

# Calvary Baptist Church Ministry Staff Handbook





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## STAFF HANDBOOK RECEIPT

I, \_\_\_\_\_, (staff member) acknowledge receipt of a copy of the Staff Handbook. I understand that this Staff Handbook describes important information about my employment with Calvary Baptist Church. I further understand that I am responsible for reading, understanding, and complying with the contents of this Staff Handbook, and that I should consult the \_\_\_\_\_ regarding any questions about the content of this Staff Handbook or any questions about my employment that are not answered in the handbook.

I have entered into my working relationship with Calvary Baptist Church voluntarily and acknowledge that there is no specified length of service. Accordingly, either Calvary Baptist Church or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. I understand that no representations made or information distributed by any representative of Calvary Baptist Church shall be considered to alter the at-will status of my service.

I further understand that this Staff Handbook is not a contract of employment nor a legal document, and nothing contained herein creates a contract between Calvary Baptist Church and me. Calvary Baptist Church may revise the information contained in this Staff Handbook to supersede, modify, or eliminate existing policies.

Finally, I understand that this Staff Handbook is Calvary Baptist Church's property that must be returned to the ministry when I leave my service with Calvary Baptist Church.

STAFF MEMBER'S NAME (printed): \_\_\_\_\_

STAFF MEMBER'S SIGNATURE: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_



# MINISTRY STAFF HANDBOOK

PROPERTY OF CALVARY BAPTIST CHURCH

## INTRODUCTORY STATEMENT

Welcome to Calvary Baptist Church! We are pleased that God has called you to serve Him together with us. The Bible has much to say about the employment relationship. Masters (employers) are taught to give unto their servants (employees) *“that which is just and equal”* and are to have no *“respect of persons.”* (Col. 4:1; Eph. 6:9) Servants (employees) are to be obedient to their masters (employers) *“with fear and trembling, in singleness of heart, as unto Christ; Not with eyeservice, as menpleasers: but as the servants of Christ, doing the will of God from the heart; With good will doing service, as to the Lord, and not to men: Knowing that whatsoever good thing any man doeth, the same shall he receive of the Lord....”* (Eph. 6:5-8)

In keeping with these Biblical commands and to ensure that things may be “done decently and in order,” we have designed this Staff Handbook to acquaint you with Calvary Baptist Church and provide you with information about working conditions, employee benefits (where applicable), and some of the policies affecting your service.

Our Calvary Baptist Church ministry team is comprised of both paid employees and unpaid volunteers. Whether a staff member is a full- or part-time paid employee, or a full- or part-time volunteer, it is absolutely essential that each member’s testimony be above reproach. In this handbook, the term *staff member* is used to describe all of these various groups of individuals, whether paid or unpaid. The term *employee* is used in those sections—such as employment benefits—which apply only to paid staff positions and does not include unpaid volunteers.

You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as a member of our ministry team and outlines the programs developed by Calvary Baptist Church to benefit staff members. As we hope you will see by the policies contained in this Staff Handbook, Calvary Baptist Church is committed to providing an environment that is pleasing to the Lord and that is conducive to spiritual, personal, and professional growth.

No staff handbook can anticipate every circumstance or question. As Calvary Baptist Church continues to grow, the need for changes may arise. Calvary Baptist Church reserves the right to revise, supplement, or rescind any policies or portions of the handbook 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 handbook as they occur. The only policy in this Staff Handbook that is not subject to change is our employment-at-will policy permitting you or Calvary Baptist Church to end our relationship for any reason at any time.

# PERSONNEL POLICIES

## NATURE OF EMPLOYMENT

Employees who do not have a written employment contract with Calvary Baptist Church for a specific, fixed term of employment are employed at the will of Calvary Baptist Church for an indefinite period. Such employees are deemed *at-will employees*.

At-will employees are subject to termination at any time, for any reason or no reason whatsoever, with or without cause or notice. At the same time, these employees may terminate their employment at any time and for any reason.

No Calvary Baptist Church representative, other than the Executive Pastor, is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will employment relationship. No statements made in pre-hire interviews, discussions, or recruiting materials alter the at-will nature of employment or imply that discharge will only occur *for cause*. In cases where the Executive Pastor, on behalf of Calvary Baptist Church, enters into an agreement with an employee to alter the at-will status, such agreement must be reduced to writing to be of any effect.

This at-will employment policy may not be modified by any statements contained in this Staff Handbook or any other materials provided to applicants and employees in connection with their employment. Nothing contained in any of these materials, whether singly or combined, creates an express or implied contract of employment for a definite period, or an express or implied contract concerning any terms or conditions of employment.

Nothing in any employment-related materials of Calvary Baptist Church should be construed to constitute contractual obligations of any kind or as stating in any way that termination of employment will only occur *for cause*. Statements of specific grounds for termination or discipline set forth in this Staff Handbook are examples only, not all-inclusive lists, and are not intended to restrict the Calvary Baptist Church's right to terminate an employee at-will. Of course, unpaid volunteers may be released from service by the ministry leadership at any time and for any lawful reason.

The provisions of this Staff Handbook have been developed at the discretion of Ministry Leadership and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Calvary Baptist Church's sole discretion. These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the Ministry Leadership.

## EMPLOYMENT APPLICATIONS

Calvary Baptist Church relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

In processing employment applications, Calvary Baptist Church may obtain a consumer credit report for employment purposes only concerning credit worthiness, credit standing, and credit capacity. If Calvary Baptist Church takes an adverse employment action based in whole or in part on the consumer credit report, a copy of the report and a summary of your rights under the Fair Credit Reporting Act, as well as any other documents required by law, will be provided to the employee.

## EQUAL EMPLOYMENT OPPORTUNITY

Calvary Baptist Church believes that spiritual unity among all its employees is essential to the fulfillment of its mission. (1 Cor. 1:10; Eph. 4:1-4, 16). Calvary Baptist Church further believes that all men are created equal in the image of God (Gen. 1:27; Acts 17:26) and therefore, are to be afforded equal opportunity in employment. (See also Eph. 6:9.)

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Calvary Baptist Church will be based on merit, qualifications, and abilities. Calvary Baptist Church does not discriminate in employment opportunities or practices on the basis of race, color, sex (as determined at birth and not subject to change), national origin, age, disability, or any other characteristic protected by law, except when an otherwise protected characteristic is a bona fide occupational qualification and except as provided below.

As a religious entity, Calvary Baptist Church is legally permitted to make employment decisions based upon religious criteria, including doctrinal and lifestyle issues. It is the policy of Calvary Baptist Church to utilize only staff members of like faith who subscribe without reservation to Calvary Baptist Church's Statement of Faith and Standards of Conduct and who are living out these doctrines and standards in all areas of their lives, both at and away from ministry functions.

Furthermore, Calvary Baptist Church is legally permitted to make employment decisions concerning its ministerial employees based upon any criteria it deems appropriate, regardless of whether those criteria include otherwise legally protected characteristics. Ministerial employees are defined as employees whose employment responsibility is to impart ministry doctrine to the membership and/or

the general public.

Nothing contained in this Equal Employment Opportunity Policy should be construed to limit Calvary Baptist Church's constitutionally and statutorily protected right to make employment decisions based on otherwise legally protected characteristics.

Calvary Baptist Church 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 staff members with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Executive Pastor. Staff members 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 service.

## DISABILITY ACCOMMODATION

Calvary Baptist Church is committed to fully complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Calvary Baptist Church's hiring procedures provide persons with disabilities meaningful employment opportunities. Upon request, job applications will be made available in alternative, accessible formats, and assistance will be provided in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement and are given only after a conditional job offer has been made. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with relevant criteria, not disability of the individual.

Qualified individuals with disabilities are entitled to equality in pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, lines of progression, and

seniority lists. Leaves of all type will be available to all employees on an equal basis.

Calvary Baptist Church is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Calvary Baptist Church will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Calvary Baptist Church is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## SERIOUS DISEASES

Staff members with infectious, long-term, life-threatening, or other serious diseases or illnesses may continue to serve as long as they are able to perform the duties of their position without undue risk to their own health, to that of other staff members, or to that of the people to which Calvary Baptist Church ministers. Serious diseases and illnesses for the purposes of this policy include, but are not limited to the following: cancer, heart disease, major depression, multiple sclerosis, hepatitis, tuberculosis, certain musculoskeletal disorders, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS).

Nothing in this policy in any way limits Calvary Baptist Church's right to discipline, up to and including termination, staff members who by their own sinful behavior acquired such a serious disease or illness.

Calvary Baptist Church will support, where feasible and practical, educational programs to enhance staff member awareness and understanding of serious diseases and illnesses.

A staff member afflicted with a serious disease or illness is to be treated no differently than any other staff member. Therefore, if the serious disease or illness affects his ability to perform assigned duties, the staff member will be treated like other staff members who have disabilities which limit their job performance.

A staff member who is diagnosed with a serious disease or illness, and who wants an accommodation should inform his supervisor of his condition as soon as possible and provide his supervisor with any pertinent medical information needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. Calvary Baptist Church may require a doctor's certification of a staff member's ability to perform job duties. In addition, Calvary Baptist Church may require such a staff member to undergo a medical

examination.

A staff member whose disease or illness directly threatens the health or safety of the staff member or others must inform his supervisor of his condition as soon as possible.

Calvary Baptist Church will attempt to maintain the confidentiality of the diagnosis and medical records of staff members with serious diseases and illnesses, unless otherwise required by law. Information concerning a staff member's serious disease or illness will be treated as confidential and ordinarily will not be disclosed to other staff members. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of service.

Staff members concerned about being infected with a serious disease or illness by a co-laborer or a recipient of ministry services should convey this concern to their supervisor. Staff members who refuse to work with or perform services for a person known or suspected to have a serious disease or illness, without first discussing their concerns with a supervisor, will be subject to disciplinary action, up to and including termination of service. Where there is little or no evidence of risk of infection to the concerned staff member, the staff member's continued refusal may result in disciplinary action, up to and including termination of service.

## EMPLOYEE MEDICAL EXAMINATIONS

To help ensure that certain employees are able to perform their duties safely, medical examinations may be required of certain positions where such information is needed to prevent a health and safety threat. After a conditional offer of employment has been made to an applicant entering a designated job category, a medical examination will be performed at Calvary Baptist Church's expense by a health professional of Calvary Baptist Church's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Medical examinations required by and paid for by Calvary Baptist Church are the property of Calvary Baptist Church. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

## IMMIGRATION LAW COMPLIANCE

Calvary Baptist Church is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, 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. Former employees who are rehired must also complete the form if they have not completed an I-9 with Calvary Baptist Church within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Executive Pastor. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## OTHER EMPLOYMENT

All employees must obtain prior approval from Executive Pastor prior to undertaking any outside employment or work activity, including self-employment. Employees are cautioned to consider carefully the demands that additional work activity will create before requesting permission to seek or accept outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or additional hours.

If Calvary Baptist Church, in its sole discretion, determines that an employee's outside work interferes with performance or the ability to meet the requirements of Calvary Baptist Church as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Calvary Baptist Church. If outside work activity causes or contributes to job-related problems, it must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.

Employees who have accepted outside employment may not use paid sick or personal absence time to work on the outside job.

Fraudulent use of sick or personal absences will result in disciplinary action, up to and including termination.

## CLASSIFICATION OF EMPLOYEES

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the federal and/or state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws, including the provisions requiring overtime pay. Nonexempt employees are commonly referred to as "hourly" employees, whereas exempt employees are commonly referred to as "salaried" employees. Upon hire, an employee will be notified whether he is considered a nonexempt or an exempt employee. If the employee's exemption status changes during the course of his employment, the employee will be notified of that change in writing.

In addition to the exempt classification, each employee will be classified in one of the following employment categories:

Regular full-time employees are those who are regularly scheduled to work more than thirty-five (35) hours a week and who are not in a temporary or introductory status. Regular full-time employees are eligible for Calvary Baptist Church's benefit package, subject to the terms, conditions, and limitations of each benefit.

Regular part-time employees are those who are regularly scheduled to work less than thirty-five (35) hours per week and who are not in a temporary or introductory status. Regular part-time employees receive all legally mandated benefits such as Social Security, but they are ineligible for all of Calvary Baptist Church's other benefits.

Introductory employees are newly-hired employees who are being evaluated to determine whether further employment with Calvary Baptist Church is appropriate. Introductory employees are entitled to the same benefits as their regular counterparts, depending on whether they are full-time or part-time. Employees who satisfactorily complete the introductory period will be categorized as regular full-time or regular part-time employees.

Temporary employees are those who are hired to work a fixed or limited period of time or who are hired to assist in the completion of a certain project. Examples of temporary employees include summer interns and interim employees. Employment of a temporary employee beyond any initially stated period of time does not change the employee's temporary status. Temporary employees retain that status unless and until notified of a change in writing. Temporary employees receive all legally mandated benefits such as Social Security, but are ineligible for all of Calvary Baptist Church's other benefits, unless there is a specific written agreement to the contrary between the employee and Calvary Baptist Church.

The foregoing classifications and categories do not guarantee employment for any specified period of time, and nothing contained in this policy in any way alters the at-will status of Calvary Baptist Church employees.

## PERSONAL RELATIONSHIPS IN THE WORKPLACE

The service of individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and staff member morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual “romantic” relationship.

Absent specific approval of the \_\_\_\_\_, individuals involved in a dating relationship with a current staff member may not occupy a position that will be working directly for or supervising the staff member with whom they are involved in a dating relationship. Calvary Baptist Church also reserves the right to take prompt action if an actual or potential conflict of interest arises involving individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a dating relationship is established after a staff member begins serving between staff members who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to the ministry leadership. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within thirty (30) calendar days, ministry leadership will decide who is to be transferred or, if necessary, terminated from service.

In other cases where a conflict or the potential for conflict arises because of a relationship between staff members, even if there is no line of authority or reporting involved, the staff members may be separated by reassignment or terminated from service. Individuals in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

Absent the express approval of the Executive Pastor, no full-time staff member may maintain a dating relationship with an individual to whom he/she directly ministers. Because ministry staff members often maintain a position of trust and influence, and because staff counseling positions involve ethical considerations of confidentiality and fiduciary responsibility, dating an individual to whom one directly ministers is strictly prohibited. Under no circumstances may a full-time staff member maintain a dating relationship with a minor.

## PERSONNEL FILES

Calvary Baptist Church maintains a personnel file on each employee. The personnel file includes such information as the employee’s job application, resume, and other employment records.

Employees have a duty to keep their personnel records up to date and should notify the Executive Pastor in writing of any changes, including the following:

name, address, telephone number, marital status, number of dependents, and persons to be notified in case of emergency.

Personnel files are the property of Calvary Baptist Church, and access to the information they contain is restricted. Only supervisors and ministry leadership personnel of Calvary Baptist Church who have a legitimate, employment-related reason to review information in a personnel file are allowed to do so.

Current employees may inspect their own personnel records and may copy, but not remove, documents in the file. Employees who wish to review their own file should contact the Executive Pastor. Within a reasonable time after their request, employees will be allowed to review their personnel files in Calvary Baptist Church's offices in the presence of an individual appointed by Calvary Baptist Church to maintain the files.

Current employees who believe that any personnel file material is incomplete, inaccurate, or irrelevant may submit a written request for file revisions to the Executive Pastor. If the request is not granted, the employee may place a written statement of disagreement in the file and make a complaint using the regular grievance procedure.

## EMPLOYMENT REFERENCE CHECKS

**(1) Applicants.** It is the policy of Calvary Baptist Church to check the employment and personal references of all applicants to ensure that individuals who join Calvary Baptist Church are spiritually, professionally, and personally qualified for the position to which they have applied.

**(2) Former Employees.** Calvary Baptist Church will respond in writing only to those reference check inquiries that are submitted in writing. No specific employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

## INTRODUCTORY PERIODS

It is the policy of Calvary Baptist Church to give all new employees the opportunity to demonstrate their ministry spirit and their ability to perform their duties at a satisfactory level and to determine whether the new position meets their expectations. Calvary Baptist Church uses an initial introductory period to evaluate employees' ministry spirit, talents, abilities, work ethic, and overall performance. This initial introductory period applies to all new and rehired employees and will begin the date of hire and end ninety (90) calendar days after the date of hire. Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, employees are eligible for those benefits

that are required by law, such as Social Security. They may also be eligible for other Calvary Baptist Church-provided benefits, subject to the terms and conditions of each benefits program. Employees should direct any questions concerning benefits to the Executive Pastor.

Employees who are promoted to a new position within Calvary Baptist Church must complete a second introductory period ninety (90) calendar days beginning on the effective date of the promotion. An employee who, in the sole judgment of Calvary Baptist Church, is not successful in the new position can be removed from that position at any time during the second introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Calvary Baptist Church's needs.

Nothing contained in this policy shall be deemed to alter the at-will status of an employee's employment with Calvary Baptist Church. Either the employee or Calvary Baptist Church may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

## PERFORMANCE EVALUATION

Supervisors and staff members are strongly encouraged to discuss the staff member's spiritual and professional development, job performance, and ministry goals on an informal, day-to-day basis. Additional formal performance evaluations may be conducted to provide both supervisors and staff members the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Nothing in this policy alters the employment-at-will relationship between Calvary Baptist Church and its employees.

## TERMINATION OF EMPLOYMENT

An employee's employment with Calvary Baptist Church may be terminated because of the employee's resignation, discharge, or retirement; the expiration of an employment contract; or as result of a reduction in Calvary Baptist Church's workforce. Discharge may be for any reason not prohibited by law. Since employment with Calvary Baptist Church is based on mutual consent, both the employee and Calvary Baptist Church have the right to terminate the employment-at-will relationship, with or without cause, at any time.

Calvary Baptist Church is committed to handling all issues related to the termination of employment in a Christ-like manner and trusts that its employees will do likewise. In cases where an employee is discharged for reasons other than misconduct, Calvary Baptist Church will endeavor, in its sole discretion, to

give the employee advance notice of the discharge or pay in lieu of notice.

Resigning employees are requested to give written notice of their intent to resign as far in advance as possible. Supervisory and managerial employees should give at least six (6) weeks notice. Clerical and administrative employees should give at least four (4) weeks notice. All other employees should give at least seven (7) days' notice to the ministry to facilitate the search for a replacement employee. Employees who fail to give written notice in accordance with these time periods may be ineligible for reemployment.

Employees who are absent from work for three (3) consecutive days without being excused or giving proper notice will be considered as having voluntarily quit.

Calvary Baptist Church may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, repayment of outstanding debts to Calvary Baptist Church, or return of Calvary Baptist Church-owned property. The departing employee may voice suggestions, complaints, or questions at that time. The departing employee will be asked to sign a written authorization for the release of information requested for an employment reference.

Employees will receive their final pay in accordance with applicable state law. All accrued, vested benefits that are due and payable at termination will be paid. If the employee is entitled to the continuation of certain benefits, the employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. Nothing contained in this policy in any way alters the employment-at-will relationship between employees and Calvary Baptist Church.

# WORK POLICIES

## WORK SCHEDULES

The normal work schedule for all non-exempt employees is 8 hours a day, 5 days a week. Supervisors will advise employees of the beginning and ending times of their shifts. Although Calvary Baptist Church will attempt to give employees as stable of schedules as possible, the needs of Calvary Baptist Church and the people it ministers to sometimes require variations in employee scheduling. Employees are required to work the hours they are scheduled unless they are given advance permission by the appropriate supervisor to deviate from the schedule.

## REST AND MEAL PERIODS

Full-time nonexempt employees are provided with 2 rest periods during each eight-hour workday. Supervisors will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond allotted rest period time.

All full-time regular employees are provided with one meal period of thirty (30) minutes in length each workday. Supervisors will schedule meal periods to accommodate ministry requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

## OVERTIME

Overtime is defined as all hours worked in excess of forty (40) hours in one week or as otherwise defined by state law. Nonexempt employees are prohibited from working overtime without prior approval from their supervisor. It is Calvary Baptist Church's desire not to require overtime work of its employees. However, when ministry requirements or other needs cannot be met during regular working hours, nonexempt employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory overtime assignments will be provided.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

The practice of granting hour-for-hour compensatory time, often referred to as “comp” time, for overtime hours worked is prohibited.

Failure to work scheduled overtime or working overtime without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

## EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt ministry operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

# PAY POLICIES

## TIMEKEEPING

Nonexempt employees are responsible for ensuring that their time worked is accurately recorded. Federal and state laws require Calvary Baptist Church to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end each shift, the beginning and ending time of each unpaid meal period, and any departure from work for personal reasons. As previously stated, overtime work must always be approved before it is performed.

Nonexempt employees must sign their time records to certify the accuracy of all time recorded. The supervisor will review the time record and, if accurate, will initial the time record and submit it for payroll processing. If the time record is inaccurate, the supervisor will make the appropriate correction to the time record, and both the employee and the supervisor must initial the changes before submitting it for payroll process.

Altering or falsifying time records, tampering with time recording equipment, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

## PAY PERIODS

All employees are paid semi-monthly on the 15th and last days of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will be paid no later than the first day of work following the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to Calvary Baptist Church. Employees will receive an itemized statement of wages when Calvary Baptist Church makes direct deposits.

## ADMINISTRATIVE PAY CORRECTIONS

Calvary Baptist Church takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid

promptly on the scheduled payday.

In the unlikely event that there is an error in the amount or timing of pay, the employee should promptly bring the discrepancy to the attention of the Executive Pastor so that corrections can be made as quickly as possible.

## PAY DEDUCTIONS

The law requires that Calvary Baptist Church make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Calvary Baptist Church must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Calvary Baptist Church matches the amount of Social Security taxes paid by each employee.

Please direct your questions concerning any pay issue to the Executive Pastor.

## MINISTRY TRAVEL EXPENSES

Staff members may be required to travel away from the local area to perform ministry business. Calvary Baptist Church will reimburse staff members for reasonable ministry travel expenses incurred while on ministry business. All ministry travel must be approved in advance by the Executive Pastor.

Staff members whose travel plans have been approved should coordinate with the Executive Pastor to ensure that all travel arrangements are made in the most cost effective manner possible. Calvary Baptist Church will directly pay, will advance, or will reimburse actual costs of travel, meals, lodging, and other expenses directly related to accomplishing ministry business, provided that the staff member used the most cost effective manner possible.

Expenses that generally will be reimbursed include the following:

- Airfare at the lowest available fare
- Car rental fees at the lowest available rate
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel
- Taxi fares, only when there is no less expensive alternative
- Mileage costs for use of personal cars, only when less expensive transportation is not available
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings
- Cost of meals, no more lavish than would be eaten at the employee's own

expense.

- Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare
- Charges for telephone calls, fax, and similar services required for ministry business purposes

Whenever possible, Calvary Baptist Church will directly pay or advance the major expenses of travel such as airfare and lodging to ensure that staff members are not required to pay major expenses out-of-pocket subject to reimbursement.

Staff members who are involved in an accident while traveling on ministry business must promptly report the incident to the Executive Pastor. Vehicles owned, leased, or rented by Calvary Baptist Church may not be used for personal use without prior approval.

With prior approval, staff members on ministry travel may be accompanied by their spouse or a family member when the presence of such a family member would further or would not interfere with the ministry purposes for the travel. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, staff members should submit completed travel expense reports within five (5) days. Reports should be accompanied by receipts for all individual expenses.

Staff members should contact the Executive Pastor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, shall be grounds for disciplinary action, up to and including termination of employment.

## WORKERS' COMPENSATION INSURANCE

Calvary Baptist Church provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it

is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Calvary Baptist Church nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Calvary Baptist Church.

## CONTINUATION OF BENEFITS (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Calvary Baptist Church's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Calvary Baptist Church's group rates plus an administration fee. Calvary Baptist Church provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Calvary Baptist Church's health insurance plan. The notice contains important information about the employee's rights and obligations.

# WORKPLACE RULES AND STAFF CONDUCT

## BEHAVIOR OF STAFF MEMBERS

Staff members are expected to uphold the doctrines and standards of Calvary Baptist Church as articulated in the Bible and Calvary Baptist Church's Statement of Faith and Standard of Conduct in all aspects of their lives, both at and away from Calvary Baptist Church employment and functions. Staff members must uphold by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model in judgement, dignity, respect, and Christian living both at and away from Calvary Baptist Church. Staff members must faithfully attend all ministry services and take an active part in the total ministry program.

Staff members must be loyal to the ministry leadership of Calvary Baptist Church in word and deed. To ensure orderly operations and provide the best possible work environment, Calvary Baptist Church expects staff members to follow rules of conduct that will protect the interests and safety of all staff members and the organization.

Although it is impossible to list all forms of behavior that are expected and prohibited of Calvary Baptist Church staff members, the following lists provide examples of expected and prohibited behaviors.

Staff members are expected at all times to conduct themselves in a Christ-like manner in order to present a good personal and ministry testimony. Expected staff member conduct includes, but is not limited to:

- Treating all members, visitors, and coworkers in a courteous and loving manner
- Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to Calvary Baptist Church's best interests
- Reporting to the ministry leadership suspicious, unethical, or illegal conduct by coworkers, members, or suppliers
- Reporting to the ministry leadership suspected or actual violation of Calvary Baptist Church's policies
- Reporting to the ministry leadership any threatening or potentially violent behavior by coworkers, members, or visitors
- Cooperating with all Calvary Baptist Church investigations
- Complying with all Calvary Baptist Church's policies
- Wearing appropriate clothing and jewelry

- Performing assigned tasks efficiently and in accordance with instructions
- Reporting to work punctually as scheduled and being at the proper place, ready to work, at the assigned starting time
- Giving proper advance notice whenever unable to work or report to work on time
- Maintaining cleanliness and order in the workplace
- Complying with Calvary Baptist Church's Standards of Conduct

Staff members who deviate from these and other similar forms of expected behavior are subject to discipline, up to and including termination.

The following are examples of conduct that is prohibited. Staff members engaging in such conduct or similar conduct, as determined by the ministry leadership, will be subject to discipline, up to and including termination of service:

- Stealing, destroying, defacing, or misusing Calvary Baptist Church's property
- Falsifying or altering any Calvary Baptist Church record or report, such as an employment application, medical reports, timekeeping records, financial records, travel reimbursement voucher, personnel record, membership record, counseling record, or invoice
- Engaging in any form of homosexuality, fornication, adultery, transvestitism, bestiality, deviant gender identity, or any other deviant sexual behavior as determined by the ministry leadership
- Possessing, distributing, selling, transferring, or using alcohol, tobacco, or illegal drugs
- Using profanity, vulgarity, or abusive language
- Engaging in or threatening acts of workplace violence, including but not limited to:
  - Illegally possessing firearms, other weapons, explosives or other dangerous materials on Calvary Baptist Church's property
  - Fighting or assaulting a coworker or any other person
  - Threatening or intimidating a coworker or any other person
- Engaging in any form of sexual or other harassment
- Disclosing confidential information of Calvary Baptist Church
- Misusing Calvary Baptist Church's communications systems, including electronic mail, computers, Internet access, and telephones
- Refusing to follow ministry leadership or a supervisor's instructions concerning a ministry-related matter or being insubordinate or

disrespectful

- Failing to follow safety or health rules
- Sleeping on the job without authorization
- Engaging in gambling
- Playing pranks or engaging in horseplay
- Wearing inappropriate clothing or jewelry, or displaying inappropriate tattoos, or otherwise having an inappropriate personal appearance as defined in the ministry's Personal Appearance policy
- Engaging in boisterous or disruptive activity in the workplace
- Engaging in negligent or improper conduct leading to damage of ministry-owned or other property
- Engaging in excessive absenteeism or any absence without notice
- Engaging in unauthorized absence from work station during the workday
- Violating employment policies
- Unsatisfactorily performing job responsibilities

These examples of prohibited behaviors are not intended to be an all-inclusive list. At Calvary Baptist Church's discretion, any violation of Calvary Baptist Church's policies or any conduct considered inappropriate or unsatisfactory may subject the staff member to disciplinary action.

Service with Calvary Baptist Church is at the mutual consent of Calvary Baptist Church and the staff member, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## CONFLICTS OF INTEREST

Calvary Baptist Church expects that each staff member will use good judgement, high Biblical and ethical standards, and honesty in all business dealings with and on behalf of Calvary Baptist Church. Staff members have a responsibility to avoid any conflict of interest or appearance of conflict of interest.

## SEXUAL AND OTHER FORMS OF HARASSMENT

Calvary Baptist Church seeks to promote a productive work environment in which all staff members reach their full spiritual and professional potential in ministry service. Calvary Baptist Church will not tolerate verbal or physical conduct by any staff member or other person that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile work environment.

No form of harassment will be tolerated, including harassment because of a staff member's race, national origin, disability, pregnancy, age, or sex. Special attention should be paid to sexual harassment. No staff member, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Behavior that amounts to sexual harassment shall result in disciplinary action, up to and including dismissal from service.

Staff members are prohibited from threatening or insinuating, either explicitly or implicitly, that a staff member's willingness or refusal to submit to sexual advances will affect the staff member's terms or conditions of service.

Staff members are also prohibited from engaging in other sexually harassing or offensive conduct in the workplace, including but not limited to:

- 1) Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions
- 2) Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references
- 3) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual
- 4) The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs
- 5) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, sex, national origin, disability, pregnancy, or age is also prohibited.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, and that is personally offensive, and that debilitates morale, and that, therefore, interferes with work effectiveness.

Sexual harassment includes gender-based harassment of a person of the same sex as the harasser.

Any staff member who experiences or witnesses harassment of any form in the workplace, must report it immediately to the Executive Pastor. If the Executive Pastor is the alleged harassing party, a staff member may report the harassment to any member of the ministry leadership. Any supervisor or ministry leadership level staff member who witnesses sexual harassment or learns of an allegation of

sexual harassment and does not report it to the Executive Pastor (or if the Executive Pastor is the alleged harasser to the ministry leadership), is subject to disciplinary action, up to and including termination of service.

All allegations of sexual harassment will be promptly investigated in as impartial and confidential manner as possible. A timely resolution of each complaint will be communicated to the parties involved.

Calvary Baptist Church will permit no employment-based retaliation against anyone who brings a bona fide complaint of sexual harassment or who provides true information as a witness in the investigation of a complaint of sexual harassment. However, an individual who makes a false complaint or provides false information to an investigator will be subject to disciplinary action, up to and including termination of service.

Any staff member found to have violated this policy is subject to disciplinary action, up to and including termination.

## ATTENDANCE AND PUNCTUALITY

Calvary Baptist Church requires employees to report to work punctually and to work all scheduled hours and any required overtime. Absenteeism and tardiness disrupt the work flow and place a burden on other employees and on Calvary Baptist Church. Employees should notify their supervisor as far in advance as possible whenever they are unable to report to work, know they will be late, or must leave early. The notice should include the reason for the absence and an indication of when the employee can be expected to report to work. Failure to notify Calvary Baptist Church of any absence may lead to disciplinary action.

Poor attendance and excessive tardiness will not be tolerated. Either may lead to disciplinary action, up to and including termination of employment.

## PERSONAL APPEARANCE

Each staff member's dress, grooming, and personal cleanliness standards reflect not only on the Christian testimony of the staff member, but also on the testimony of Calvary Baptist Church. Staff members are expected during service hours and when representing Calvary Baptist Church to present a professional, Christian image.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Male staff members' hair must be groomed and clean.
- Men's apparel shall be modest and appropriate for the occasion. (If there

is any question regarding what is considered appropriate dress for the occasion, the individual is encouraged to speak to the ministry leadership.)

- Inappropriate or offensive tattoos or other permanent bodily markings inconsistent with a good Christian testimony should never be acquired by any ministry staff. Any tattoos acquired prior to the staff members conversion to Christ which might be deemed inappropriate must be covered—to the extent possible and to the satisfaction of the ministry leadership—by clothing or other means.
- Ladies' apparel shall exemplify Godly principles of modesty.
- Ladies' jewelry and makeup should generally be conservative and kept to a minimum. Makeup should only be enhancing, not radical or worn in such an amount or manner as to call inappropriate attention to oneself. Earrings and other jewelry must be moderate and unobtrusive.
- Ladies' hairstyles are expected to be in good taste. Unnaturally colored hair and extreme styles are not professionally appropriate.
- Offensive body odor and poor personal hygiene are not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used in moderation.
- Both male and female staff members are expected to be tasteful in the styling of their clothing and hair. Extremes in styling or color are unacceptable.
- The dress code is in effect at all staff functions and ministry services unless specifically stated otherwise by the ministry leadership.

The ministry reserves the right to modify this policy from time to time, in its sole discretion. Compliance with these policies must be accomplished to the full satisfaction of the ministry leadership. The ministry also reserves the right to require any staff member whose personal appearance is considered by it to be inappropriate or immoderate to correct the matter immediately to the full satisfaction of the ministry leadership.

## RETURN OF PROPERTY

Staff members are responsible for the care and upkeep of all of Calvary Baptist Church's property, materials, or written information that has been issued to them or that is in their possession or control.

Staff members must return all Calvary Baptist Church property immediately upon request or upon termination of service. Where permitted by applicable laws, Calvary Baptist Church may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Calvary Baptist Church may also take all action deemed appropriate to recover or protect

its property.

## SECURITY

It is the policy of Calvary Baptist Church to make reasonable efforts to provide for the security of Calvary Baptist Church's property, staff members, and authorized visitors.

Staff members, church members (if applicable), and visitors are prohibited from illegally possessing firearms, other weapons, explosives or other dangerous materials on Calvary Baptist Church's property or at Calvary Baptist Church functions. Staff members are further prohibited from carrying illegal firearms, other weapons, explosives or other dangerous materials in ministry-provided vehicles or in personal vehicles while on ministry business.

Staff members may be searched or questioned and are subject to surveillance whenever Calvary Baptist Church believes this is necessary to maintain security. All personal property brought onto Calvary Baptist Church property, such as vehicles, packages, briefcases, backpacks, purses, bags, and wallets are subject to inspection and search. Any staff member who wishes to avoid inspection of any articles or materials should not bring such items onto Calvary Baptist Church's premises.

Desks, lockers, filing cabinets, and other storage areas or devices may be provided for the convenience of staff members, but remain the sole property of Calvary Baptist Church. **Staff members have no expectation of privacy in any employer-provided desk, locker, filing cabinet or other storage area or device, computer records, or email.** Accordingly, they, as well as any articles found within them, may be searched and inspected by any properly authorized agent or representative of Calvary Baptist Church at any time, either with or without prior notice. Calvary Baptist Church may remove all ministry property and other items that are in violation of the ministry's rules and policies found in these storage areas and devices.

Staff members are expected to exercise reasonable care for their own personal protection and personal property while on Calvary Baptist Church's premises. Calvary Baptist Church assumes no responsibility for loss, damage, or theft of personal property.

## SAFETY

To assist in providing a safe and healthy work environment for our staff members and the people to which we minister, staff members are expected to exercise caution in all work activities. Staff members must immediately report any unsafe condition to their supervisor. Staff members who cause hazardous or dangerous situations, who fail to report, or, where appropriate, fail to remedy such unsafe

conditions, may be subject to disciplinary action, up to and including termination of service.

In the case of accidents resulting in injury, regardless of how insignificant the injury may appear, staff members must immediately notify the Executive Pastor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures where applicable.

## USE OF MINISTRY EQUIPMENT AND VEHICLES

God has entrusted Calvary Baptist Church with resources such as equipment and vehicles to use to perform His work. Every ministry staff member must recognize that they are a steward of these resources. As stewards, it is imperative that staff members exercise due care to use and maintain all ministry resources in the manner intended.

Staff members are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines for each piece of equipment used in carrying out their ministry tasks. Staff members must promptly inform their supervisor if any equipment, machines, tools, or vehicles are or appear to be damaged, defective, or in need of repair.

Staff members operating ministry vehicles must comply with all applicable laws and regulations. Staff members who are involved in an accident while operating a ministry vehicle must promptly report the incident to the Executive Pastor. Vehicles owned, leased, or rented by Calvary Baptist Church may not be used for personal use without prior approval.

The improper, careless, destructive, unsafe, or illegal use or operation of equipment or vehicles subjects the staff member to disciplinary action, up to and including termination of service.

## VISITORS IN THE WORKPLACE

Calvary Baptist Church expects that unknown visitors will come to Calvary Baptist Church looking for physical, emotional, and spiritual needs to be met. Regardless of their appearance or dress, all visitors should be courteously treated in a Christ-like manner. Unknown and unexpected visitors should be directed to the Executive Pastor, who will ensure that all visitors are presented the gospel of Jesus Christ, and that the visitors' legitimate needs are met.

Calvary Baptist Church recognizes that the call to ministry service is a call to the entire family and that the ministry is a gathering place for members and friends of Calvary Baptist Church. Staff members should ensure, however, that visits by family members, friends, and members do not unduly interfere with the staff member's performance of ministry duties.

## SOLICITATION AND DISTRIBUTION

Calvary Baptist Church encourages its staff members to “exhort one another” by sharing resources such as Christian books, tapes, sermons, and articles with each other that would promote spiritual growth. Calvary Baptist Church further encourages its staff members to support ministry fundraising efforts and allows solicitation of funds for ministry fundraisers. Staff members engaging in these activities should ensure that they do not unduly interfere with the staff member’s performance of ministry duties.

Staff members may not solicit donations or sales to non-Calvary Baptist Church-related causes on the ministry premises without the prior approval of the Executive Pastor. Furthermore, staff members may not distribute secular literature or other media or solicit funds or sales for non-Calvary Baptist Church-related causes approved by the Executive Pastor during working time. Working time does not include lunch periods, breaks, or any other periods in which staff members are not on duty.

The posting of written solicitations on Calvary Baptist Church’s bulletin boards is restricted. These bulletin boards display important announcements and memoranda concerning ministry and employment information and should be regularly reviewed by all staff members. If staff members have a message of interest to the entire staff, they may submit it to the Executive Pastor for approval before posting.

## MINISTRY COMMUNICATION SYSTEMS

Communication services and equipment provided by Calvary Baptist Church, including the messages transmitted and stored by them, are the sole property of Calvary Baptist Church. Accordingly, Calvary Baptist Church may access and monitor staff member communications and files as it considers appropriate. **Staff members do not have any expectation of privacy in any communications or files made using or stored upon Calvary Baptist Church’s communication services and equipment, regardless of whether the communications or files are designated or intended as private by the sender or the recipient.** Calvary Baptist Church may monitor at any time any staff member’s use of any ministry communication service or equipment.

Communication services and equipment include, but are not limited to: mail, electronic mail (email), courier services, facsimiles, telephone systems, personal computers, computer networks, computer files, computer software, online services, internet connections, intranets, telex systems, video equipment and tapes, tape recorders and recordings, pagers, cellular telephones, voice mail systems, answering machines, and bulletin board.

Staff members should ensure that no personal correspondence appears to be an official communication of Calvary Baptist Church since staff members may be perceived as representatives of Calvary Baptist Church and, therefore, damage the reputation of or create liability for Calvary Baptist Church. All outgoing messages, whether by mail, facsimile, email Internet transmission, or any other means, should be accurate, appropriate, and ministry-related. Staff members may not use Calvary Baptist Church's stationery or postage for personal letters. Most communication services and equipment have toll charges or other usage-related expenses. Staff members must be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each ministry communication. Staff members should consult their supervisor if there is a question about the proper mode of communication. Staff members are not permitted to use Calvary Baptist Church's telephone system for personal long-distance and toll calls. Staff members should practice discretion when making local personal calls and may be required to reimburse Calvary Baptist Church for any charges resulting from their personal use of the telephone.

All incoming telephone calls should be answered with the following ministry greeting: "Good morning (afternoon), Calvary Baptist Church, this is (your title and last name) speaking." Staff members must speak in a courteous and professional manner and hang up only after the caller has done so. Messages taken for other staff members should be written legibly; should include the caller's name, telephone number, message, and the date and time of the telephone call; and should be promptly delivered to the recipient.

Calvary Baptist Church's communications property and equipment may not be removed from the premises without prior authorization from the Executive Pastor or Property Manager (property custodian).

Calvary Baptist Church purchases and licenses the use of various computer software for ministry purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Calvary Baptist Church does not have the right to reproduce such software for use on more than one computer. Staff members may only use software on local area networks or on multiple machines according to the software license agreement. Calvary Baptist Church prohibits the illegal duplication of software and its related documentation. Staff members are not permitted to install any program, business or personal, onto ministry equipment without prior ministry approval.

Staff members must disclose all passwords to their supervisors but should not share the passwords with other staff members. Staff members may not monitor, retrieve or review any communication or file to which they are not a party, unless they have prior authorization.

Online services and the internet may be accessed only by staff members specifically authorized by Calvary Baptist Church. Staff members' online use

should be limited to ministry-related activities, except as allowed below. In addition, staff members should not duplicate or download from the internet or from an email, any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without the express written permission of the owner of the material. When appropriate internet materials or email files are downloaded, they should be scanned using Calvary Baptist Church's antivirus software. All compressed files are to be scanned before and after decompression.

Staff members are not permitted to send broadcast email messages to all users or large groups of users unless specifically authorized to do so.

Calvary Baptist Church's policies that prohibit offensive, intimidating, harassing, or disruptive materials in the workplace apply with equal force to material communicated through or stored on Calvary Baptist Church's communication services and equipment.

Incidental personal use by staff members of Calvary Baptist Church's communications services and equipment is allowed as long as the use does not interfere with the staff member's work or Calvary Baptist Church's operations, does not violate any of Calvary Baptist Church's policies, and does not result in any additional expense to Calvary Baptist Church. Each staff member will be required to reimburse Calvary Baptist Church for any expenses incurred for the staff member's incident personal use of the ministry's communications services. Abuse of Calvary Baptist Church communication services and equipment provided by the ministry in violation of law or ministry policies will result in disciplinary action, up to and including termination of service. Staff members may also be held personally liable for any violations of this policy. Staff members should notify their immediate supervisor, the Executive Pastor or any member of ministry leadership upon learning of violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the

- organization or initiate unwanted internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person, or refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the internet for political causes or activities or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

## WORKPLACE VIOLENCE PREVENTION

Calvary Baptist Church is committed to preventing workplace violence and to maintaining a safe ministry environment. Given the increasing violence of society in general, Calvary Baptist Church has adopted the following guidelines to deal with intimidation, harassment, and threats and incidents of violence that may occur on its premises.

Staff members are prohibited from fighting, "horseplay," or other conduct that may be dangerous to others. Illegal firearms and weapons, explosives or other dangerous materials are prohibited from ministry premises.

Conduct that threatens, intimidates, or coerces another staff member, visitor, member, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

Staff members who observe or learn of threats or incidents of violence or who observe or learn of suspicious individuals or activities must report such information to their immediate supervisor or another supervisory employee as

soon as possible. This includes threats by staff members, as well as threats by visitors, members of Calvary Baptist Church, or members of the public. The report must be as specific and detailed as possible. When necessary to protect life, health, or property, or when otherwise appropriate, employees should call the police before reporting the threat or incident to a supervisory staff member. Staff members should not place themselves in peril in attempting to intervene in a suspicious or a potentially violent situation.

Calvary Baptist Church will promptly and thoroughly investigate all reports of threats or incidents of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Calvary Baptist Church may place employees on administrative leave, either with or without pay, pending investigation.

Any staff member determined to be responsible for a threat or incident of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of service.

## DRUG AND ALCOHOL TESTING

In addition to being sinful behavior in violation of Calvary Baptist Church's Standard of Conduct, drug and alcohol use poses serious safety and health risks. Staff members must immediately report any observations of unusual behavior or other indications that another staff member is under the influence of alcohol or drugs.

Employees may be asked to take a test at any time to determine the presence of drugs or alcohol, unless such tests are prohibited by law. Employees asked to take the test will be asked to sign a consent form authorizing the test and Calvary Baptist Church's use of the test results for purposes of administering its discipline policy. Employees refusing consent for these purposes or testing positive for alcohol or illegal drugs are subject to disciplinary action, up to and including termination of employment.

The test will be paid for by Calvary Baptist Church. The records of the examination will be the property of Calvary Baptist Church and will be treated as confidential and held in a separate medical file. If required by law, the records will be made available to the employee, the employee's designees, public agencies, and relevant insurance companies.

Staff members must report to the Executive Pastor their use of over-the-counter or prescription medication that may impair their ability to perform their job safely and effectively.

Staff members who drive a commercial motor vehicle as part of their ministry

duties are also subject to Calvary Baptist Church's Policy for Drug and Alcohol Testing of Commercial Motor Vehicle Drivers. Employees who fail to comply with this policy are subject to disciplinary action, up to and including termination of employment.

## CELLULAR TELEPHONE USAGE

Calvary Baptist Church provides cellular telephones to some staff members as a ministry tool to assist them in communicating with other staff members, church members (if applicable), and others with whom they interact as part of their ministry. Cellular telephone use is primarily intended for ministry-related calls. However, occasional, brief personal use is permitted within a reasonable limit. Cellular telephone invoices are regularly monitored.

Staff members who have access to a cellular telephone while operating a motor vehicle should remember that their primary responsibility is driving safely and obeying the rules of the road. Staff members are prohibited from using cellular telephones to conduct ministry business while driving and should safely pull off the road and come to a complete stop before dialing or talking on the phone.

As a representative of Calvary Baptist Church, cellular telephone users are reminded that the regular etiquette used when speaking from office telephones or in meetings applies to conversations conducted over a cellular telephone.

## PROGRESSIVE DISCIPLINE

Staff members are expected to comply with Calvary Baptist Church's standards of behavior and performance. Any deviation from these standards must be corrected. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory ministry service in the future.

Under normal circumstances, Calvary Baptist Church will use a policy of progressive discipline to attempt to provide the offending employee with notice of the deficiency in his conduct and an opportunity to improve. This policy of progressive discipline is used at the sole discretion of Calvary Baptist Church and in no way alters the at-will status of employees. Calvary Baptist Church retains the right to discipline in any manner it sees fit and to bypass the progressive discipline procedures.

Disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the severity of the offense and the number of occurrences.

Progressive discipline means that, with respect to many 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.

Any time Calvary Baptist Church determines it is necessary (such as a major breach of policy, a violation of law, and in cases involving serious misconduct) the progressive discipline procedures may be disregarded.

During the course of an investigation of an allegation of employee misconduct, the employee may be relieved of his duties and placed on administrative leave with pay pending the outcome of the investigation. Employees on administrative leave with pay remain subject to all employment rules and policies, and will continue to receive the pay and benefits to which they are otherwise entitled.

Employees who believe that they have been disciplined too severely or who question the reason for discipline may use the dispute resolution procedure.

## DISPUTE RESOLUTION

Calvary Baptist Church recognizes that disagreements are inevitable in the life of every ministry. The important thing is not the fact that disagreements exist, but the manner in which staff members express and resolve them. Calvary Baptist Church believes that the process for dealing with conflict given by Christ to believers (recorded in Matthew 18:15-20) also applies to managing interpersonal conflict relating to ministry service. Calvary Baptist Church thus requires staff members with grievances to use the following procedures for dealing with their grievances. Calvary Baptist Church will attempt to promptly resolve all disputes that are appropriate for handling under this policy.

Staff members are reminded that the manner and spirit with which they pursue a grievance reflect their spiritual qualification for ministry service. Thus, a staff member who addresses a conflict in an inappropriate manner or with the wrong spirit is subject to disciplinary action, up to and including termination of service.<sup>38</sup>

Criticism, murmuring, gossip, disloyalty, subversion or disobedience of ministry directives, non-truthfulness and the encouragement of disobedience or disloyalty to the directives of Calvary Baptist Church, and its leadership, is Biblically forbidden if engaged in by any person who is a part of the ministry.

## PROCEDURES FOR ADDRESSING GRIEVANCES WITH THE MINISTRY

- A. An appropriate dispute is defined as a staff members expressed dissatisfaction concerning any interpretation or application of a work-related policy by supervisors or other staff members. Examples of matters that may be considered appropriate disputes under this policy include:

1. A belief that ministry staff policies, practices, rules, regulations, or disciplinary procedures have been applied improperly or unfairly to a staff member
  2. Treatment considered unfair by a staff member, such as coercion, harassment, or intimidation
  3. Alleged discrimination because of a legally protected status such as race, color, sex, age, national origin, or disability
  4. Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, or salary
- B. Staff members should notify the ministry in a timely fashion of any dispute considered appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for staff members with appropriate complaints. As used in this policy, the terms “timely fashion,” “reasonable time,” and “promptly” generally will mean five (5) working days.
- C. The dispute resolution procedure has a maximum of four steps, but disputes may be resolved at any step in the process. Disputes will be processed until the staff member is satisfied, does not file a timely appeal, or exhausts the right of appeal under the policy. A decision becomes binding on all parties whenever a staff member does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.
- D. Staff members who feel they have an appropriate dispute should proceed as follows:
1. **Step One:** Promptly bring the complaint to the attention of the immediate supervisor. If the dispute involves the supervisor, then the staff member may proceed directly to step two. The supervisor should investigate the complaint, attempt to resolve it, and give a decision to the staff member within a reasonable time. The supervisor should prepare a written and dated summary of the dispute and proposed resolution for the employee’s personnel file (if applicable).
  2. **Step Two:** Appeal the decision to the department head, if dissatisfied with the supervisor’s decision, or initiate the procedure with the department head if Step One has been bypassed. This appeal or initial dispute notification must be made in a timely fashion using a written form provided for this purpose. The supervisor’s version of the dispute and decision will then be submitted using a similar written form. The department head will, in a timely fashion, confer with the staff member, the supervisor, and any other members of ministry leadership considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.
  3. **Step Three:** Appeal an unsatisfactory department head decision to the

Ministry Leadership. The timeliness requirement and procedures to be followed are similar to those in Step Two. The Ministry Leadership will take the necessary steps to review and investigate the dispute and will then issue a written, final, and binding decision.

- E. Final decisions on disputes will not be precedent-setting or binding on future disputes unless they are officially stated as ministry policy. When appropriate, the decisions will be retroactive to the date of the staff member's original dispute notification.
- F. Information concerning an employee dispute should be confidential. Supervisors, department heads, and other members of ministry leadership who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
- G. Time spent by employees in dispute discussions with ministry leadership during their normal working hours will be considered hours worked for pay purposes.
- H. Staff members will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if a staff member raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises meritless disputes. Implementation of the dispute resolution procedure by a staff member does not limit the right of the ministry to proceed with any disciplinary action that is not in retaliation for the use of the dispute resolution procedure. In addition, staff members and supervisors are prohibited from retaliating against a staff member who properly uses the dispute resolution procedure.
- I. The ministry may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy. Further, this policy does not alter the employment-at-will relationship in any way.

## PROCEDURES FOR ADDRESSING INTERPERSONAL CONFLICT

### Step 1: Confrontation/Negotiation

*Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. (Matthew 18:15)*

Whenever a conflict arises between two or more individuals in the workplace, they are encouraged to meet directly to discuss the issue(s). If both individuals' hearts are right in the matter, the great majority of disagreements will be resolved at this level.

### GUIDELINES

1. This step is to be a *direct* dialogue with the offender or between the two persons

- who have the disagreement.
2. The staff members in conflict shall not gossip and/or attempt to win third parties to “their side” of a conflict.
  3. The staff members in conflict shall not talk *about*, but shall talk *with* the persons that can settle the conflict.
  4. If Biblical dialogue between the offender and offended can take place at this level—control over the outcome is 100% within their power to complete.

### **Step 2: Mediation/Intervention**

*But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.*  
(Matthew 18:16)

If the direct confrontation and negotiation does not resolve the conflict, the offended staff member shall initiate a meeting with the supervisor to discuss the problems and suggest solutions.

#### **GUIDELINES**

1. The staff members in conflict and the supervisor shall not gossip and/or attempt to win third parties to “their side” of a conflict.
2. Information concerning the interpersonal conflict should be kept confidential. The staff members and supervisor involved may only discuss it with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
3. Although this step of Biblical submission to the authority placed over the employee removes some of the control from the original parties, the supervisor’s primary focus shall still be to help resolve the staff member’s dissatisfaction.

### **Step 3: Arbitration/Discipline**

*And if he shall neglect to hear them, tell it unto the church;* (Matthew 18:17a)

If the mediation/intervention with the supervisor is unsuccessful, the staff member shall meet with the Executive Pastor to attempt to resolve the conflict. The Executive Pastor will listen to both parties, and will then consider the case and issue a decision.

#### **GUIDELINES**

1. If the supervisor is unable to resolve the conflict or is without authority to implement the suggested solutions, the staff members must submit the dispute to the Ministry Leadership.

2. The staff members in conflict and the supervisor shall not gossip and/or attempt to win third parties to “their side” of a conflict.
3. Information concerning the interpersonal conflict should be kept confidential. The staff members and supervisor involved may only discuss it with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
4. Although this step of biblical submission to the authority placed over the employee removes some of the control from the original parties, the Executive Pastor’s and Ministry Leadership's primary focus shall still be to help resolve the staff member’s dissatisfaction.

# LEAVES OF ABSENCE

## FAMILY AND MEDICAL LEAVE

Calvary Baptist Church will comply with all applicable requirements of the Family and Medical Leave Act (FMLA). The FMLA requires Calvary Baptist Church to provide eligible employees up to twelve (12) weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave.

To be eligible for family or medical leave, an employee must have worked for Calvary Baptist Church for at least twelve (12) months and worked for Calvary Baptist Church for at least 1,250 hours in the previous twelve (12) months. Eligible employees may take leave to care for the employee's child upon birth or in connection with a child's placement with an employee for adoption or foster care; to care for a parent, spouse, or child with a serious health condition; or when the employee is unable to work because of the employee's own serious health condition.

For purposes of this policy, "serious health conditions" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider which includes any period of incapacity as a result of:

1. A health condition lasting more than three (3) consecutive days and any subsequent treatment or period of incapacity relating to the same condition that also includes: (a) treatment two or more times by or under the supervision of a health care provider, or (b) one treatment by a health care provider with a continuing regimen of treatment
2. Pregnancy or prenatal care, including severe morning sickness
3. A chronic serious health condition that continues over an extended period of time requiring periodic visits to a health care provider, and which may involve occasional episodes of incapacity
4. A permanent or long-term condition for which treatment may not be effective, if the employee is under the supervision of a health care provider (but not necessarily receiving active treatment)
5. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) days if not treated

For further information on what is considered “continuing treatment,” contact the Human Resources Department. Spouses employed by the same employer are jointly entitled to a combined leave of twelve (12) workweeks of family leave in the 12-month period to care for a parent who has a serious health condition. However, each spouse may take up to twelve (12) workweeks of leave to care for a child or spouse with a serious health condition.

Birth, adoption, or foster care of children. FMLA leave for birth or placement for adoption or foster care must conclude within twelve (12) months of the birth or placement. In addition, spouses employed by the same employer are jointly entitled to a combined leave of twelve (12) workweeks of parental leave in the 12-month period for the birth or placement of a child for adoption or foster care.

Intermittent or reduced work schedule leave. In certain circumstances, eligible employees may take FMLA leave intermittently (for example, in blocks of time) or by reducing their work schedule. If FMLA leave is to care for a child after the birth or placement for adoption or foster care, employees may take their FMLA leave intermittently or on a reduced work schedule only with the ministry’s permission. If the FMLA leave is because of the employee’s serious illness or to care for a seriously ill family member, the employee may take the leave intermittently or on a reduced work schedule if it is medically necessary.

### ***Notice and Certification***

Employees who want to take FMLA leave ordinarily must provide the ministry at least thirty (30) days’ notice of the need for leave, if the need for leave is foreseeable. If the employee’s need is not foreseeable, the employee should give as much notice as is practicable. When leave is needed to care for an immediate family member or for the employee’s own illness and is for planned medical treatment, the employee must try to schedule treatment in order to minimize disruptions of the ministry’s operations.

In addition, employees who need leave for their own or a family member’s serious health condition must provide medical certification from a health care provider of the condition. The ministry also may require a second, and if necessary, a third opinion (at the ministry’s expense), periodic re-certifications of the serious health condition, and, when the leave is a result of the employee’s own serious health condition, a fitness for duty report to return to work. The ministry may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave. The ministry also may delay or deny approval of leave for lack of proper medical certification.

### ***Benefits During FMLA Leave***

Employees taking leave under the FMLA are entitled to receive health benefits during the leave at the same level and terms of coverage as if they had been

working throughout the leave. If applicable, arrangements will be made for employees to pay their share of health insurance premiums while on leave. If an employee chooses not to return to work from FMLA leave, Calvary Baptist Church may be entitled to recover premiums it paid to maintain health coverage during the leave.

The employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave. However, the employee must use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member. In addition, the employee must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child.

### ***Job Restoration After FMLA Leave***

Calvary Baptist Church will reinstate an employee returning from FMLA leave to the same or equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to Calvary Baptist Church's operations. A "key" employee is an eligible salaried employee who is among the highest paid ten percent of employees within seventy-five (75) miles of the worksite. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

### ***Other Provisions***

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees who are exempt from the minimum wage and overtime requirements of the FLSA, and records of leave taken may be kept for those employees, without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of leave required by the FMLA.

### ***Further Information***

For more information, employees may contact the Human Resources Department.

## VACATION BENEFITS

It is the policy of Calvary Baptist Church to provide regular full-time employees with vacation time off with pay to provide opportunities for spiritual renewal, physical rest and relaxation, and family time. Vacation time off is paid at the employee's base pay rate at the time of vacation. The amount of paid vacation time employees receive is determined by the Ministry Leadership and reviewed annually. Vacation benefits will be communicated to the new staff member at the time of their employment.

Employees may only use vacation time after it has accrued. Paid vacation time may be used in minimum increments of one-half day. Employees must request their supervisors for vacation time off with as much advance notice as possible. Requests will be reviewed based upon a number of factors, including ministry needs and staffing requirements. Although Calvary Baptist Church will make every effort to accommodate employees' desires for vacation time off, Calvary Baptist Church will determine, in its sole discretion, whether to grant the requested time off.

In extraordinary circumstances and in its sole discretion, Calvary Baptist Church may allow employees to paid vacation time off as an advance against unaccrued vacation time. In such a case, this advance will be documented in the employee's file. If employee leaves his employment with Calvary Baptist Church before accruing the advanced vacation time, he may be required to reimburse Calvary Baptist Church for the unearned portion of the advanced vacation time off. Because vacation time off is intended for spiritual renewal, physical rest and relaxation, and family time, it is the policy of Calvary Baptist Church to require employees to use available paid vacation time in the year it is accrued. In the event that accrued vacation time off is not used by the end of the calendar year, employees will forfeit the unused time off.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

## SICK LEAVE

Calvary Baptist Church provides paid sick leave benefits to regular full-time employees for periods of temporary absence due to illnesses or injuries. Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.

Regular full-time employees will accrue sick leave benefits at the rate of 5 days

per year for any part of a calendar year that the employee is employed by Calvary Baptist Church.

Paid sick leave can be used in minimum increments of one-half day. An employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the medical condition and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of ten (10) calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or Calvary Baptist Church-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

## HOLIDAYS

Calvary Baptist Church will grant paid holiday time off to regular full-time employees on the holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving

- Christmas Day (December 25)

To be eligible for holiday pay, an employee must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, unless the employee is on a paid absence such as vacation or sick leave. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

## PERSONAL LEAVE

Calvary Baptist Church provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Only regular full-time employees are eligible to request personal leave as described in this policy.

Eligible employees may request personal leave only after having completed 180 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave may be granted for a period of up to 10 calendar days every 2 years. With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by Calvary Baptist Church until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by Calvary Baptist Church according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Calvary Baptist Church cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, Calvary Baptist Church will assume the employee has resigned.

## CIVIC LEAVE

Calvary Baptist Church encourages employees to fulfill their civic responsibilities by voting and by serving jury duty or testifying as a witness when required. Generally, employees are able to find time to vote either before or after their regular work schedule, or on their lunch break. When working hours coincide with voting hours, flexible scheduling or time off for voting may be authorized by the immediate supervisor.

Employees needing time off to testify as a witness or serve jury duty must immediately provide their supervisor with a copy of their witness subpoena or jury duty summons as soon as it is received so that the supervisor may make arrangements to accommodate their absence. Employees testifying about ministry-related matters will be provided paid time off for the entire period of witness duty.

Employees testifying in all other matters in which the employee is not a party will be granted a maximum of 8 hours of paid leave to appear in court as a witness. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

Employees testifying in matters in which they are a party will not be granted paid civic leave, but may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees summoned for jury duty may request up to two (2) weeks of paid civic leave to fulfill these duties. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Either Calvary Baptist Church or the employee may request an excuse from jury duty if, in Calvary Baptist Church's judgment, the employee's absence would create serious operational difficulties.

Calvary Baptist Church will continue to provide regular benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

# Child Abuse Prevention Policies and Procedures

## I. PURPOSE

- A. To help Calvary Baptist Church provide a caring, safe, and secure environment for children in all phases of ministry life.
- B. To help Calvary Baptist Church reduce its legal risk and liability exposure.

## II. BIBLICAL FOUNDATION

Calvary Baptist Church seeks to express God's love of children and provide for their personal wholeness. This caring community seeks to prevent child abuse of any form to our children and youth and to minister to victims of abuse and their families. The Bible is foundational to our understanding upon which all policies, procedures, and ministries must stand.

*And they brought young children to him, that he should touch them: and his disciples rebuked those that brought them. But when Jesus saw it, he was much displeased, and said unto them, Suffer the little children to come unto me, and forbid them not: for of such is the kingdom of God. Verily I say unto you, Whosoever shall not receive the kingdom of God as a little child, he shall not enter therein. And he took them up in his arms, put his hands upon them, and blessed them.*  
(Mark 10:13-16)

*And whoso shall receive one such little child in my name receiveth me. But whoso shall offend one of these little ones which believe in me, it were better for him that a millstone were hanged about his neck, and that he were drowned in the depth of the sea. Woe unto the world because of offences! for it must needs be that offences come; but woe to that man by whom the offence cometh!* (Matthew 18:5-7)

Our goal in response to these Biblical mandates is to maintain a safe, secure, and loving place where children may grow: a place where caregivers, teachers, and leaders (both paid and volunteer) minister appropriately to their needs.

## III. CHILD ABUSE PREVENTION POLICY

**Calvary Baptist Church desires to be a safe place for all children and adults who attend any activity.** Individuals they know and trust sometimes victimize children. The ministry is not immune to such abuse, either by its members or by those in leadership positions. Incidents of child abuse or neglect cut across

racial, social, economic and religious boundaries. Although no organization or individual can assure complete protection, this Child Abuse Prevention Policies and Procedures Manual reflects Calvary Baptist Church's commitment to help protect children from harm. This manual applies to all volunteer and compensated workers of Calvary Baptist Church.

Calvary Baptist Church will not tolerate child abuse or neglect. Your cooperation in this commitment not only reflects your concern about children's safety in this society, but also your willingness to take steps toward halting child abuse and its detrimental effects.

For the safety and protection of our children and workers, all people who participate in ministry-sponsored activities with children are required to comply with the guidelines provided in this manual.

#### IV. DEFINITIONS

In this manual the following definitions apply:

- A. **Adult:** Any person age 18 or older
- B. **Child or Youth:** Any person under the age of 18
- C. **Child Abuse:** An act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. The following definitions and explanations apply in determining whether abuse of a child has occurred:
  - 1. **Physical Abuse**—A physical injury, threat of injury or creation of a real and significant danger of substantial risk of death, disfigurement or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation, bone fracture, brain damage, skull fracture, subdural hematoma, burns, scalding, cuts, bruises, welts, abrasions, internal injuries, poisoning, sprains, dislocations, gunshot, and stabbing
  - 2. **Physical Neglect**—The failure to provide food, clothing, shelter, or supervision for a child if the child's health or safety is endangered. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate shelter, inadequate personal hygiene, inadequate food, and malnutrition.
  - 3. **Sexual Abuse**—Abuse that consists of sexual contact or interactions with a child, including physical contact (fondling, sexual intercourse) and

nonphysical contact (exhibitionism, child prostitution, pornography, voyeurism).

4. **Medical Neglect**—Refusal or failure by caretaker to obtain and/or follow through with a complete regimen of medical; mental; or dental care for a condition, which if untreated, could result in illness or developmental delays.
  5. **Failure to Thrive**—A syndrome of infancy or early childhood that is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation. Children are considered to be in this category only when the syndrome is diagnosed by a physician and is caused by non-organic factors.
  6. **Mental Abuse/Neglect**—A pattern of acts or omissions by the caretaker that result in harms to a child's psychological or emotional health or development.
  7. **Educational Neglect**—The child's caretaker is directly responsible for the failure of the child to attend school or an approved alternative program of study.
  8. **Bizarre Discipline**—Any actions in which the caretaker uses eccentric, irrational, or grossly inappropriate procedures or devices to modify the child's behavior.
- D. **Compensated Worker**—Hourly, salaried, part-time or full-time employee who works with children at any ministry-sponsored activity.
- E. **Volunteer Worker**—Any non-compensated individual who works with children at any ministry-sponsored activity.
- F. **Caregiver**—Any compensated or volunteer worker, sixth grade or older.
- G. **Mandated Reporter**—Any persons with the responsibility for the care of children is a mandated reporter. \_\_\_\_\_ State law provides that if a caregiver has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the \_\_\_\_\_.
- H. **Corporal Punishment**—Any punishment applied to the body including, but not limited to slapping, spanking, pinching, pulling, or squeezing.

## V. REDUCING THE RISK OF CHILD ABUSE

In an effort to create the safest possible environment within Calvary Baptist Church, several abuse prevention measures will be used. These measures include screening of paid and volunteer workers for past child abuse convictions or expungements, provision for regular training on child abuse issues to paid and volunteer staff members, use of the two adult rule, standards for appropriate

classroom discipline and open classrooms.

### **A. Six Month Rule**

Volunteer workers must be members or regular attendees (if applicable) of Calvary Baptist Church for at least six (6) months prior to the time they begin serving with children in ministry-sponsored activities. (Please Note: Most ministry-related positions of service require ministry membership, only a few do not.) There is an exception to the six-month guideline. If a volunteer worker:

1. Has served in ministry with children for at least six (6) months in the ministry he or she attended prior to coming to Calvary Baptist Church;
2. Can provide a copy of his or her volunteer application form on file at the former ministry; and
3. Can provide a reference from the staff person with whom they worked at that ministry, they may be considered for service prior to the six months of regular attendance at Calvary Baptist Church.

### **B. Staff Screening**

The following procedures reflect Calvary Baptist Church's commitment to provide protective care for all children and workers who participate in ministry sponsored activities.

1. All volunteer and compensated workers must complete the following procedures before participating in any ministry-sponsored child or student activities:
  - a. All volunteer and compensated workers must complete a standard application and disclosure form. References will be checked.
  - b. The staff person responsible for the area of ministry will conduct an interview.
  - c. All persons who work with children or students must attend orientation/training activities appropriate to the level of the volunteer or compensated worker involvement.
  - d. Applicants must sign written acknowledgement stating they have received and reviewed a copy of the *Child Abuse Prevention Policies and Procedures Manual* of Calvary Baptist Church.
2. No adult individual, whether serving as a volunteer or a compensated workers, who has been convicted of a crime against a child or a violent

crime against another adult, will provide services in any ministry-sponsored activity or program for children or youth.

3. All volunteer and compensated workers are subject to background checks for the purpose of obtaining information regarding criminal history or child abuse findings.
4. Applications and the results of any screening will be kept confidential by authorized ministry staff.

### **C. Two-Adult Rule**

Whenever possible, teachers will be assigned in teams of two or more per ministry nursery, Sunday school class, junior church class, and youth meeting. Concerted effort will be made to recruit sufficient numbers of volunteer teachers to permit such team teaching. Other ministry-sponsored groups of children or youth, whether they meet at the ministry or elsewhere, must have two or more adult sponsors present. When a ministry-sponsored children's youth group has both male and female participants, both male and female adult sponsors must also be present.

### **D. Classroom Discipline**

All teachers and workers will use the following discipline measures. If a child is behaving inappropriately, the teacher or worker will tell the child specifically what he/she is doing that is not acceptable and state what the expected behavior is, e.g., "We do not throw the blocks. We use blocks for building." If this measure is not effective, the child will be guided to another activity. If inappropriate behavior continues, the child may be placed at a table to work alone away from the other students. If the child's disruptive behavior continues after these steps have been taken, the child may be taken to the Sunday school superintendent and left under the supervision of the Sunday school superintendent. No corporal discipline or verbal abuse, e.g., ridicule, are to be used at any time. If isolating the child within the classroom or removal of the child from the room becomes necessary, the situation will be discussed with the child's parents or guardian as soon as possible.

### **E. Open Classrooms**

Classrooms or childcare rooms will be visited without prior notice by ministry staff, parents, or other volunteer ministry workers, e.g., Sunday school superintendent. The Sunday school superintendent or his delegate will conduct brief observations of childcare rooms and classrooms of children or youth during Sunday school and other meeting hours.

### **F. Driving Policies**

The designated leader of the event must know each person designated to

provide automobile or van transportation to or from the ministry. The driver must:

1. Be at least 18 years old
2. Have a valid state driver's license, qualified for the vehicle being operated
3. Have no record of convictions for the past five years for drunken driving, driving under the influence, driving with a suspended or revoked license or reckless endangerment
4. Have proof of insurance
5. Never be alone in a vehicle with a child not his own

#### **G. Gifts**

No staff, either paid or volunteer, are to give gifts to individual children or young people without the prior knowledge of the parent(s) or responsible clergy. Because gift giving can be a form of buying loyalty or silence, gift giving should be done on a group basis, or for special occasions only. Gifts may not be elaborate but should be modest and appropriate to the occasion.

#### **H. Overnight Trips**

Situations where staff members are taking children or young people out of the area for long periods of time or for overnight outings are to be carefully planned. Only known, proven staff will be permitted to sponsor/chaperone the trips. New staff or volunteers may be used as additional sponsors, but shall not be left alone with the children or young people in a situation where there are no other staff to observe. In no circumstance will one adult be allowed to take children or youth on an overnight outing.

## **VI. AGE-SPECIFIC GUIDELINES FOR WORKING WITH CHILDREN**

### **A. Nursery**

1. A minimum of two (2) adult female caregivers must be present in each nursery regardless of how few children are in attendance.
2. The windows of the nursery will remain uncovered to allow a clear view of all activities.
3. Ministry nursery workers who change diapers must adhere to the following procedures.

- a. Always use rubber gloves when applying lotion or powder.
  - b. Always keep a cloth or wipe between your hand and the child.
4. Children will be released to parents at the nursery counter. Persons other than the child's parents or guardians must be authorized to pick up the child.
  5. Only assigned workers are allowed to stay in the nursery or to be in the nursery area during sessions.
  6. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. **Corporal discipline is never allowed.**

#### **B. Preschool Ministry (Toddlers Through Kindergarten)**

1. A minimum of two (2) caregivers (one being an adult) must be present with each group of children regardless of how few children are in attendance.
2. The windows of classroom doors and between classrooms will remain uncovered to allow a clear view of classroom activities.
3. When possible, children will be encouraged to take care of their own bathroom needs. Should assistance be required, the outer bathroom door must remain ajar while the teacher assists the child.
4. Children will be released to parents at the door of the nursery. Persons other than the children's parents or guardians must be authorized to pick up the children.
5. When children are taken out of the classroom (playground, etc.) the teachers are to take a count of the children to insure all are present.
6. Only assigned workers are allowed to stay in preschool rooms or to be in the preschool area during sessions.
7. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. **Corporal discipline is never allowed.**
8. The pastor or one delegated to do so by him must approve any children's activities that are held off site. Parental permission will be secured for off-site activities and there will be a minimum of two adults present. All activities involving taking the children off the ministry campus must be scheduled on the official ministry calendar.

**C. Children's Ministry (First Through Sixth Grades):**

1. A minimum of two (2) caregivers (one being an adult) must be present with each group of children regardless of how few children are in attendance.
2. The windows of classroom doors and between classrooms will remain uncovered to allow a clear view of classroom activities.
3. When possible, children will be encouraged to take care of their own bathroom needs. Should assistance be required, the outer bathroom door must remain ajar while the teacher assists the child.
4. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. **Corporal discipline is never allowed.**
5. The pastor or one delegated to do so by him must approve any children's activities that are held off-site. Parental permission will be secured for off-site activities and there will be a minimum of two (2) adults present. All activities involving taking the children off the ministry campus must be scheduled on the official ministry calendar.

**D. Student Ministry (Seventh Grade Through Age 17):**

1. A minimum of two (2) adults must be present regardless of how few students are in attendance.
2. Organized events on or off the ministry campus will be staffed with a minimum of one adult per ten students.
3. The pastor or one delegated to do so by him must be informed in advance of all activities held on or off the ministry campus. Parental permission will be secured for off-site activities and there will be a minimum of two (2) adults present. All activities for students, on or off the ministry campus, must be scheduled on the official ministry calendar.
4. Overnight events that are attended by students of both genders must also be chaperoned by adults of both genders. At least one (1) adult will be present in each sleeping area.
5. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. **Corporal discipline is never allowed.**
6. It is recognized that certain counseling and ministerial situations may

preclude the presence of two (2) adults and that the general guidelines for supervision of workers should not restrict situations where individual counsel and guidance is necessary. However, such counseling should only take place in a room where interior windows allow a clear view of the activities in the room

## VII. REPORTING CHILD ABUSE

If Calvary Baptist Church receives an allegation of child abuse, it will respond with the utmost concern to the victim, parent, or other party making such an allegation. The accused will be treated with dignity and support. Without clear and convincing evidence to the contrary, Calvary Baptist Church's personnel will assume that such complaints are made in good faith. Persons making such complaints should have no doubt that Calvary Baptist Church takes them seriously and will take appropriate action.

When it becomes necessary to report suspected child abuse or neglect, the protection of children must be the most important concern. It is the legal responsibility of any person with responsibility for the care of children to report all cases of child abuse they observe, and further, to report visible signs of alleged abuse. Failure to report could lead to liability on the part of the ministry, the observer or both. Calvary Baptist Church has determined that it is the responsibility of the program staff to report all cases of suspected child abuse to the proper legal authorities. While the confidentiality of the pastor/parishioner relationship is very important, reporting reasonable suspicion of child abuse has the potential for helping individuals receive help for a previous problem and may prevent further harm to a child, that person or others.

**What is reasonable suspicion?** Reasonable suspicion means that there is credible evidence or a discrepant or inconsistent history in explaining a child's suspected abuse.

A report based on reasonable suspicion does not require proof that abuse or neglect has actually occurred or that the reporter witnessed the incident in question. Reporting is not a determination that child abuse or neglect has actually occurred; rather, it is a request for an assessment of the condition of a child.

Because we believe children are our most important concern, Calvary Baptist Church has adopted the following guidelines for reporting:

- A. Treat each allegation of child abuse seriously.
- B. Attempt to assure the safety and protection of persons who have been harmed.
- C. Pray for the ministry and all persons affected by the allegation.

- D. Immediately begin documenting all procedures observed in handling the allegation.
- E. Immediately notify the *{pastor, ministry leader, Sunday school superintendent}*. The *{pastor, ministry leader, Sunday school superintendent}* will initiate an internal investigation of the allegations within twenty-four (24) hours of notice.
- F. Immediately notify the appropriate state office of the allegation.
- G. Immediately notify the parents if it is not known that they have previous knowledge of the allegations.
- H. Immediately notify the ministry's insurance company. As appropriate, the *{pastor, ministry leader, business manager}* shall immediately notify the ministry's insurance carrier of the possibility of a claim. If the abuse allegation does not implicate a ministry staff member or ministry volunteer, this step may be omitted.
- I. If the accused has assigned duties within the life of the ministry, that person must be temporarily relieved of his duties until the investigation is concluded.
- J. The pastor should extend whatever care and resources necessary. In providing care to the principals (alleged victim and the accused) and their families, the pastor or ministry leader, should under no circumstances be drawn into a discussion of the truth or falsity of the allegation which could contaminate an official investigation. Do not assign blame or take any steps that involve establishing or negating the allegation.
- K. It is appropriate to show care and comfort for the alleged victim. This should be the pastoral objective from the moment the allegation is received or otherwise made known.
- L. Observe confidentiality for both the alleged victim and the accused until advised to the contrary by the pastor.
- M. Do not confront the accused until the safety of the child or student is secured.
- N. Do not prejudge the situation, but take the allegations seriously and reach out to the alleged victim and his or her family. Showing care and support help to prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the alleged victim is the first priority. In some situations, ministries have responded in a negative or non-supportive manner to the alleged victim. This can increase the anger and pain of the alleged victim and his or her family. Further reconciliation can then be more

- difficult and the possibility of damaging litigation increases.
- O.** Treat the accused with dignity and support. If the accused is a caregiver, that person should be relieved temporarily of his or her duties until the investigation is completed.
  - P.** If the media or other parties contact a ministry official about a pending allegation of child abuse, they should be referred to the pastor. Only the ministry leader or his designee should make comments about the allegations. The ministry leader will use the text of a prepared public statement to answer the press and to convey news to the congregation. The prepared statement shall be made only after consultation with the ministry's attorney and will include the steps the ministry has taken to protect children, such as the development and implementation of this manual, and the care and concern the ministry has for all parties involved. The privacy and confidentiality of all involved shall continue to be of primary concern.

### **Important Contacts and Their Phone Numbers**

Florida Child Abuse Hotline - 1 (800) 962-2873