendar year budget of SJUCC.

The fiscal year budget of the NS Council should be zero-based (revenues at least equal expenses) with no "carryovers" of unspent funds to subsequent years.

Monthly budget/actual reports will be prepared by the Financial Secretary for use by NS Council to monitor operations and manage the nursery school during the school year. The calendar year budget is only for monitoring by Stewardship Council and the Treasurer as it applies to their responsibilities for oversight of the Church's finances.

#### **B. NS Cash/Funds**

The NS operations (revenues, payroll and other expenses) are part of the church's operating cash account. Therefore, the operating results of NS impact the operating cash

account of SJUCC. A separate “fund” is used to track the results of operations in the church’s general ledger (i.e. – revenues and expense). NS does maintain a separate bank account for its fundraising activities. This bank account is to be used totally at the discretion of NS Council, and this activity is not budgeted.

**C. Overhead Charge**

Through 2013, the NS budgeted an expense (income to the SJUCC general fund) to partially repay for the use of facilities and personnel. While not considered “rent”, the objective is for NS to help cover certain direct costs that apply to it, such as electric, fuel, supplies, and custodial, secretarial, and bookkeeping related services.

The amount of this charge is at the discretion of Stewardship Council, but should be established in conjunction with the NS fiscal year budgeted each year. A rational and consistent basis (such as budgeted number of students, space used, or teacher salary increases) should be utilized to calculate this amount beginning with the 2014-15 NS budget.

**D. Allocation of Annual Surplus/Loss (Calendar Year)**

Starting with the 2013 calendar year, 50% of the NS surplus will be set aside for the NS within the church’s accounting system. The other 50% will stay in the SJUCC general fund. These surpluses would be combined over a rolling 3-year period. Any losses would fully reduce the NS allocation amount. These funds would be allocated solely for the use of NS Council to utilize for budget shortfalls resulting from special projects (such as new equipment, curriculum, class expansion, etc.)

The amount allocated will be reported as part of the Annual Treasurer’s Report, and will be available from the Financial Secretary at the request of NS Council. NS Council has full discretion to determine how to best utilize these funds, and can request use of those funds upon notification of the Financial Secretary and Treasurer.

See the following theoretical example of how this might work.

	Calendar Year	Allocation		
		<u>NS</u>	<u>GF</u>	
2013	4	2	2	
2014	2	1	1	
2015	6	<u>3</u>	<u>3</u>	
<i>Available 1/1/16</i>		6	6	
2016	(2)	(2)		
Remove 2013		<u>(2)</u>		
<i>Available 1/1/17</i>		2		(=2014+2015-2016)
2017	8	4	4	
Remove 2014		<u>(1)</u>		
<i>Available 1/1/18</i>		5		(=2015-2016+2017)
2018 – Spent 4 (A) curriculum, etc.			(4)	New class supplies,
Profit	4	<u>2</u>	2	
<i>Available 1/1/19</i> 2018)		3		(=1 left from 2017+2 from

2019 – Profit	4	<u>2</u>	2
Available 1/1/20		<u>5</u>	

(A) 3 from 2015  
(2) from 2016  
3 from 2017

## IV. COUNCILS, BOARDS AND MINISTRIES

### 1.0 Organization

#### 1.10 Permanent

Councils, Committees and Ministries may be created by The Consistory to facilitate the work of the congregation pursuant to the following criteria:

- A. Once created by the Consistory; councils, committees and ministries shall be considered ongoing and permanent in nature until officially disbanded by a vote of the Consistory.
- B. All councils committees and ministries are subordinate to The Consistory and shall annually report to the congregation in writing.
- C. A majority of the group shall constitute a quorum.
- D. Each year all councils, boards and ministries members will be oriented to their duties.
- E. At the first meeting of each year the council, board and ministry organize and elect a chairperson, vice-chairperson, and secretary.
- F. Activities and Events conducted by a recognized ministry team are not charged usage fees.

#### 1.20 Temporary

Temporary Groups. Some groups are temporary (e.g., the Task Forces) or of an auxiliary nature (e.g., the Women's and Men's Fellowship). These groups, while not standing committees and ministries shall report to The Consistory through an established Ministry Team.

### 2.0 Membership and Term of Membership

- A. A meeting of the current chairpersons and the Pastor(s) will be held each spring to:
  1. clarify current members.
  2. determine any upcoming opening.
  3. coordinate recruitment efforts among the various councils, committees and ministry teams.
  4. identify chairpersons for the upcoming program year.
- B. All councils, committees and ministries shall have at least one Consistory member who shall report the activities of the group to the Consistory and the activities of the Consistory to the Council, committee or Ministry.
- C. The usual term on a council, committee or ministry member is two years but a member may serve as many terms as he or she may wish.

#### 1.00 Spiritual Ministries:

The By-Laws state the general role of Elders. Elders currently serving on Consistory constitute the Spiritual Ministries.

## **2.00 Deacon Ministries:**

The By-Laws state the general role of Deacons. Deacons currently serving on Consistory constitute the Deacon's Ministries.

## **3.00 Trustees Ministries:**

The By-laws state the general role of Trustees. Trustees currently serving on Consistory and the pastors constitute the Trustees Ministries.

## **4.00 Personnel Committee:**

The By-laws and Personnel Policies state the role of the Personnel Committee.

## **5.00 Camp Ministries:**

Camp Ministries addresses the property, finance and the program concerns of St. John's Camp and this ministry aids the staff in recruitment of volunteers for the work of the camp.

## **6.00 Christian Education Ministries: This Ministry is inactive as of 2015**

The Christian Education Ministry is to design, promote, implement and evaluate Christian education opportunities for children, youth and adults including Church School, Vacation Bible School, Junior Church, and Children & Worship. They also provide assistance in recruitment and training of volunteers. They nominate a Church School Superintendent, Assistant Church School Superintendent, and a Church School Secretary. It promotes other opportunities for Christian education in the congregation.

## **7.00 Fellowship Ministries:**

The work of this ministry is to organize fellowship opportunities within the members of the congregation although non-members are often included.

## **8.00 Invitational Ministries:**

The work of this ministry is to organize activities and events the goal of which is to invite non-members and to include them in the benefits available within the life St. John's. Members are often included.

## **9.00 Outreach Ministries:**

It is the goal of this ministry to undertake and support outreach in our local community, our country and around the world. This is accomplished by providing opportunities for our congregation to participate both directly and indirectly in outreach activities. Through reaching out to others we hope to help to spread the love and good news of Christ.

## **10.00 Finance Ministries:**

A. Finance Ministries is responsible for the budget concerns and physical property for all St. John's programs. It oversees the investments of the church through the Investment Committee. It plans activities to help meet budgeted giving goals. Membership of the Stewardship Ministry is the Trustees, the Treasurer and Assistant Treasurer and other appointed members of the congregation.

B. The St. John's Investment Committee (IC) shall be a standing committee of the Finance Ministry. It shall be comprised of the three Trustees, the Church Treasurer or Assistant Treasurer, the Pastor and two to four members from the Finance Ministry and up to two members from the congregation at large who are selected by the senior Trustee who shall be the chairman of the IC, unless they choose to delegate the chairmanship to some other member of the IC. The IC is charged with monitoring the invested assets of the church. The IC shall report to the full Finance Ministry for consultative purposes, but the Trustees themselves are the group under Consistory who are the official administrators of the invested funds.

## **11.00 Worship Ministries:**



Worship Ministry is responsible for the conduct of worship (special occasions of worship, changes in worship materials).

#### **12.00 Children & Youth Ministries:**

The Children & Youth Ministry plans, implements, monitors and evaluates programming for children and youth. The membership is at least six active members of the congregation, preferably to include youth representation.

#### **13.00 Nursery School Ministries:**

Nursery School Ministries oversees the operational procedures of St. John's Nursery School and develops a Parental Handbook.

#### **14.00 Pastoral Relations Committee**

- A. Purpose: The purpose of the Pastoral Relations Committee is to seek to support and maintain an open and healthy relationship between the pastor and the congregation.
- B. Membership: The Committee shall be comprised of 4 members appointed by the Consistory from persons not currently serving on Consistory or the Personnel Committee. The terms of membership will be two years with two members rotating off each year and two new members being added. A member may not be reappointed until he or she has not served for at least a year. Partial terms may be necessary at some times to maintain rotation of terms.
- C. Vacancies: Vacancies on the Committee shall be filled by the Consistory.
- D. The committee shall organize itself by naming a chairperson who shall be responsible for assuring that the committee fulfills its required duties.
- E. Duties: The duties of the committee are as follows:
  - 1. Help the congregation have reasonable expectations of the pastor.
  - 2. Help the Pastor have a clear picture of the priorities of the congregation.
  - 3. Work with improving communication, interpretation and understanding between the congregation and Pastor.
  - 4. Provide a place for the Pastor to reflect in confidence about joys, concern, hopes, frustrations and challenges.
  - 5. Provide a place for the Committee to express the same and look for potential conflict between Pastor and congregation and to seek alternative solutions.
  - 6. Advocate for the Pastor's family monitoring that the church does not have unreasonable expectations of the family.
  - 7. Encourage the Pastor to engage in good self-care.

#### **15.00 Called to Care**

These are members of the Congregation who have gone through organized training in order to support the Pastors(s) in the care of the congregation with special needs such as those who are sick or grieving.

#### **16.00 Safe Church Oversight Committee**

- A. Membership
  - 1. The Safe Church Compliance Steward, who shall chair
  - 2. The Pastor
  - 3. The Youth Director (or chairperson of the Youth Ministry Team)
  - 4. The Nursery School Director
  - 5. The Office Manager
- B. Purpose and Duties: It is the responsibility of the Oversight Committee to:
  - 1. Assure implementation of the "Safe Church Policies.
  - 2. Train staff and volunteers in Safe Church Policies.
  - 3. Monitor the ongoing implementation of the Safe Church Policies.
  - 4. Evaluate the effectiveness of the Safe Church Policies.
  - 5. Propose such revisions in the Safe Church Policies as the Committee may deem appropriate.

### **17.00 Safe Church Response Team**

- A. Membership The Response Team shall be comprised of four persons:
1. The Safe Church Compliance Steward who shall be the Chair
  2. The Pastor
  3. One Elder currently serving on the Consistory and *elected* by Consistory. This member's term on the Response Team expires when his or her term on the Consistory expires.
  4. A person elected by the Consistory who has been an Active member of St. John's United Church of Christ for at least three years. This person's term shall be two years with the ability to be re-elected to one additional two-year term after which he or she shall be ineligible to serve for at least one year.
- B. Vacancies – As soon as possible following the creation of a vacancy caused by a member's service on the Team ending before the expiration of his/her term, the Consistory shall elect a person to serve on the Team for the balance of the unexpired term.
- C. Purpose and Duties
- If the Response Team is made aware of an allegation of abuse of a child, youth or vulnerable adult the functions and responsibilities of the Safe Church Response Team are to:
1. Provide support to the Mandated Reporter, if requested.
  2. Obtain, from the Mandated Reporter, the assigned Case Number of the official investigation.
  3. Inform the Personnel Committee if the allegation involves an employee to insure that the appropriate Personnel Policies are followed.
  4. Inform the Pastor if the allegation involves a church volunteer. The Pastor will notify the person that his or her St. John's Safe Church Clearance is temporarily suspended during official investigations.
  5. Inform the Nursery School Director if the allegation involves a nursery school volunteer. The Nursery School Director will notify the person that his or her St. John's Safe Church Clearance is temporarily suspended during official investigations.
  6. Create a file of all documents created and/or received by the Response Team. This file will be secured and maintained by the Office Manager.
  7. Without further approval from The Consistory, the Chair of the Response Team is authorized to act in the name of St. John's UCC to secure legal counsel or the services of one or more appropriately qualified consultants.
  8. In the event that the Response Team does decide to secure legal counsel or the services of a consultant, the Chair of the Response Team shall promptly notify the President of the Consistory that it is doing so.
- D. Organization – At the beginning of each program year in September, the members of the Response Team shall select one member of the Team to serve as secretary during that year.

### **18.00 Public Relations Ministry Team**

This Ministry Team focuses highlighting the goals, missions and activities of St. John's. The Team always includes at least the Editor of the Spirit and the Webmaster.

### **19.00 Facilities Ministry Team**

This Team focuses on the care of the interior and exterior of the church property. It is made up of the three currently serving Trustees. Other members of the Team will be past Trustees and persons with skills and interests needed from time to time and who are willing to be available as needed. Some examples would include by not limited to persons with skills in music and sound, plumbing, electrical, mowing, landscaping, security, computer, painting, and carpentry.

The Ministry Team organizes itself with the current Head Trustee serving as the chairperson and the Consistory Representative.

### **20.00 Safety and Security**

This team focuses on those issues of programming and facilities which improve safety and security in and around St. John's.

- A. Membership will be made up of 7 persons
  - a. At least one Trustee
  - b. At least one member of the Safe Church Oversight Committee (elected / appointed by that committee)
  - c. At least one member of the Nursery School Ministry Team or Staff (elected / appointed by that committee)
  - d. At Large members will be chosen who have experience and or interest in safety and security matters.
- B. Terms Membership terms will be three years arranged to rotate so that two persons rotate off each year. A member may serve more than one term without taking a break if he or she is willing.
- C. Duties
  - a. Works in cooperation with the Safe Church Oversight Committee to assure compliance with Safe Church Policies.
  - b. Evaluates and reevaluates the physical plant for safety issues and develops a plan to improve the security of the church.
  - c. Develops a plan for first aid for the church.
  - d. Develops and implements a plan for ongoing education of church members in safety and security issues.

## V SAFE CHURCH

These Safe Church policies were updated to comply with Pennsylvania legislation passed in December 2014 and July 2015

See Also Section III (Financial and Facilities) for Access to the Church Building Policies.

### Purpose

St. John's United Church of Christ recognizes that our congregation's health and safety is a key aspect of our culture of care and our witness to the gospel of Jesus Christ. It is our objective to provide a safe and healthy environment for our church members, Nursery School students, visitors, and the community in accordance with federal, state, and local regulations and recognized safety standards. We also seek to minimize any vulnerability to unwarranted accusations or improper behavior that our organization, volunteers, and employees may experience as they fulfill their ministerial duties. We, the congregation, collectively participate in the common goal of maintaining a safe and healthy environment within our church facilities and at all church sponsored events.

We are committed to creating and maintaining a safe environment for all persons entrusted to our care as they participate in our programs and use our facilities. To help reach these goals St. John's United Church of Christ, Chambersburg, has adopted the following policies and procedures.

### 1.00 Definitions

**1.10 Abuse (General):** Conduct within the last two years towards a person, including neglect, that causes, or could cause, serious physical or mental harm to that person, or that, whether intentionally or not, has, or could have, serious adverse impact upon that person's self-esteem, personal growth and development, or social or economic condition.

**1.11 Abuse of a Child or Youth or Vulnerable Adult:** Willful or non-accidental action or inaction within the last two years that harms a child, youth or vulnerable adult including but not limited to:

- Physical or mental injury
- Unreasonably being held somewhere against their will

- Intimidation
- Punishment
- Sexual abuse
- Mental abuse
- Physical abuse
- Exploitation (See End Notes #3 & #5)

**1.12 Adult:** Anyone 18 years of age or older

**1.13 Child:** Anyone 12 years old or younger

**1.14 Contracted or other Non-Employee Provider of Service:** Any person or company, who is contracted to provide services (such as cleaning) on a day-to-day, scheduled basis. These contracted persons or the employees of these companies shall be required to have a Volunteer St. John's Safe Church Clearance.

**1.15 Inappropriate Behavior:** Behavior, including speech that is at least potentially harmful to another person's physical or mental well-being.

**1.16 Mandated Reporter:** An individual paid or unpaid who on the basis of the individual's role as an integral part of a program, activity or service of St. John' UCC accepts responsibility for a child or vulnerable adult. Any person holding a current St. John's Safe Church Clearance is a Mandated Reporter. The Mandated Reporter's responsibility extends beyond activities and programs conducted or sponsored by St. John's UCC. (See End Note #1)

**1.17 Mandated Reporter Training:** Completion of a training program conducted by a State Approved provider is required for all employees. See (End Notes # 2 & # 6)

**1.18 Mentor:** An adult who, over a period of time, provides instruction or guidance to one or more individual youth

**1.19 Nursery School Teacher, Nursery School Assistant:** Paid employees of St. John's UCC under the supervision of the Director of the Nursery School.

**1.20 Perpetrator:** Any person 14 years or older who commits abuse of a child, youth or vulnerable adult. (See End Note #1)

**1.21 Program Year:** The twelve months extending from the resumption of Church School classes for the fall to the resumption of Church School classes in the following calendar year.

**1.22 Safe Church Compliance Steward:** A member of the congregation elected by the Consistory with the general responsibility to ensure that the Safe Church Policies and Procedures are implemented as fully as possible, and specifically to chair the Safe Church Oversight Committee and the Safe Church Response Team.

**1.23 Sponsored Program or Activity:** One – such as an occasional or “one-time” activity – that is not clearly or directly part of an on-going ministry or program of St. John's UCC, but that nonetheless is organized, supported, and conducted by members or Staff of St. John's, **OR**.....one that members or Staff of St. John's have not themselves initiated or organized and do not conduct, but which they promote and support financially or otherwise, and which they encourage participation in by members of the St. John's community.

**1.24 Visitor or Visiting Provider of Service:** Any person whose involvement at St. John's or with a St. John's activity or program is likely to be on a one time or very limited basis. Also included would

be persons or employees of companies whose involvement is on an as-needed basis only. Examples would be repair persons, guests at programs or guest speakers. These persons do not need clearances.

**1.25 Volunteer:** Any person aged 13 years or older, whether a member or non-member of St. John's UCC, who serves or participates on a repeated on-going basis in a ministry or program which involves children, youth or vulnerable adults provided or sponsored by St. John's UCC, and who is not a paid employee of St. John's. These persons need a St. John's Safe Church Clearance.

**1.26 Vulnerable Adult:** Anyone 18 years of age or older who, because of a mental or physical dysfunction, is unable to manage his/her own resources, carry out the activities of daily living, [or] protect himself/herself from abuse or neglect without assistance from others, or whose race, ethnic background, economic condition, or sexual orientation makes that person at risk for abuse or exploitation.

**1.27 Weapons:** No Gun, knife or other object that can be construed as a weapon or is designed to look like a weapon.

**1.28 Youth:** Anyone 13 to 17 years old.

## **2.00 Clearance and Screening**

**2.10 Employee Requirements** - for employees 14 years old or older:

- A. Volunteer/Staff Information Form
- B. Authorization for the Conducting of Criminal Records and Background Checks and Release of Liability Form
- C. PA Criminal Record Check-----St. John's will accept this ORIGINAL document if issued within 5 years of the date of a person's application for employment.
- D. PA Child Abuse History Clearance-----St. John's will accept this ORIGINAL document if issued within 5 years of the date of a person's application for employment.
- E. Report of Federal Criminal History Record, which requires the submission of a set of fingerprints to the Federal Bureau of Investigation. -----St. John's will accept this ORIGINAL document if issued within 5 years of the date of a person's application for employment.
- F. A search of the applicant's name on [www.nsopr.gov](http://www.nsopr.gov)
- G. Driver's License and Liability Insurance if transporting children or youth
- H. If the above clearances were obtained more than 3 months before application for employment, the prospective employee must also sign a statement that there remains no reason since he or she completed the clearances (e.g., conviction in PA or another state, placement on the child abuse registry) that precludes him or her from being employed.
- I. In accordance with PA Act 31 of 2014 certain mandated reporters are required to obtain training in child abuse recognition and reporting. At St. John's this regulation has been interpreted to include all employees. Documentation that this training has been completed within the employee's probationary period is required.

## **2.20 Adult Volunteer Requirements:**

### **18. Volunteer/Staff Information Form**

- Authorization for the Conducting of Criminal Records and Background Checks and Release of Liability Form
- PA Criminal Record Check -----St. John's will accept this document if issued within 5 years of the date of a volunteer's application for a St. John's Safe Church Clearance.

- PA Child Abuse History Clearance -----St. John's will accept this document if issued within 5 years of the date of a volunteer's application for a St. John's Safe Church Clearance.
- Report of Federal Criminal History Record, which requires the submission of set of fingerprints to the Federal Bureau of Investigation. -----St. John's will accept these documents if issued within 5 years of the date of a volunteer's application for a St. John's Safe Church Clearance.

NOTE : VOLUNTEERS may be exempted from this requirement if they sign an Attestation Form stating that:

- they have lived in PA consistently for the past 10 years and that;
  - they have not been convicted of any crime in another state similar to the convictions which disqualify a person living in PA.
  - A search of the applicant's name on [www.nsopr.gov](http://www.nsopr.gov).
- G. Driver's License and Liability Insurance if transporting children or youth.

### **2.30 Youth Volunteer Requirements:**

- A. Volunteer/Staff Information Form

## **3.00 Processing of Applications**

### **3.10 For Prospective Employees:**

The Office Manager shall be responsible for:

- providing all prospective employees with the required Information and authorization forms to applicants
- collecting from prospective employees the completed forms
- reviewing the completed forms for areas of possible concern
- checking appropriate websites
- contacting the Safe Church Compliance Steward to review any areas of possible concern
- entering information into database
- maintaining the completed forms in a secure location

### **3.20 For Prospective Church Volunteers:**

The Office Manager (or his or her Designee) shall be responsible:

- providing all prospective volunteers with the required Information and authorization forms to applicants.
- collecting from prospective volunteers the completed forms.
- reviewing the completed forms for areas of possible concern.
- checking appropriate websites.
- contacting the Safe Church Compliance Steward to review any areas of possible concern.
- entering information into database.
- maintaining the completed forms in a secure location.

### **3.30 For Prospective Nursery School Volunteers:**

The Nursery School Director shall be responsible for:

- providing all prospective volunteers with the required Information and authorization forms to applicants.
- collecting from prospective volunteers the completed forms.
- reviewing the completed forms for areas of possible concern.
- checking appropriate websites.
- contacting the Safe Church Compliance Steward to review any areas of possible concern.
- entering information into database.
- submitting the completed forms of any approved applicants to the Office Manager who is then responsible for retaining all forms in a secure location.

#### **4.00 Review of Applications-Initial and Renewal**

##### 4.10. Confidentiality:

All persons who review Information forms and background check reports or have, in any capacity, access to those forms and reports – and, more generally, all persons who have a role at any point in the screening of prospective employees or volunteers, or in the up-dating of information about current employees or volunteers – shall observe strict confidentiality with respect especially to adverse information.

##### 4.20. Potentially Adverse Findings:

Any potentially adverse information or concerns identified in the review of returned clearance documents shall be referred for further review to the Safe Church Compliance Steward who will notify the following:

- A. For All Employees- The Council on Church & Ministry
- B. For Nursery School Volunteers-The Nursery School Director
- C. For Church Volunteers-The Pastor

##### 4.30. Notification to Rejected Applicants:

Should, in the above review, the Safe Church Compliance Steward and any others involved in the review, deem that information secured make it inadvisable for St. John's UCC to employ or continue to employ a person or to authorize or continue to authorize a person to serve as a volunteer the applicant will be notified:

- A. For All Employees-In writing by the Personnel Committee.
- B. For Nursery School Volunteers-In writing by the Nursery School Director
- C. For Church Volunteers-In writing and in person by the Pastor

#### **5.00 Issuing a St. John's Safe Church Card**

5.10 After all of clearance requirements have been met, the Office Manager (or his or her Designee) or the Nursery School Director shall be responsible for:

- A. Issuing to that person a St. John's Safe Church Card which shall state an expiration date. The expiration date on a St. John's Safe Church Card will never exceed 5 years from the date the card is issued. Most St. John's Safe Church Cards will expire on September 30. The date of expiration on a St. John's Safe Church Card shall be based on the expected expiration date of the Pennsylvania Child Abuse History Certificate.
- B. Maintaining public lists of persons with Safe Church Cards unless the cleared person requests otherwise in writing.
- C. Retaining the completed forms until the renewal date.
- D. Notifying those persons whose Safe Church Card is about to expire.

#### **6.00 Renewing a St. John's Safe Church Card**

##### 6.10

The expiration date on a renewed St. John's Safe Church card will never exceed 5 years from the date the card is issued. Most St. John's Safe Church Cards will expire on September 30. The date of expiration on a St. John's Safe Church Card shall be based on the expected expiration date of the Pennsylvania Child Abuse History Certificate.

## 6.20

The renewal process requires the resubmission of the following forms to the Office Manager (or his or her Designee) or Nursery School Director.

- A. Volunteer/Staff Information Form
- B. Authorization for the Conducting of Criminal Records and Background Checks and Release of Liability Form
- C. PA Criminal Record Check
- D. PA Child Abuse History Clearance
- E. Driver's License and Liability Insurance if appropriate

## 7.00 Supervision of Children and Youth

All persons supervising activities involving children/youth must have a current St. John's Safe Church Clearance.

### 7.10

No child attending any class or other group, or any worship service, activity, program, or other event provided by or sponsored by St. John's UCC, wherever located, shall be left unsupervised or without an adult being in a position to monitor the child and ensure his/her well-being.

### 7.11

Two-deep supervision:

The person identified as having supervisory responsibility for an event shall ensure that sufficient supervision is provided for all activities. Children and Youth shall be supervised at all times by two adults both of whom shall have a St. John's Safe Church Clearance. There are some exceptions such as;

- A. when one adult must accompany a child or youth to the restroom.
- B. when a mentor is with a confirmand in a one-on-one session in a private session in a public place
- C. when a mentor is with a confirmand in a one-on-one session in the presence of a parent or guardian.

### 7.12

It is recommended that (except in situations in which it is appropriate that all the adults be of the same gender as the children or youth they are supervising, e.g., sharing overnight accommodations) not all of the adults supervising or monitoring a group of children or youth be of the same gender.

### 7.13

All activities or events are to be open to view through open doors or uncovered windows in the doors.

### 7.14

Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

### 7.15

An adult may not be alone in a room, cabin, or other accommodation with one or more children or youth (other than his/her own) unless the door to the room is open, a window in the door is uncovered, or the space is otherwise open to view. If the room or space is not open to view, an adult may be with one or more children or youth (other than his/her own) only if another adult or youth who has completed at least ninth grade is also present.



#### 7.16

Cameras, imaging, and digital devices: While most persons use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants.

#### 7.17

Youth age 17 and under may help or assist a qualified adult leader with children's ministry activities or events. It is recommended that the school grade that a youth helper has completed be at least three grades higher than that of any child he/she is helping to supervise.

#### 7.18 Discipline:

Great care must be used when disciplining a child or youth. All teachers, activity leaders, and persons engaged in supervision are encouraged to listen calmly to the child/youth when faced with behavior that is considered to be inappropriate and to communicate clearly to the child/youth how he/she is expected to behave. In any class, activity, or program provided or sponsored by St. John's UCC, discipline shall not include any form of corporal punishment or threat of harm of any nature. Verbal reprimands – especially those given in the presence of other children – are not to be insulting, demeaning, or hurtful. Having a private conversation with the child in question is recommended. In cases in which a child's behavior is judged to be particularly inappropriate, or in the case of a child who repeatedly engages in disruptive or otherwise inappropriate behavior, the person leading the class or activity or otherwise supervising the child shall, as soon as practicable, discuss the matter with the child's parent(s)/guardian(s) in private. If, after the matter has been discussed with the child's parent(s)/guardian(s), the child continues to engage repeatedly in disruptive or otherwise inappropriate behavior, the person who talked with the parent(s)/guardian(s) about the matter shall bring it to the attention of a pastor and, if applicable, to the person having broad supervision over the class, activity, or program in which the child has been exhibiting the inappropriate behavior. Only a pastor has the authority to decide when a child/youth shall be excluded from any class, activity, or program provided or sponsored by St. John's UCC.

#### 7.19 Restrooms Guidelines:

- A. An adult shall accompany any child in Pre-K through Grade 2.
- B. Any adult working with a child (other than his/her own child) in need of restroom assistance should not be alone with the child, except in an emergency.
- C. Under normal circumstances teachers, assistants, event leaders and/or volunteers who accompany a child to the restroom should remain outside while that child is inside.
- D. If for any reason the adult needs to enter the restroom while a child is inside, the door must remain open. If possible, another adult should be present outside the door. This includes situations of where a child needs assistance zipping, buttoning, wiping, or cleanup etc.

7.20 St. John's UCC has a zero tolerance for the use of tobacco, illegal drugs, drug paraphernalia or consumption of alcohol while one is participating in a ministry or program serving children or youth.

7.21. Tobacco products are NEVER allowed on church properties. Electronic smoking devices are also prohibited.

### **8.00 Applicable to Sunday School for all Children and Youth**

8.10 Teachers are expected to be in the classrooms at least five minutes before the children are scheduled to arrive.

8.12 Parents of Pre-K through Grade 2 children are asked to walk their children to the classrooms. If the teacher is not present, parents are asked to stay with their child in the classroom until the teacher arrives.

8.13 Teachers' names will be posted outside each classroom door.

8.14 Children in Pre-K through Grade 2 must be in the presence of an adult at all times.

8.15 Children in Grades 3 and up may leave their designated classroom, but only with the knowledge and permission of their teacher(s).

### **9.00 Applicable to Church Nursery**

The Safe Church Compliance Steward shall post in the nursery room, a statement of rules and procedures including:

A. Parents are to label all items belonging to their child with first name and last initial only (ex., jacket, food, diaper bag).

B. Parents must sign their children into the Nursery, indicating where the parents will be and who will pick up the child.

C. Parents are encouraged to pick up their child immediately after worship or other events.

D. Parents are asked to bring an adequate supply of diapers and any food items that their child may enjoy or need.

E. Parents should not bring a child if he/she has had any of the following symptoms within the past 24 hours:

diarrhea, vomiting, unexplained rash, discolored nasal drainage, or fever.

Toys are available for children to use. If a child has used a toy(s), a Nursery volunteer shall place the toy in an identified container for cleaning by the church maintenance staff.

### **10.00 Applicable to Times of Worship Services**

10.10

Supervision of children while they are at St. John's before, during or after a worship service is the responsibility of the parent(s)/guardian(s) of those children.

10.12

During a worship service, children and youth shall not be in the youth room, a classroom, or other rooms unless under supervision provided by the church or by the parent(s)/guardian(s).

10.13

The Deacon-in-Charge (or designee) at a worship service is responsible for having one or more checks made during the service to ensure that there are no unsupervised or unaccompanied children or youth in any of the rooms, or in the halls, stairways, nursery, or bathrooms.

### **11.00 Applicable to Travel Activities**

Any person transporting persons as part of an activity sponsored by St. John's UCC must be at least 18 years old and have a valid driver's license. The driver's license of any person operating a bus owned or leased by St. John's UCC must bear the endorsements required for operation of busses. (CDL with "P" endorsement).

The insurance coverage on any vehicle being used to transport persons in connection with an activity sponsored by St. John's UCC must include Personal Injury and Property Damage liability coverage.

11.10 Required Documents

The leader of each travel activity shall obtain from the parent or guardian of each child or youth written documentation as follows:

- 11.20 From Parents or Guardians
- A. Permission to Participate
  - B. Permission to Participate in Off-Site Events.
  - C. Health & Medical Information –Child/Youth
  - D. Permission to Utilize Your Child’s Image in Public Media

11.30 From Group Leaders

- A. Health and Medical Information-Adult
- B. Group Travel Roster
- C. Letters From Other Organizations for a Jointly Planned Activity

11.40 Form Retention

- A. These forms shall be maintained until the end of the program year if there are no perceived problems during the program year.
- B. The forms must be retained indefinitely by the Office Manager if there is a perceived incident during the program year.

**12.00 Applicable to Overnight Accommodations**

An adult with a current St. John’s Safe Church Clearance may share a motel room, tent, cabin or other overnight accommodation with one or more children or youth, other than his/her own, only with an additional adult who also has a current St. John’s Safe Church Clearance or with an older youth. It is recommended that the school grade of the older youth helper has completed be at least three grades higher than that of any child he/she is helping to supervise.

**13.00 Applicable to Events of Activities Planned Jointly With Other Groups**

St. John’s will participate with another church or organization in jointly conducting or sponsoring an event or program in which children or youth will be participating ONLY if all of the churches or organizations including St. John’s can provide written assurance on church or organization letterhead to each other that ALL of their respective volunteers and employees who would be participating in the event or program have current safe church clearance. It shall be the responsibility of the St. John’s representative planning the event or activity;

- A. to ensure that each St. John’s volunteer or employee who would be participating in the event has a current St. John’s Safe Church Clearance,
- B. to convey to the other church(es) or organization(s) the written assurances indicated above, and
- C. to secure from the other church(es) or organizations(s) the comparable written assurances.

**14.00 Applicable to Visitors or Visiting Providers of Service**

**General Statement:** For any program provided by or sponsored by St. John’s UCC employees and volunteers for the benefit of vulnerable adults the following policies shall apply.

- A. Visiting in Care Facilities:  
One person with a St. John’s Safe Church Clearance may visit in a care facility. It is best to keep the door of the room open.
- B. Visiting in a private home:  
When visiting a vulnerable adult in a private home it is preferred, not required that, two persons with a St. John’s Safe Church Clearance make the visit unless there is another adult in the home at the time of the visit.

These policies are intended to address structured, organized programs in which ministry teams or committees represent the congregation. Examples would be the Called to Care Team, the Women's Ministry, Tape Ministry, and Flower Delivery. These policies are not intended to restrict individual members of the congregation from visiting each other as they see fit.

### **15.00 Reporting Procedures-Applicable to Children and Youth**

- A. A Mandated Reporter must immediately make a report of child abuse if there is reasonable cause to suspect that a child or youth is the victim of abuse under any of the following circumstances:
  - a. They come into contact with the child through a regularly scheduled program, activity of service.
  - b. They are directly responsible for the care, supervision, guidance or training of the child.
  - c. A person over 14 years old makes a specific disclosure to the Mandated Reporter that an identifiable child or youth is the victim of abuse.
  - d. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
  - e. A person 14 or over discloses that he or she has committed child abuse.
- B. It is not required that the Mandated Reporter consult with the child prior to making a report.
- C. The Mandated Reporter is not required to identify any person responsible in order to make a report of suspected child abuse.
- D. The Mandated Reporter and St. John's representative are not permitted to conduct an investigation.
- E. Mandated Reporters must make an immediate and direct report of suspected child abuse to ChildLine by phone. A written report must be completed and forwarded to Franklin County Children and Youth Agency within 48 hours after making the oral report. A form for this purpose is available. (See End Note #2). The required form (Currently CY 47) is available in the church library.
- F. At St. John's the Mandated Reporter is required to inform the Pastor, Nursery School Director or the Safe Church compliance Steward as appropriate.

### **16.00 Reporting Procedures-Applicable to Vulnerable Adults**

- A. A Mandated Reporter must make a report within 48 hours if there is reasonable cause to suspect that a vulnerable adult is the victim of abuse.
- B. The Mandated Reporter is not required to identify any person responsible in order to make a report of suspected abuse.
- C. At St. John's the Mandated Reporter is required to inform the Pastor, Nursery School Director or the Safe Church compliance Steward as appropriate.
- D. The Mandated Reporter and St. John's are not permitted to conduct an investigation.
- E. The Area Agency on Aging for the County in which the vulnerable adult resides is the agency to which suspected abuse should be reported.

### **17.00 Weapons**

**17.10 General:** No Gun, knife or other object that can be construed as a weapon or is designed to look like a weapon is permitted on church property unless it meets an identified exception:

- A. The weapon is part of an educational program. (ex: an archery, antique gun or whittling demonstration.)

- B. The weapon is in the possession of an official, on-duty person who has been authorized to carry such a weapon. (ex: a police officer, an army reservist or a government agent.)
- C. The weapon is in the possession and under the control of a person who has a current concealed carry permit.
- D. The weapon is in the control of the Camp Superintendent.
- E. The weapon is being used by a licensed hunter who has been authorized by the Camp Superintendent to hunt on Camp property during hunting season.

### **17.20 Response:**

If an object believed capable of inflicting harm is identified the following steps will be taken by the event or program leader:

- A. Cooperative Adult with Unauthorized Weapon
  - a. The adult will be asked to remove the weapon from church property.
  - b. The adult will be notified that a second offense will result in the police being notified.
- B. Un-Cooperative Adult with Unauthorized Weapon
  - a. If the adult refuses to remove the weapon from church property 911 will be called.
- C. Cooperative Child/Youth with Unauthorized Weapon
  - a. The person will be directed to relinquish the weapon.
  - b. The weapon will be placed in a safe location and a parent or guardian will be notified.
  - c. Arrangements will made to return the weapon to a parent or guardian.
  - d. The parent/guardian will be informed that a second offense will result in the police being notified.
- D. Un-Cooperative Adult Child/Youth with Unauthorized Weapon Who **DOES NOT** appear to be A Threat to Him or Herself or Others.
  - a. If the person refuses to relinquish the weapon the person will be isolated and a parent or guardian will be notified immediately.
  - b. Arrangements will made to return the weapon to a parent or guardian.
  - c. The parent/guardian will be informed that a second offense will result in the police being notified.
- E. Un-Cooperative Adult Child/Youth with Unauthorized Weapon Who **DOES** appear to be A Threat to Him or Herself or Others.
  - a. 911 will be called.
  - b. The parent/guardian will be notified that 911 has been called.

### **18.00 Reporting**

All violations of Safe Church Policy (except those of alleged abuse which shall be reported as stipulated in Sections 17.00 and 18.00 of this Manual) are to be reported in writing to the Safe Church Compliance Steward who will provide copies to:

- A. For Employees-To the supervisor
- B. For Church Volunteers-To the Pastor
- C. For Nursery School Volunteers-To the Nursery School Director

### **END NOTES**

***The following references were used in the development of these policies during early 2015.***

End Note #1-[www.c4cj.org](http://www.c4cj.org) The Center for Children's Justice

End Note #2-[www.keepkidssafe.pa.gov](http://www.keepkidssafe.pa.gov)

End Note #3- [www.dhs.state.pa.us](http://www.dhs.state.pa.us) Pennsylvania Department of Human Services-Child Protective Services Law (CPSL)

End Note #4- [www.pa-fsa.org](http://www.pa-fsa.org) Pennsylvania Family Support Alliance

## VI. WEDDING POLICY

St. John's United Church of Christ recognizes the wedding service as a service of worship and hosts marriage ceremonies for members and non-members.

### A. Premarital Counseling

The Pastor (s) will conduct pre-marital counseling (generally three sessions) with all couples. While it may be very rare, if the Pastor is convinced after discussion with the couple that commitment, responsibility, or maturity are so lacking that the marriage is unwise, the Pastor shall assure the couple of the church's continuing concern for them and may decide not to conduct the ceremony.

### B. Officiant (s)

The Pastor (s) of St. John's, as a representative and employee of the congregation, is authorized to marry any two persons who have a valid marriage license. Clergy from other churches may be invited to lead or participate only with the prior consent of the Pastor (s) of St. John's.

### C. Marriage Service

The basic marriage worship service of the UCC will be followed. The Pastor (s) is willing and able to work with the couple to personalize the service appropriately.

### D. Music

The Pastor and musical leadership will work with the couple to assure that the music is meaningful and appropriate. Musicians from outside the church are welcome to participate as long as they co-ordinate arrangements beforehand with the St. John's musical leadership.

### E. Flowers & Decorations

If the service is held in the Sanctuary the floral arrangement is restricted to a single bouquet placed at the Foot of the Cross. Other decorations are asked to be held to a minimum and cause no damage to the facility.

### F. Rice and Birdseed

Rice and birdseed are not allowed on the property of St. John's.

### G. Room Fees

Rental fees apply as stipulated elsewhere in the Policy Manual.

#### H. Personnel Honoraria

There are customary honorary fees: \$50 for the custodian and \$200 for the musical leader. The Pastor is usually paid \$200, regardless of the location of the service. These fees are paid directly to the employees of the church (not to St. John's UCC), usually at the rehearsal.

#### I. Bulletins

If the Church office is asked to print the bulletin, the couple will be asked to either to supply the bulletin covers of their choice or the church will design a cover "in-house". Either way, the couple will be charged the current print charge per page.

#### J. Rehearsals

All participants must be present and on time for the wedding rehearsal. Bring with you: the marriage license, any special items to be used, and the honoraria fees. Allow one full hour for the rehearsal.

#### K. Photography

There are to be no flash pictures taken during the ceremony, either by guests or by a professional photographer. No moving about by photographers or members of the congregation is allowed. The photographer is permitted to take flash pictures during the Processional and Recessional, and may take available light photos during the service from a vantage point out of sight of the congregation, if done in silence. Photographers (or others) may not walk around or be up front during the service. Video recording of the ceremony may be made with available light.

## VII. ST. JOHN'S CAMP POLICIES

### 1.00 MISSION STATEMENT

St. John's Camp offers many opportunities for children, youth, and adults to enjoy nature, realize a heightened awareness of our relationship with the Creator God and experience Christian faith and love within the context of a community based on helpfulness, understanding, good humor and compassion.

Youth campers will be exposed to the wonders of God's creation during morning worship, vespers, God Talk sessions, crafts, recreation and games, swimming, hiking, camp songs and campfires, the meaning of Christian fellowship will be experienced as we live, eat, play and worship with friends and God

### 2.00 STAFF CODE OF ETHICS

- A. I am a role model and will act like one at all times
- B. Children come first, second and third
- C. I will respect and support my colleagues
- D. My private life stays private.

### 3.00 STAFF PLEDGE

I know the campers come first, second and third!  
I accept that I am a role model for campers- and will behave accordingly.  
I know camp is a place to grow.  
I understand that I am part of a staff team.  
I will never make promises or develop consequences that cannot be kept.  
I know children make lots of noise.  
I promise not to abuse my authority-or speak to campers in a threatening way.  
I will remember that there is a fine line between sharing frustration and gossip.

### 4.00 PERSONNEL and CAMP POLICIES

- A. All St. John's personnel policies apply to camp employees. See Section II of this Policy Manual.
- B. All camp positions have clearly defined job descriptions that are developed by the Camp Ministry Team and approved by the Personnel Committee and assure that all staff are at least 15 years old and at least three grade levels above the campers they are supervising.
- C. A mandatory Staff Training program is held each year prior to the beginning of the camp season. **Staff Training is required for all staff members!** The goals of the training are essentially:
  - 1. to give staff members the opportunity to meet, and develop strong working relationships with each other to build a sense of community;
  - 2. to prepare staff members for the challenge of working in a camp setting;
  - 3. to ensure staff members fully understand and can implement the goals and objectives as laid out previously;
  - 4. to ensure that staff are able to provide a safe and healthy community . group-building experiences, training sessions, and concentrated planning done with other staff members are all combined into staff training and to
  - 5. to ensure that all camp staff understand are prepared to implement the Safe Church Policy for Children. And Youth as it applies to the camping program. (Copy of Safe Church Policy attached to this manual.)

### 5.00 CAMP PROPERTY



#### 5.10 PETS

Pets are prohibited on camp property unless they are approved PRIOR by the Camp director of Camp Superintendent of Camp Grounds.

#### 5.20 TOBACCO PRODUCTS

Tobacco products are NEVER allowed on camp property. Electronic smoking devices are also prohibited.

#### 5.30 NON—PRESCRIPTION DRUGS AND ALCOHOL

St. John's Camp has zero tolerance for the use of Alcohol, Non-Prescription Drugs and drug paraphernalia while participating in the camping program.

#### 5.40 WEAPONS

Guns, knives and other objects that can be construed as a weapon are **NOT PERMITTED** on camp property. (Also see the Safe Church Policy Section of this Manual.)

#### 5.50 RIGHTS TO SEARCH

In an effort to maintain a safe environment, we reserve the right to search cabins, including staff areas. The individual has the option to be present at the time of the search. Violation of the policies will lead to instant dismissal.

#### 5.60 TRASH AND RECYCLING

As part of daily clean-up of cabins, all garbage and recyclables will be disposed of properly. Campers and staff should put all trash in trashcans, not on the ground. Staff members planning a program are also responsible for cleaning up after the program ends Campers and staff should pick up trash as they go through their day on the camp grounds. All light are to be off when not in use.

#### 5.70 GRAFFITI

Graffiti will not be tolerated anywhere in camp, regardless of current graffiti.

#### 5.80 REPAIRS AND MAINTAINENCE

If there is any electrical or water problems, or building problem report it to the Director at once. The Director will give a written notice to the Camp Superintendent.

### 6.00 ADMINISTRATION

#### 6.10 REGISTRATION FORM

Each camper and staff member are required to complete a registration form which will include the information necessary for the safety of the campers and staff.

#### 6.20 PURCHASING AND SUPPLIES

All supplies must be requested of and approved by the Director.

#### 6.30 CELL PHONES

- A. **Staff** may bring a cell phone to camp; however may use it only during times away from campers and may **never** allow a camper to use his or her cell phone to call a parent or guardian.
- B. **Campers** are not to have a cell phone, I-pad, lap top or electronic devices with them. If they are found with a phone, it is to be confiscated and given to the Director who will keep it in the kitchen until the end of the week. If there is a problem, the Director is to be notified.

#### 6.40 FOOD SERVICES

Campers' families and staff with special dietary needs must notify the Kitchen Coordinator in writing at the beginning of the week so that arrangements can be made to meet any special needs.

#### **6.50 TRANSPORTATION**

A bus or van will be provided for all off-site trips including trips to Cowans Gap State Park. Campers and staff will follow all posted rules by the transportation company. Counselors are responsible for all supervision while campers are on the bus or van, It is not the responsibility of the driver of the bus.

Any person transporting persons as part of an activity sponsored by St. John's UCC and camp must be at least 18 years old and have a valid drivers license. The driver's license of any person operating a bus owned or leased by St. John's UCC must bear the endorsements required for operation of buses. (CDL with "P" endorsement). The insurance of any vehicle being used to transport persons in connection with an activity sponsored by St. John's UCC must include Personal Injury and Property Damage liability coverage. (See the Safe Church Policy in the Policy Manual)

The leader of the trip shall secure from the parent(s) or guardian(s) of each child/youth to be transported, written consent that their child/youth may be so transported whether it be by St. John's itself or by charter or commercial operator. (Safe Church Policy)

#### **6.60 CAMERAS, IMAGING, AND DIGITAL DEVICES**

While most campers and staff use cameras and other imaging devices, responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any devices capable of recording or transmitting visual images in shower houses, restrooms, cabins or other areas where privacy is expected.

#### **6.70 VISITORS AND VISITING PROVIDERS OF SERVICE**

- A. All visitors must report to the Kitchen Coordinator to state the purpose of the visit.
- B. Casual visits to staff or campers interrupt programming and are discouraged and require permission from the Director who may withhold permission.
- C. Overnight visitors are not permitted without the Director's approval.
- D. Visitors may not be alone with campers.

### **7.00 HEALTH AND SAFETY**

#### **7.10 CAMP NURSE**

The Camp Nurse assumes the responsibility for administering any medication during camp. The nurse will collect all medication, including over-the-counter medicine, at the time of registration. If no camp nurse is available for a week of camp the Director or the Kitchen Coordinator will over-see medication distribution. All medications will be located in a locked box in the kitchen.

#### **7.20 HEALTH FORM**

- A. Each camper and staff member is required to submit a Health Form before his or her time at camp. The form will include health, emergency and contact information.
- B. Health information will remain confidential and will be seen only by those necessary to insure the health and safety of the participant.

#### **7.30 INSURANCE**

St. John's maintains insurance on the property, staff, campers and volunteers as determined to be appropriate by the Consistory.

#### **7.40 SEARCH AND RESCUE**

In the unlikely event that a person involved in our program at St. John's should disappear, the following procedures are to be implemented:

1. The Director shall be notified immediately.
2. The Staff shall initiate a search of the facility for the missing person.
3. Should the search prove fruitless WITHIN ONE HOUR, the Director will call 911.
4. The Parents, Guardian or next of kin of the missing person will be notified by the Director,

## 7.5. DISASTER AND SEVERE WEATHER

**Note: The Kitchen Coordinator will monitor the weather monitor in the kitchen during times of potential severe weather. (The forecast for the State College Weather Station) The Director will be informed of such pending conditions.**

### 1. Tornado

If a tornado would strike the camp, the following procedures will be followed: Should such a storm be imminent the bell tower bell will ring, and All campers and staff will go to the dining room. Depending on the warning levels received from the weather radio located in the kitchen, the Director will make a decision to evacuate or stay in shelter. The bathhouse would be a possible shelter as it is all concrete and the lowest level building on camp properly.

### 2. Thunderstorms

In the event of severe thunderstorms, stay away from tall trees or electrical lines. Take shelter in the dining hall until the storm ends. The director will give the staff and campers further directions as necessary. Do not stand in the middle of the field, if caught in one, lie down and make yourself as small a target as possible.

### 3. Fire

In the event of a fire in one of the cabins or any area of camp.....all campers and staff are to report to the Dining hall and wait for further instructions. If the Dining Hall or Kitchen are on fire, all campers and staff are to report to the pavilion area behind the bell tower. At this time the Director will account for all persons in camp. The Director or designated person will call 911.

## Communication Chain to Parents

In the event of an emergency which affects the whole camp, a phone chain will be established to communicate with camper and staff parents and families. The chain will proceed as follows: Director will direct the Kitchen Coordinator to call the Church Office (if during the day) and Consistory President (or designate) and relay the nature of the emergency and the plan to move forward. The Consistory President (or designate) will begin a phone chain to parents and families explaining the pertinent information of the emergency situation and how to proceed.