

EMMANUEL

LUTHERAN

CHURCH

POLICIES

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POLICY REGARDING RESPONSIBLE BEHAVIOR

While openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.

There may be times when disruptive behavior of an individual within the church building has led members to voice their concerns about one or more of the following:

1. Perceived threats to the safety of any adult or child;
2. The disruption of church activities;
3. Diminished appeal of the church to its potential and existing membership.

The following shall be the policy of **Emmanuel Lutheran Church, Fontanelle, IA** in dealing with these issues:

1. If an immediate response is required, this will be undertaken by the Minister(s), if available, and/or the leader of the group involved. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required the Police Department may be called. The person initiating such action shall document the events in writing. Anytime any of these actions are undertaken without the Minister being present, the Minister must be notified. A follow-up letter detailing what steps must be taken before returning to the activities involved will be sent by the Minister to the offending party or parties.
 - a. The minister may/should forward the situation to be dealt with by the council.
2. Situations not requiring *an immediate* response will be referred to the Council President. The council will respond in terms of their own judgment observing the following:
 - a. The council will respond to problems as they arise. There will be no attempt to define "acceptable" behavior in advance.
 - b. Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
 - c. The council will collect all necessary information.
 - d. To aid in evaluating the problem, the following points will be considered:
 - 1.) DANGEROUSNESS – Is the individual the source of a threat or perceived threat to persons or property?

- 2.) DISRUPTIVENESS – How much interference with church functions is going on?
 - 3.) OFFENSIVENESS – How likely is it that prospective or existing members will be driven away?
- e. To determine the necessary response, the following points will be considered:
- 1.) CAUSES – Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?
 - 2.) HISTORY – What is the frequency and degree of disruption caused in the past?
 - 3.) PROBABILITY OF CHANGE – How likely is it that the problem behavior will diminish in the future?
- f. The council will decide on the necessary response on a case by case basis. However, the following three levels of response are recommended:
- 1.) LEVEL ONE – The council shall inform the Minister(s) of the problem and the Minister(s) AND a member of the council shall meet with the offending individual to communicate the concerns.
 - 2.) LEVEL TWO – The offending individual is excluded from the church and/or specific church activities for a limited period of time, with reasons and conditions of return made clear.
 - 3.) LEVEL THREE – The offending individual is permanently excluded from the church premises and all church activities. Before this is carried out, the council will consult with the Minister(s). If it is decided that expulsion will take place, a letter will be sent by the Council President explaining the expulsion and the individual's rights and possible recourse.
- g. Any action taken under item f. (above) may be appealed to the Council.

Emmanuel Lutheran strives to be an inclusive community, affirming our differences in beliefs, opinions, and life experiences. However, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree the disruptive behavior compromises the health of this congregation, our actions as people of faith must reflect this emphasis on security.

December 2017

Volunteer Conflict Management

Our Vision:

Emmanuel Lutheran Church will be a place filled with the Holy Spirit where people are coming in to be sent out: Focused on changing hearts and changing lives for a better world.

Mission:

- **Coming in** to be inspired and reconnected with God's Word and God's people.
- **Coming in** to be empowered to serve.
- **Sent out** to share the message of the cross.
- **Sent out** to be God's disciples in His global kingdom.
- **Sent out** for missions.
- **Sent out** to bring God's love and healing to people in need.

Purpose Statement

It is the intent of Emmanuel Lutheran Church to be a place in which members of our church community may live and learn in this faith. Volunteers serve our community in a variety of ways and their commitment to our ministry is valued and appreciated.

Conflict

When a conflict arises between multiple volunteers, or between a volunteer and those he/she serves in a ministry area, the church will strive to handle the conflict in a manner that cares about the well-being of all parties involved.

Volunteer Management

Depending on the nature of the conflict, any one of the following actions may be taken:

- The infraction will be brought to the volunteer's attention by the Ministry Team Leader who oversees that area. Together they will create a plan to remedy the situation.
- If constant issues arise, the volunteer and Ministry Team Leader will work together to find a new ministry area that fits the volunteer's passion and skill set where the potential of similar repeat infractions would not exist.
- If the infraction results in a significant level of anxiety or upset within the ministry area, the Ministry Team Leader and Pastor/Council President may immediately remove the volunteer from that ministry area for at least one (1) year. This decision will be made based upon a number of factors including but not limited to: scope, potential impact on participants, actual actions, perceived actions, etc.
- If the Ministry Team Leader needs assistance, they should contact the church council President to bring before the Council
- Anyone dealing with the situation should have some training in conflict management.

If it is the volunteer's desire to re-enter this ministry area in the future, the Pastor, Ministry Team Leader, Council President, and volunteer may re-evaluate and create a re-entry plan if appropriate.

Dec. 2017



Managing Boundaries as a Leader in the Church.

Leaders ultimately bear the responsibility of establishing a safe environment free from harassment. Consistently upholding a standard of a harassment-free environment will keep the environment safe.

Know Your Boundaries to keep it safe! Maintain a Harassment-Free Environment.

Suggested tips for Keeping Safe

- Do not meet alone in any 1:1 setting
 - Encourage 3rd person presence (especially with opposite sex/gender)
 - Or have 3rd person presence near (in close proximity of) meeting space
- Be Visible - Meet in confidential space but with glass doors and/or windows for visibility
- Keep the door physically open when possible

Clear, effective and well-communicated anti-harassment policy is the foundation for an effective prevention and remediation program, as well as the basis for a successful defense of a charge of unlawful harassment.

Effective policy implementation is directly linked to harassment prevention training.

- Build Awareness for unwelcome and unwanted behavior.
- Raise and uphold your standards and values.

Effectively communicating the policy and complaint procedures is essential to ensure effectiveness and to minimize the risk of liability should harassment occur. Understand the policy, its prohibitions, the complaint procedure, the consequences of violating the policy, and the leadership response to prevent and correct misconduct and/or unlawful behavior. Develop a culture of Zero Tolerance for any type of harassment. Maintain

EEOC's Definition of Harassment (U.S. Equal Employment Opportunity Commission)

"Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment of 1967 (ADEA), and the Americans with Disabilities Act of 1990 (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information. Harassment becomes unlawful where

- 1) enduring the offensive conduct becomes a condition of continued employment, or
- 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

a Harassment-Free Environment for the safety of all.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
- The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim."

(Source: The U.S. Equal Employment Opportunity Commission's website.)

Responding to a potential violation of a harassment requires immediate response using listening and discernment skill while speaking the truth in love with compassion, empathy and sensitivity. As leaders, you must deal expeditiously and fairly with allegations of sexual harassment whether or not there has been a written or formal complaint.

- I. **RESPOND IMMEDIATELY:** If there is an allegation of a behavior violation, then immediately respond with sensitivity, to manage the risk, using prayerful discernment and appropriate confidentiality. Take all complaints or concerns of alleged or possible harassment or discrimination seriously no matter how minor or who is involved. Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints. Immediately contain the situation by preventing any further interaction with named individual(s) which may include the suspension of employment responsibilities or obligations; suspend for everyone's protection to get the facts through proper investigation.
- II. **INVESTIGATE promptly:** Uphold the investigatory process (see guidelines/checklist). Fact find by listening to the stories shared, being mindful of any bias(es). Don't make judgement or assume stories to be true or false, simply gather data in the form of observable information and facts.
- III. **COMMUNICATION PLAN:** Develop an intentional plan identifying those individuals or groups of individuals who have a "need to know" while maintaining confidentiality. (Less is better at this point. Identify "Who" needs to know "What" by "When"). Be intentional. Explain the Process, Trust the Process, maintain confidentiality and preserve human dignity by managing with great sensitivity (Be mindful of Grace, Mercy, Sensitivity, Forgiveness, Restoration & Reconciliation that may need to occur). Identify:
 - Parties involved
 - Those interviewed
 - Church leadership (Executive Committee as subset of Church Council)
 - Church Council
 - Congregation (ask for support and healthy behaviors)
 - Manage the Media (if applicable*)
 - ⇒ Keep personnel issues out of the media
 - ⇒ *Identify available resources for the above

TIPS when confronting the leader about allegations and resulting investigation:

Conversation Outline (Using Facts discovered during Investigation):

- **DESIRED/EXPECTED:** Describe Behavioral standards expected of a Leader
- **ACTUAL** Behavior(s) that violated this standard
- **GAP** – describe with Facts
- **IMPACT/CONSEQUENCES** – discuss the serious implications and resulting action/discipline
- Ask for **COMMITMENT** to Support and move to Restoration/Forgiveness/Reconciliation

ABC's – "Always Be Careful" to Properly Investigate
(Guidelines for a fair, just and thorough allegation investigation)
(Adapted from Society of Human Resource
Management - Form Resources August, 2014)

Investigate Promptly: Keep in mind that the obligation to investigate arises whenever you learn about a claim of wrongdoing. This includes formal and informal complaints. You should almost always investigate an allegation of misconduct. Exceptions might be when the allegation are very minor (such as a harmless joke not targeted at a specific individual or when the accused immediately admits to the misconduct, taking immediate disciplinary action.)

Maintain Confidentiality – take reasonable steps to maintain confidentiality. Only disclose information to people on a "need to know" basis.

- ⇒ Conduct a thorough interview of the accuser or initial witness(es) asking WHO, WHAT, WHEN, WHERE, HOW and WHY. Reiterate the need for individual cooperation in maintaining discretion. Ensure that no one experiences retaliation. Listen carefully. Take confidential notes; review notes and Ask if there is anything else.
- ⇒ Safety first. Make sure no one is in harm's way. Stabilize the environment. The more severe the claim or emotions, the greater care may be needed to separate and keep safe from further threats, retaliation or harassment so prompt investigation can proceed.
- ⇒ Case-by-Case determine if non-disciplinary suspension or leave is appropriate. Allow a voluntary process if possible for the accuser during the investigation. Restate and Reinforce the Congregation's position regarding no retaliation.
- ⇒ Assess what additional help you may need. Consult with legal counsel in all allegations of discrimination, harassment and/or violence.
- ⇒ Define whom you need to speak with and what questions need to be asked. Determine when written statements are needed. Collect relevant documents (see example templates).
- ⇒ Interview the accused and potentially involved person(s) with an intent to find out the facts of what happened. Ask for information/observations that clears and defends the accused. Provide detailed allegations to the accused
- ⇒ Assess when the accuser/witness should be asked to put their claim(s) in writing and if signed statements are needed.
- ⇒ Remain neutral. Stay objective. Be mindful of any self-bias. Determine if you need to attempt to protect the identity of the accuser.

- ⇒ As any new information surfaces, re-interview (or conduct additional interviews) based on the new information/issues. Present any new allegations to the accused.
- ⇒ Assuming all documents may be seen by a jury, keep fact-based notes of interviews, responses, dates/times, efforts, results, actions and refusals. Suspend judgement. Avoid speculation or conclusions. Document only what you were told and what you saw.
- ⇒ If guided by an attorney, get issues into an “Attorney/Client Privilege” to protect before a report is prepared/summarized.
- ⇒ Decide on the necessary action(s) to take. Don’t debate with the individuals. Close the investigation with those who need to know. Develop an appropriate and intentional communication plan as necessary.
- ⇒ Determine what information to provide to the Congregational Leadership/Council Executive Committee/Council throughout the process.
- ⇒ Follow up on the effectiveness of any corrective action. Be alert to possible retaliation claims and follow up on them.
- ⇒ If you find there is no probable cause, you may consider advising the accused that if a similar issue is raised again, the current incident will be taken into consideration during any new investigation.

*Make sure you have reviewed and covered each of the above items.

SAMPLE INTERVIEW (Questions) OUTLINE:

Date of Alleged Incident:

Where did the specific event occur?

Please explain the events that occurred? (What did you see, hear, experience etc...)

Were there any witnesses to this specific event? (If yes, please provide their names)

How did you feel?

Is there anything else we need to know?

What would be your desired outcome as result of an investigation?

Name of the Person conducting the interview & Date:

SAMPLE Documentation as an Expected Outcome of Complainant/Accuser (requested resolve):

Although my signature on this document does not constitute an admission of guilt, I do acknowledge that the complainant perceived my action(s) as being offensive. My signature on this form is my agreement that I will cease-and-desist the actions that are perceived as being offensive.

NAME/Signature of Respondent

Date

I am satisfied my complaint has been acknowledged and that actions taken by the respondent are satisfactory to me.

NAME/Signature of Complainant/Accuser

Date

Name/Signature/Title the Interviewer/Supervisor

Date

INVESTIGATION: *SAMPLE* Follow-Up Letter to Complainant

[Date]

Dear [NAME]:

This letter summarizes the results of [Congregational Name]'s investigation into your allegations that [Accused Name(s)] acted inappropriately and/or violated Congregational policy by [describe/summarize the nature of the complaint here].

As we discussed, [Congregational Name] takes such allegations very seriously and will not tolerate inappropriate behavior in the Church. Individuals are encouraged to bring such matters to our attention at any time, without fear of any adverse action being taken against them for doing so.

As you know, [Accused Name(s)] [has/have] been on suspended leave since [date] to allow us to investigate your complaint. In my capacity as representative of [Congregational Name] I have interviewed all the named individuals involved, including you and [the alleged/accused], and our investigation is now complete. Though we could not confirm all allegations, it does appear that inappropriate behavior and violations of Congregational standards[policy] took place. *A copy of that policy is attached to this letter (if applicable).*

Although privacy considerations limit our ability to share confidential information with you about others, I can tell you that the appropriate action has been taken to ensure that such conduct does not repeat itself. Should you experience any further problems, please feel free to let me know [or speak with another trusted member of the Congregational Council]. Any future misconduct, including any retaliation, will be dealt with promptly and severely as such circumstances dictate.

Please do not hesitate to ask questions or speak up about matters that concern you. If you feel any form of retaliation occurs, report it immediately so it can be addressed quickly.

Thank you again for bringing this matter to our

attention. Sincerely,

[name, title, contact

information] C: File

Emmanuel Lutheran Church

Operating Policies – Document Retention

This policy provides guidelines for the retention of documents relating to the operation of the church. Many of these documents will be physically stored in the church archives room although they are not considered part of the archives. The church “archives” will maintain their own guidelines for other church documents of historical significance.

The following documents should be kept for a minimum of three years:

- Duplicate bank deposit slips
- Employment applications and interview materials of those not hired
- Petty cash vouchers
- Pledge records

These documents should be kept five years:

- Authorization to perform background checks and the results obtained

These documents should be kept a minimum of seven years:

- Accounts payable ledgers
- Bank reconciliations and bank statements
- Cancelled checks
- Monthly financial statements
- Loan payments and schedules
- Payroll registers
- Personnel records after termination
- Time sheets
- Vendor invoices
- Vouchers of payments to employees for reimbursements, allowances, etc. (filed with vendor invoices)

These documents will be kept permanently:

- Annual Financial Statements
- General Ledger (called Account Analysis in Power Church) by fiscal year
- Depreciation schedules
- Articles of Incorporation and by-laws
- Audit reports
- Board meeting minutes
- Contracts and Leases in effect
- Expired contracts and leases
- Insurance Policies, including expired policies
- Payroll tax returns, including Form 941, 1099, W-2, W-3, and state withholding returns
- Real property documents including closing statements, appraisals, deeds, mortgages, special assessment and property tax records and related cancelled checks
- Real estate records for as long as property is owned plus three years after disposition
- Securities owned, detailed records of purchases, sales, dividends and investment expenses

The Council has established the following guidelines for retention of information for archives purposes:

- Annual Reports (the minutes of the Annual meeting of the church congregation)
- Information about “special” financial operations of groups within the church, such as:
 - a) Capital fund drives
 - b) Endowment Fund
 - c) Bequests and gifts to the church or some of its sub-sets, such as:
 - Memorial garden
 - Items for kitchen
 - Contribution of funds for special needs of the building and grounds
 - On-going church involvement in community-wide projects
 - d) “Isolated” one of a kind financial events, such as:
 - Sale of church lands or building
 - Purchase of new church lands or buildings

Each year, records should be purged and disposed of properly, according to these guidelines. The church council will appoint persons to accomplish this guideline.

December 2017

Emmanuel Lutheran Church

Operating Policies – Disposition of Furniture and Equipment

The church will dispose of furniture and equipment that is no longer functional or useful in a manner that serves the best interests of the church community keeping in mind the desire of the church to use “green processes” when available.

When an item of furniture or equipment is determined to be no longer functional or useful, the Council will be notified so a determination of method of disposition can be made.

When the Council determines an item of furniture or equipment no longer has value or usefulness to the church, it will be disposed of in one of the following ways:

1. Furniture of minor value and old computer equipment may be offered to church members via the weekly bulletin and/or monthly newsletter at an agreed price or for haul away. Any remaining items may be donated to a non-profit, charitable organization and/or recycled through the best available alternative available.
2. Items not covered by the above will be sold through sealed bids, auction or publicly advertised sale with any proceeds from such sale being deposited to the operating fund of the church.
3. Trade-in allowances on any item of equipment being replaced or upgraded may be accepted.
4. Items that are broken, and beyond repair, or parts are no longer available may be recycled or disposed the best alternative.
5. Items that are no longer of value to the congregation may be also disposed of in a similar manner.

Emmanuel Lutheran Church

Child

&

Youth

Safety Policy

**Emmanuel Lutheran Church
Child and Youth Safety Policy**

A designate of the Emmanuel Lutheran Church Council, Children's Ministry team leader, and the senior pastor shall comprise an administrative body referred to as "The Child and Youth Safety Committee" [hereinafter "Committee"]. The Committee's purpose shall be to guide the house of worship in promulgating and enforcing policies, procedures, and practices concerning the safety of our children/youth when in the care of paid and volunteer child and youth workers at the Emmanuel Lutheran Church [hereinafter "Policy"]. The Committee is empowered to select a chairperson and adopt such rules as is appropriate to execute the purposes expressed in this Policy. Replacement committee members designated from a house of worship Committee shall be selected by that Committee. The Emmanuel Lutheran Church Council will confirm this Committee and its members.

MISSION STATEMENT

It is in the best interest of our house of worship, our children, and our youth to adopt policies, procedures, and practices to assist our house of worship in protecting the physical, mental, and emotional well being of the children and youth who participate in house of worship sponsored activities at the Emmanuel Lutheran Church. Volunteers or paid staff with convictions of abuse crimes will not be permitted to work with children or youth. The kinds of convicted criminal behavior which disqualify an applicant include, but are not necessarily limited to, the following: 1) Child molestation, 2) Incest, 3) Rape, 4) Assaults involving minors, 5) Physical abuse of a child, and 6) Child pornography.

It is with this mission in mind that the Committee proposes the following policies, procedures, and practices.

NEEDS ASSESSMENT

The Emmanuel Lutheran Church Council, with the input from house of worship leaders and staff, has explored the need for child and youth safety policies, procedures, and practices. It determined that, given the size of Emmanuel Lutheran Church, the wide range of house of worship sponsored activities involving our children and youth, and the overarching care and concern this house of worship has for its children and youth, a safety policy is indicated. The following Policy seeks to address that need.

EMMANUEL LUTHERAN CHURCH CHILD AND YOUTH SAFETY POLICY

The Emmanuel Lutheran Church, through its people, believe it is in our house of worship's, our children's, and our youths' best interests to adopt policies, procedures, and practices to assist in protecting the physical, mental, and emotional well-being of our children and youth when they participate in house of worship sponsored activities. These policies, practices, and procedures proceed from the following core decisions:

1. Adults convicted of sexually or physically abusing a child will not be accepted for volunteer or paid service in any house of worship sponsored activity or program for children or youth.
2. Adult survivors of childhood sexual or physical abuse need the love and acceptance of this house of worship family. Individuals who have such a history shall discuss their desire to work with children or youth with the senior pastor or associate pastor prior to engaging in any volunteer or paid service. The Christian Education Director will be involved at the option of the senior pastor or associate pastor.
3. A volunteer or paid staff member must have lived in this community for one (1) year and provide references indicating he or she is a person of good standing in this community. In the event the volunteer or paid staff member is a new member of constituent, he or she must provide at least two (2) references, including his or her previous pastor, indicating the volunteer's or paid staff member's good community standing for at least one (1) year in the previous community.
4. At least two (2) non-related adults (over the age of 21) will be assigned to and be present at all house of worship sponsored activities involving children or youth. If youth helpers are conducting house of worship sponsored activities, at least one (1) adult (over the age of 21) must be assigned to and be present at that activity. "Youth helpers" are defined as youths under the age of 18 and who have successfully completed the screening process set forth in this Policy.
5. Youth helpers or youth teachers must present written parental/guardian permission to the adult supervisor before being authorized to work with children.
6. Volunteers and paid staff members must submit a completed application form at the inception of their service and in January of every calendar year ending with "5" or "0" thereafter. In addition, each must agree to training and be trained in accordance with the procedures set forth by the Committee before being authorized to work with children or youth in house of worship sponsored activities.

GENERAL POLICIES AND PROCEDURES

I. Administration of Policies and Procedures

The Committee shall administer the policies and procedures herein. The Emmanuel Lutheran Church Council will approve this original policy and any future revisions.

II. Volunteer and Paid Staff Worker Selection Policies

A. Screening

1. *Risk Management for an Occasional Volunteer and Paid Staff Worker*

- a. **Occasional volunteers and paid staff include:** Individuals who volunteer or work in a classroom with a group of children infrequently as a parent/guardian or youth helper or substitute.

(1) **Occasional volunteers and paid staff will qualify if:**

(2) They complete the Application Form (**Appendix A**); and

(3) They satisfactorily meet the criteria set forth in the application

2. *Risk Management for Volunteers and Paid Staff Workers of Regular On-Going Child or Youth Settings*

- a. **Regular volunteers and paid staff include:** Individuals who volunteer or work and are paid on a weekly or monthly basis for 1 to 1-1/2 hours.

(1) **Regular volunteers and paid staff will qualify if:**

(2) They complete the Application Form (**Appendix A**); and

(3) They are a member for at least one (1) year with references; or

(4) They are an active, participating non-member (constituent_ for at least one (1) year with references; or

(5) They become members on Confession of Faith after 6 months and provide two (2) references, one from their former pastor, indicating their good community standing in their previous community for one (1) year; and

(6) They transfer or become an associate member after 6 months and provide two (2) references, one from their former pastor, indicating their good community standing in their previous community for one (1) year; and

(7) They participate in a personal interview with a house of worship staff member or with the committee responsible for recruitment (this shall be a personal one-on-one interview).

3. *Risk Management for Volunteer and Paid Staff Workers for Special Events with Higher Probability of Risk*

- a. For all purposes in this Policy, "infants" are defined as being under the age of 4; "children" are defined as being between the age of 4 and 12; and "youths" are defined as being ages 12 to 18.

(1) **High Risk Volunteers and Paid Staff include:**

(a) Positions which involve working with infants 1 to 1-1/2 hours weekly; or

(b) Supervision of off-campus or overnight activities; or

(c) One-on-one situations alone with individual children/youth; or

(d) Driving children or youth to activities off campus

(2) **High Risk Volunteers and Paid Staff will qualify if:**

(a) They complete the Application Form (**Appendix A**); and

(b) They permit a criminal records check; and

(c) They indicate prior positive experience, skill, training, or work related to children and/or youth; and

- (d) They have a positive personal interview with an authorized house of worship staff member and one (1) other person or authorized members of the Committee or the recruiting committee.

4. *Satisfactory Completion of Screening Requires:*

- a. No known history or criminal record of or relating to child abuse or molestation or other findings of a criminal record involving injury to another; and
- b. Positive references; and
- c. Experience working with children or satisfactory demonstration of ability to learn and understand the position for which the individual applies; and
- d. Membership or constituency in the Emmanuel Lutheran Church as set forth above; and
- e. Successful completion of a personal interview (interview does not reveal information of concern to interview team).

5. *Unsatisfactory Completion of Screening and Exclusion from Service with Children or Youth includes:*

- a. Prior history, conviction, *Alford plea (nolo contendere)*, or guilty plea for child abuse or molestation;
- b. Other findings of a criminal record;
- c. Negative personal reference or interview: (evaluation on a case-by-case basis, with additional references, interview or follow-up information sought to confirm or disprove suspicions as necessary).

Individuals who do not satisfactorily pass screening may be offered opportunities to volunteer their services or work as paid staff in other areas of the organization. Pastoral guidance and counseling should be offered to these individuals to assist them in understanding the house of worship's obligation to provide the highest level of protection to its children, its youth, and its members.

A. Authorization of Approved Volunteers and Paid Staff

- 1. Volunteers and paid staff may be authorized, **upon successfully completing screening**, to work with children/youth in activities where there will be two (2) or more non-related adults (such as Sunday school class, vacation bible school, summer camp, choir, after school programs, Sunday evening fellowship, Youth Program, Confirmation, and etc.).
- 2. Volunteers and paid staff for high risk settings may be authorized, upon successful completion of screening, to work with children and youth in the following settings:
 - a. Any overnight activity with youth/children (e.g. lock-ins, camping trips, choir trips);
 - b. Any one-on-one activities or sessions with a child or youth
 - c. Any work with infants; and
 - d. Any positions involving transporting children or youth for any distance.

III. Worker Supervision Policies

A. Team Approach

House of worship activities involving children and youth will be supervised or conducted by two (2) non-related adults, or one adult (21 or over) and a non-related youth helper.

B. Parental/Guardian Permission

Any time a paid staff member or volunteer is required to be alone with a child or youth, parental/guardian permission should be obtained. If contact with a parent/guardian

cannot be made, another adult should be notified. Religious education registration forms will provide a place for parents/guardians to give signed approval for their child to be alone with a teacher or with a Faith Friend, if the youth is in religion class. Parental/guardian permission forms will be made available for other house of worship sponsored settings enabling parents/guardians to approve their child being alone with a teacher or leader.

C. Overnight Rule

Only volunteers or paid staff members who have been authorized for high risk positions will be allowed to chaperone overnight activities.

D. Nursery Identification

1. All infants will be signed into a designated room anytime they are left in the nursery room(s) for any child care activity (Sunday or other times child care is offered).
2. Parents/guardians will be given a claim check at the time they leave their child.
3. A parent/guardian can only pick up a child when a claim check is presented.
4. Youth nursery attendants must have written parental/guardian permission for supervising children.

E. Children in Classrooms Shall be Visible from Outside the Classroom

Children participating in indoor activities in classrooms should be visible from outside the classroom. If a door does not have a window, the door should be left open and be gated, if necessary. Doors should never be locked while persons are inside the room.

F. Prohibited Behaviors

1. A volunteer and/or paid staff member shall not place himself or herself in a situation where he or she is alone with a child absent proper parental/guardian authority.
2. A volunteer and/or paid staff member shall not use profanity, vulgarities, or emotionally abusive language, drugs or alcohol.
3. A volunteer and/or paid staff member shall not strike, hit, spank, or otherwise physically abuse a child or youth.
4. A volunteer and/or paid staff member shall not touch, fondle, or kiss a child or youth or physically or verbally engage in any inappropriate or sexual manner with a child or youth.

IV. Incident Reporting

All allegations of incidents involving improper touching, physical abuse, or sexual abuse of a child or youth during the course of any and all house of worship sponsored activities must immediately be brought to the attention of the senior pastor, or if he or she is not available, to the associate pastor, or, if he or she is not available, to the Committee attorney, or, if he or she is not available, to any member of the Committee, except that if the alleged perpetrator is within this reporting chain, that person shall be by-passed and the report shall be made to another individual or individuals in this reporting chain.

The reporting person shall:

1. Inform the senior pastor or other individual in the authority chain as set forth above, if he or she has not already been informed.
2. Assist the senior pastor or other individual in the authority chain as set forth above in investigating the allegation following the Incident Report guidelines.
3. Cooperate with the senior pastor or other individual in the authority chain as set forth above in insuring that the Incident Report **Appendix D** (the senior pastor has these forms) is completed and properly executed. The person signing the report will be

trained to know that he or she, the senior pastor or the individual in the authority chain as set forth above, is responsible to see that proper notification is made to the following: parents/guardians, legal and social welfare authorities as may be mandated by state law, insurance company (in accordance with the insurance contract), or other authorities. The person notified should assist to insure that the proper procedure is followed and the necessary notification made, but because the person notified is not bound by this Policy, the person making the notification should clearly request all appropriate assistance to make sure the proper notification procedure is followed.

V. Response to Allegations

It will be the policy of Emmanuel Lutheran Church to deal with all allegations of improper conduct involving children and youth with respect and dignity for all parties involved. Emmanuel Lutheran Church will remain unbiased and supportive to all parties involved, recognizing that incidents of abuse allegations are devastating to both the accuser and the accused. Therefore, the above policies and incident reporting will be carried out tactfully, discreetly, and without bias on the part of the reporting agent.

Upon learning of the allegation of sexual abuse by any employee or volunteer of the house of worship, the Committee shall take steps to see that the person making the allegation is provided with information concerning:

1. the process of inquiry the Committee will follow; and
2. the availability/identity of counselors experienced in working with victims of abuse.

All reasonable attempts will be made to keep reports of allegations of misconduct confidential. Reporting agents will be instructed to maintain the confidentiality of all parties, to the extent allowed by law, with the following required reporting exceptions:

1. Parents/guardians
2. Legal and social welfare authorities
3. House of worship insurance and legal counsel

Emmanuel Lutheran Church

Fontanelle, Iowa

For the period of January 1, 2017 - December 31, 2017

The primary focus of the Financial Review is on the cash receipts and disbursements procedures of the church. The following review items are designed to ensure that proper procedures are followed:

Cash Receipts	Initials/Date
1 Two random months should be chosen for testing:	
a. Obtain the weekly offering sheets for each month selected.	
b. Trace the deposit from each offering sheet to the computer to the monthly bank statement.	
c. Select one weekly offering sheet in each month: Check the math. Select 5 envelope numbers and trace the contribution amounts to the posting in the computer. Trace the contribution amounts for dedicated giving (GROW, Vision etc) to the posting.	
d. Review the counting teams. Are the counting team members rotated? Are the counting sheets signed?	
Are there at least two people counting?	
Is there at least one Church Council person on the counting team?	
3 Confirm the insurance coverage covers mishandling of cash.	
4 Identify procedures to resolve discrepancies.	
5 Is the Church Council Treasurer aware of discrepancies identified.	
Notes/Documentation:	

Emmanuel Lutheran Church

Fontanelle, Iowa

For the period of January 1, 2017 - December 31, 2017

Cash Disbursements	Initials/Date
1 Review signature authority to determine that appropriate people are authorized.	
2 Two random months should be chosen for testing:	
a. Review the checks to confirm all checks contain authorized signatures as required.	
b. Verify payroll checks match employee details page and withholding is paid.	
c. Randomly select 5 cashed checks from each month:	
I Trace each of the checks to the supporting documentation and verify the invoice amount.	
II payment.	
3 Review bank reconciliations to confirm that all bank statements are reconciled.	
4 Trace outstanding checks to ensure they cleared in future months	
Notes/Documentation:	

Cash Balances	Initials/Date
1 Confirm the reconciled cash balance matches the financial statements as of December 31.	
Notes/Documentation:	

Fixed Assets	Initials/Date
1 Review the inventory to verify existence of the list and to determine the last time it was updated.	
2 Review invoices for additions to the inventory.	
3 Review disposal of items during the period. Removed from inventory?	
4 Review proof that insurance premiums are being paid.	
5 Review procedures used to ensure that insurance coverage is adequate.	
Notes/Documentation:	

Emmanuel Lutheran Church

Fontanelle, Iowa

For the period of January 1, 2017 - December 31, 2017

Notes Payable & Investments	Initials/Date
1 Confirm regular payments are made on loans and interest is paid when due.	
2 Confirm investment activity in CD's as appropriate.	
Notes/Documentation:	
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Expense Reports/Employee Credit Cards	Initials/Date
1 Select 2 random expense reports.	
a. Review the expense report for supporting documentation, accuracy, and approval prior to payment.	
b. Confirm the amount of the check paid matches the expense report.	
c. For credit card payments, review the statement balance to verify that balances are being paid timely.	
d. Confirm supporting documentation for all credit card transactions.	
Notes/Documentation:	
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Other	Initials/Date
1. Review year-end filings of payroll tax returns and tax documents.	
2. Ask Treasurer, Pastor and Bookkeeper any weakness in the financial reporting procedure.	
3. Ask the Treasurer to discuss the adequacy of segregation of duties.	
Notes/Documentation:	
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Emmanuel Lutheran Church

Building Use Policy

Eligibility for Use

The church building is available free of charge for use by members, committees and church groups in support of church related activities.

The building is available to members for non- church related activities.

The building is available to non-church members and other organizations with a church member as sponsor for a rental fee of \$50.00.

1. Use by members and friends who have made a financial commitment to the church for non-church related activities
 - a. May use the building at no charge for family-related rites of passage events such as weddings, memorials, dedications, birthdays, anniversaries, graduations and retirements.
 - b. AA and 4-H groups presently using the building will be “grandfathered in”.
2. Use by non-church members or non-affiliated groups
 - a. Non-affiliated groups whose purpose is compatible with the church’s values may rent space.
 - b. Activities held based on the rental of church space may not be incompatible with the values of the church.

Rentals by affiliated organizations, non-church members and non-affiliated groups when a member of the church is not present during the event will require the services of a Church Office designee. That person will:

1. Provide access to the building and secure the building at the conclusion of the event.
2. Assist in locating supplies and any other church property (tables, chairs, etc.) included in the rental agreement.
3. Ensure appropriate cleanup and removal of decorations, etc.

A/V and Sound equipment are not available.

Alcohol Use – No alcohol will be permitted in the church or on the church parking lots.

General Provisions

- Church events and activities will have first priority. All requests for building use are on a first come, first served basis.
- A rental reservation must be on file with the office for all affiliated organizations and non-church rentals.
- You, as the responsible party, must provide any food, beverages and paper products to be used for your event. This includes coffee, napkins, cups, plates and plastic ware. The church has two refrigerators in the kitchen. If you wish to use these, please inquire at the time of your reservation as to the availability

Church Closing for Bad Weather

Each congregational member will be responsible to determine their ability to attend or not attend the service(s).

Emmanuel Lutheran Church

Food Safety Policy

This policy applies to all staff/volunteers that handle food.

New volunteers will be required to review this policy with staff or volunteer leaders. Additionally, safety checklists will be posted in the kitchen.

There are several areas of food safety as outlined below:

Wash hands frequently, using hot water and soap:

- ☐ Before starting work
- ☐ During food preparation as often as necessary to prevent cross contamination when changing tasks and when changing from handling raw foods to cooked foods.
- ☐ And after:
 - coughing, sneezing, using a handkerchief or tissue. Touching bare human body parts.
 - Eating, drinking or smoking. Handling raw meats, poultry and fish.
 - Handling garbage, sweeping or picking up items from the floor. Using cleaners and other chemicals.
 - Using the toilet.
 - Handling soiled equipment and utensils.
 - Switching between raw foods and ready-to-eat foods.
 -

Avoid cross-contamination:

Cross contamination occurs when harmful bacteria are transferred from one food to another by means of a nonfood surface, such as utensils, equipment or human hands. Cross contamination can also occur food to food, such as when thawing meat drips on ready-to-eat vegetables. Prevent cross contamination by observing these recommendations:

- ☐ Use proper hand washing procedures.
- ☐ Use clean and sanitized utensils and cutting boards when preparing food. Clean cutting boards thoroughly with hot soapy water, followed by a hot water rinse.
- ☐ Store cooked food and raw food separately. Do not leave raw meat out on the counter for more than a few minutes.
- ☐ Wash all fresh fruits and vegetables with clear running water. Use a brush as necessary.
- ☐ Wash, rinse and sanitize can openers. Wash and rinse tops of cans before opening. Prepare batches of food no further in advance than necessary. If necessary to prepare in advance of serving, refrigerate immediately

Thawing

Thaw foods in refrigerator units, under cool running water, or in a microwave oven (depending on the amount of food). If thawing foods in running water, do not allow thawed portions of raw animal foods to be above 41F for more than four hours.

- ☐ Do not thaw meat or other foods at room temperature.
- ☐ Cook microwave-thawed foods immediately.

Cooking

- ☐ Cook foods to a safe internal temperature.
- ☐ Do not interrupt cooking times by partially cooking foods.
- ☐ Use tasting spoons -- not the stirring spoon -- to test foods. A clean tasting spoon should be used every time food is tested.

Holding/Displaying Foods between Preparation and Serving

- ☐ Fresh vegetables and produce must be refrigerated until preparation/cooking or serving.
- ☐ Keep hot foods hot and cold foods cold.
- ☐ Hold cold foods in serving containers on ice or in the refrigerator.
- ☐ Do not put previously held food on top of freshly prepared food. Use up the previously held food first.
- ☐ Do not handle ready-to-eat foods such as lettuce, ham and cheese with bare hands. Use spatulas, tongs, or clean utensils to handle food.
- ☐ In self-service/buffet situations, provide spoons or tongs so human hands do not touch food.
- ☐ Handle plates by their edges, glasses by the bases and cups by their handles.
- ☐ Handle utensils by their handles.
- ☐ Use metal or plastic scoops -- not glasses, bowls, cups or plates -- to scoop ice.

In addition to the above requirements all volunteers are responsible for:

- ☐ Keeping cooking/serving areas clean.
- ☐ When finished, make sure the space is left the way you found it or better. This includes wiping down countertops, the stove top, and the sink area.
- ❖ If you are cooking do not leave oven or stove unattended while it's on.
- ☐ Do not leave leftover food in the fridge unless you have spoken to staff and know how that food will be used in the future.
- ☐ Label all items left in kitchen or pantry as appropriate.

This policy protects you, the church, its members and friends.

Emmanuel Lutheran Church Food Safety Checklist:

- ✓ Wash hands before beginning a task and after every interruption that could contaminate hands.
- ✓ Avoid cross-contamination. Cross contamination occurs when harmful bacteria are transferred from one food to another by means of a nonfood surface, such as utensils, equipment or human hands.
- ✓ Wash all fresh fruits and vegetables with clear running water. Use a brush as necessary.
- ✓ Prepare batches of food no further in advance than necessary.
- ✓ Refrigerate until serving time.
- ✓ Thaw foods in refrigerator units, under cool running water or in a microwave oven (depending on the amount of food). If thawing foods in running water, do not allow thawed portions of raw animal foods to be above 41F for more than four hours.
- ✓ Cook foods to a safe internal temperature.
- ✓ Keep hot food hot and cold foods cold.
- ✓ Do not put previously held food on top of freshly prepared food. Use up the previously held food first.
- ✓ Do not handle ready-to-eat foods such as lettuce, or ham and cheese with bare hands. Use spatulas, tongs, or clean plastic gloves to handle food.
- ✓ Keep cooking/serving areas clean.
- ✓ When finished, make sure the space is left the way you found it or better. This includes wiping down countertops, the stove top, and the sink area.
- ✓ Do not leave leftover food in the fridge unless you have spoken to staff and know how that food will be used in the future. Label as appropriate.

Emmanuel Lutheran Church

Use of church-owned equipment

Church-owned equipment is defined as any piece of equipment purchased with church funds or accepted by the Council as a donation to the church. The basis of this policy is to safeguard the equipment from damage or loss.

This equipment includes, but is not limited to,

- Chairs and tables
- Assistive medical devices such as wheelchairs and walkers
- Roasters and water coolers (i.e. igloos)

Equipment NOT available:

- Sound system equipment
- Musical equipment
- Audio-visual equipment
- Kitchen equipment and dishes
- Classroom equipment and supplies

Church-owned equipment is for use within the church building for church events and rental events. This equipment is not for the personal use of church members. However, the assistive medical devices are used as part of Caring Ministry and as such, may be loaned to church members for temporary use. The Caring Ministry volunteers are responsible to track the assignment and return of this equipment.

If a church member desires to borrow church-owned equipment for a church-related event on private property, the member should contact the Office a minimum of 1 week in advance to determine if the equipment can be temporarily loaned to the member. The Office will consider, among other things, the availability of the equipment in relationship to other church events during the same time period, the type of equipment requested for use, the beginning and ending date of the loan and the location of the event. If the use of such equipment is granted, arrangements for pick-up and return should be made with the Office. The church member is responsible for the safe transportation, storage and appropriate usage of the equipment when not on church property.