

WESTMINSTER PRESBYTERIAN CHURCH HUMAN RESOURCES POLICY MANUAL

Revision 11

Approved by Session Feb 2019

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I. INTRODUCTION

I.1 Ministry Objective

The employees and volunteers of WPC serve to support the ministries of the church through Worship, Evangelism, Christian Discipleship, and Outreach.

This manual is a comprehensive compilation of WPC Human Resource (HR) policies. It is intended to serve as a reference tool for Session, Committee Chairs, employees, supervisors, the HR Committee, volunteers, and congregation members. This policy manual applies to both paid employees and volunteers. A copy of the manual is available on the WPC website. A new employee will receive a packet that includes the HR Manual, as well as other important documents including, but not limited to: Health Flexible Spending Plan, Holiday Schedule, Child Abuse Prevention Policy (CAPP), Position Description, and the Time Sheet and Administrative Absentee Report/Instructions. All employees are to receive notices of any revisions to the manual. Notices of revisions affecting volunteers will be placed in the WPC newsletter and posted by the WPC Office.

II. GENERAL POLICIES

II.1 Personnel Responsibilities

II.1.A Initial Employment

Employees commence employment with a 180-day introductory period. During this time, training and orientation to the job shall be provided according to the applicable Position Description (PD), and the supervisor and employee will meet for both a 90-day and 180-day documented conversation of strengths, areas for improvement, and goal-setting per Section III of this manual, Employee Value Process Procedures.

Employment is considered 'at will' meaning either an employee or WPC may terminate the employment relationship at any time for any reason, with or without cause, except as otherwise provided by law.

II.1.B Standards and General Advisory

All employees and volunteers are expected to conduct themselves professionally and promote a positive image of the church. The use of or trafficking in illegal drugs is strictly prohibited and will result in immediate termination of employment or volunteer status. Alcohol consumption on the job (except when authorized by Session for Communion), or being impaired by alcohol on the job, will result in immediate termination of employment or volunteer status. Smoking within church buildings or on church property is strictly prohibited.

All church files, including computer files, data, and website content, are church property and can be accessed by Session-authorized personnel at any time. Except as stated below, employees and volunteers will not be afforded the privilege of private voice mail, email, paper files, or computer files. The following are granted privacy privileges:

- The Pastor's sermons and worship planning materials are the Pastor's property.
- The Pastor's confidential counseling files are not subject to review.
- The Stephen Ministry confidential counseling files are not subject to review.
- The Deacons' confidential counseling files are not subject to review.
- Background Check forms and results are subject to review only by the designated HR Committee representative.

II.1.C Sexual Misconduct Policy

The church leadership, employees, and volunteers of the church are to maintain the integrity of their ministerial, employment, and professional relationships at all times. Sexual misconduct, including sexual harassment, is not only a violation of the principles set forth in scripture, but also of the ministerial, pastoral, employment, and professional relationship. Sexual misconduct is never permissible or acceptable.

Definitions of sexual misconduct and procedures for resolving infractions will be in accordance with the Presbyterian Church (USA) Sexual Misconduct Policy and Its Procedures, details of which can be found at the PC (USA) website or by contacting the WPC church office for the most current version of this policy.

II.2 Productivity and Discipline

Employees and volunteers are reasonably expected to establish work goals consistent with the mission and goals of WPC and to continually seek to provide a positive image of the church to all persons and organizations. In addition, the church expects all employees and volunteers to be productive in their assigned positions and to be faithful to the purpose of the church. As such, WPC maintains the right to take disciplinary measures as deemed appropriate by an employee's or volunteer's supervisor or Session, in keeping with the established responsibilities of the particular position. In the case of volunteers, this would involve release from their volunteer responsibilities. Employees and volunteers are expected to be flexible in their duties and to expect that, over time, Position Descriptions will be modified as needed.

II.3 Grievance Procedures

Prior to filing a formal written grievance, the aggrieved party must first discuss the problem with their immediate supervisor. The aggrieved party is also encouraged to bring the issue informally to the attention of HR and to ask for their assistance in helping to resolve the issue. If the situation is not resolved to the aggrieved employee's satisfaction, they may initiate the formal Grievance Procedure by submitting a written statement of the concern or complaint to the HR Chair. This statement shall be very specific in both its description of the grievance/problem as well as its description of the requested remedy. Formal grievances must be filed within 45 days of the alleged grievance. The HR Committee will review the grievance with all parties concerned, make a determination regarding the grievance, and issue a decision after thorough review of all pertinent information and testimony provided in writing by the aggrieved and their supervisor. If the aggrieved or their supervisor is dissatisfied with the decision of HR, then an appeal to the Session may be filed through the Clerk of the Session. The written appeal must be submitted within 15 days of receiving the written decision from HR. There shall be no retribution by the supervisor to the aggrieved for filing a grievance.

II.4 Separation and Separation for Cause

Resignation by an employee may take place after written notice to the applicable supervisor and the HR Chair. Separation for cause shall include, but not be limited to: inappropriate behavior, neglect or misuse of church funds or property, unexcused absence, repeated tardiness, or a negative background check impacting the position's duties.

Specific steps to address employee or volunteer performance shall be conducted in accordance with the Employee Value Process (EVP) described in Section III of this manual.

It should be noted that employment and volunteer service with WPC is at will and may be terminated at any time by either the employee/volunteer or the church and for any reason. This policy remains in effect for the entire duration of employment/service unless specifically modified in writing and approved by the Session. No terms of this manual will contradict subsequent minutes or findings of the Session or the provisions of the Presbyterian Book of Order concerning employment and/or separation.

II.5 Position Descriptions

Position Descriptions (PDs) shall be established and maintained to include the items shown below. This will apply for all paid positions and for as many volunteer positions as reasonably possible. PDs for paid positions will be reviewed annually in conjunction with EVP. A full-time hourly employee is defined as a worker consistently scheduled and working greater than or equal to 35 hours per week. A full-time salary employee is defined as a worker adhering to the 40 hours per week standard. Updated PDs should be filed with the HR Chair and the Office Manager.

- Title
- Purpose
- Accountability/Supervisor
- Responsibilities
- Skills and Knowledge
- Work Schedule (days worked and estimated hours per week)
- Compensation Classification (salaried or hourly)
- Benefits
- Revision date

PDs for volunteer positions may use any format including letters of instruction. Annual review of volunteer PDs will be completed by the supervisor or committee responsible for those positions. The HR Committee shall ensure that the annual review of all paid PDs is completed.

II.6 Benefits

Employee benefits will vary with position, work hours, and other factors. Congregations are mandated by the Book of Order to enroll all called and installed ministers of the Word and Sacrament for full coverage in the PC (USA) Board of Pensions Benefits Plan. Congregations may offer, but are not obligated to offer, Board of Pensions Benefits or Affiliated Benefits to other eligible church employees. Eligibility is based on multiple factors including, but not limited to, hours worked, job classification by Department of Labor standards, and whether employees in the same classification have been

granted PC (USA) Board of Pensions Benefits or Affiliated Benefits. For more details, refer to PC (USA) Board of Pensions Benefits Administration Handbook available at the Board of Pensions website or by contacting the church office for the most current version of these documents.

Individual benefits are noted in the particular PD for each position. In all cases, benefits for hourly and salaried employees are calculated using the 40 hours per week standard. Once health insurance benefits are offered to one individual in a job classification, they must then be offered to all employees in that particular job classification.

Benefits cannot be assumed unless noted in the PD. Benefits cannot be added to a PD without HR Committee and Session approval. As defined in the individual sections of this document, the benefits are applicable to all employees, as specified. In the case of the Pastor or other called and installed ministers of the Word and Sacrament, subject to Presbytery oversight, benefits defined by the Terms of Call for that person and approved by the members of the congregation will supersede the benefits defined in the HR Manual.

II.7 Absences

Employees and volunteers will make every effort to keep their absences and tardiness to a minimum. Anticipated absences will be given to the supervisor with sufficient notice so that alternate coverage can be arranged. Chronic absenteeism or tardiness, even when each incident is for legitimate reasons, is grounds for disciplinary action up to and including separation. Employees will report, using the Time Sheet and Administrative Absentee Report, all absences from scheduled work including, but not limited to, leave (be it vacation, sick, holiday, personal administrative, civil, military, leave without pay, parental, sabbatical, and/or study), and exchange time.

II.8 Employee Leave Policy

II.8.A Leave policy for Full-time employees

A full-time hourly employee is defined as a worker consistently scheduled and working greater than or equal to 35 hours per week. A full-time salary employee is defined as a worker adhering to the 40 hours per week standard. The employee, supervisor, and HR will work together to arrange for substitute coverage for prolonged leave periods.

1. Vacation Leave (Paid)

Year 1 - 5:	10 vacation days allowable
Years 6 – 10:	15 vacation days allowable
11 Years and greater:	20 vacation days allowable

Vacation accrues upon hire and can be used at the end of the introductory period (180 days). In any given year a maximum of 5 days of paid vacation may be carried over to the next year, such that in any given year the maximum available vacation is that year's vacation earned plus 5 days.

2. Sick Leave (Paid)

Full and part-time employees earn one hour of paid sick leave for every 40-hours worked. Paid sick leave may be used for the following:

- Illness, injury, preventive health care, exposure to a contagious disease that might endanger others, disability due to pregnancy or childbirth; or
- Illness, injury or death of relatives.

Unused paid sick leave days can be rolled over to the next year, but there will be no more than 30 days of sick leave available in any given year.

In the case of catastrophic illness, HR and Session may consider giving an employee unused/expired sick leave.

Sick leave for part-time employees or full-time employees when exceeding the above (1/2) day per month/cumulative benefit, will be on an unpaid basis.

3. Holiday Leave (Paid)

Full-time employees are entitled to the following nine paid holidays:

- | | |
|--------------------------|---|
| • New Year's Day | January 1 st (or closest business day) |
| • Martin Luther King Day | Third Monday in January |
| • President's Day | Third Monday in February |
| • Memorial Day | Last Monday in May |
| • Independence Day | July 4 th (or closest business day) |
| • Labor Day | First Monday in September |
| • Thanksgiving Day | Fourth Thursday in November |
| • Day after Thanksgiving | Fourth Friday in November |
| • Christmas Day | December 25 th (or closest business day) |

The HR Committee will issue a letter in late December of each year providing the next year's holiday observance dates. This letter will be distributed to all employees, Elders, Committee Chairs, Stephen Ministry Leaders, Bookkeeper and/or Treasurer, and Deacon Moderator. Full-time employees will arrange with their supervisor for an alternate day off when the holiday falls on a scheduled day off.

4. Personal Administrative Leave (Unpaid)

Administrative leave may be granted to full-time workers at the discretion of the individual's supervisor, but not to exceed three days in a calendar year. Under normal circumstances employees are expected to complete personal administrative tasks at times when they are not scheduled to work.

5. Civil Leave (Paid)

Full time employees are allowed leave with pay for jury duty or to perform other civil duties, provided they agree, if requested, to give any jury or civil compensation to WPC and assist in finding a replacement for the period they will be absent.

6. Military Leave (Unpaid)

Military training leave without pay is permitted up to a maximum of 30 days. A leave of absence will be granted for periods between 30-90 days. Following the military training leave all attempts, if feasible, will be made to restore the employee to their original position or one of similar classification and salary.

7. Leave Without Pay

Leave without pay may be granted for prolonged illness, family leave, educational pursuit, or other valid reason with approval of the employee's supervisor, the HR Chair, and the Session. Although the employee may retain their relative job status, a suitable temporary replacement may be utilized.

8. Parental Leave (Paid)

On the occasion of a pending birth, birth, or adoption of a child, a full-time employee will be granted up to 30 workdays of paid parental leave. Further, if additional parental leave is needed, a full-time employee may use accrued sick leave for that purpose.

9. Pastor's Sabbatical Leave (Paid)

General

As recommended by PC (USA) and the Northwest Coast Presbytery, the Session and Congregation of WPC approve that full time Ministers of the Word and Sacrament, commonly referred to as Pastor(s), be granted a compensated sabbatical of 3 months after 6 complete years of service or after 6 complete years since the last sabbatical leave. The sabbatical is an opportunity to strategically disengage from regular tasks and focus on mission and ministry from a new perspective. A sabbatical enables a pastor to return to the responsibilities of the parish with new energy, spiritual vision, and effectiveness. WPC will implement a sabbatical for the Pastor as follows:

The Pastor of WPC will

- Bring the sabbatical proposal before the Session during the Fall before the year of the intended commencement of the sabbatical. The timing of the proposal will be before preparation of the next year's budget and when establishing the annual goals and objectives for the Pastor. The proposal shall include dates of proposed leave, goals and benefits of the sabbatical for the Pastor and the church, and a communication plan to the congregation. At least 90 days prior to the sabbatical leave, a detailed description of the plan should be provided to the Session.
- Communicate the sabbatical leave plan to the congregation.
- Work with the Session to establish a plan for pastoral and administrative leadership during the Pastor's absence.
- Commit to the Session and Congregation for continued service to the church for at least one full year from the conclusion of the sabbatical.
- Bring up to date all pending responsibilities as determined in consultation with the Session before departing on a sabbatical.

- Upon return, present an overview of the sabbatical experience to the Session and share the benefits of the sabbatical with the entire congregation.

The WPC Session will

- Receive the Pastor's plan for a sabbatical in the Fall before the year of the intended commencement of the sabbatical.
- Work with the Pastor to establish a plan for pastoral leadership and administrative leadership to be used during the Pastor's absence.
- Continue Terms of Call commitments to the Pastor during sabbatical leave.
- Communicate to the congregation the importance and value to the church of a pastoral sabbatical.
- Request an overview and personal reflection/learning from the Pastor upon their return.
- Provide support and opportunity for the Pastor to share the sabbatical experience and benefits with the congregation.

The Congregation will

- Provide support and opportunity for the Pastor to share the sabbatical experience and benefits with the congregation.

Sabbatical Funding

- WPC will continue the Pastor's compensation, benefits, reimbursable mileage/expenses, and reimbursable study/books at the same level as those in effect at the time of the sabbatical leave for a period up to 3 months.
- A sabbatical may be combined with vacation, study leave, or other leave time extending beyond 3 months with Session approval.
- WPC will contract for substitute pastoral services during the sabbatical leave.
- WPC will budget an additional 2 to 2.5% annually of the Pastor's salary and housing to accumulate funds for congregational costs during the sabbatical.
- The Pastor and/or WPC may obtain supplemental funding through grants to support the Pastor's and WPC's expenses incurred as a result of the sabbatical.

Sabbatical Limitation

Only one minister with sabbatical leave benefits established as part of their Terms of Call may take a sabbatical leave in a given calendar year.

II.8.B Leave policy for Part-time employees (Unpaid)

Except as noted below leave is not normally granted to part-time employees, however, requests by part-time employees for leave will be dealt with on a case-by-case basis as reviewed and approved by the supervisor and HR. Cumulative leave greater than 21 calendar days per year requires Session approval. Supervisors should recognize the importance of needed leave, especially vacation time, for all employees including those working part-time. Supervisors should proactively encourage part-time employees to take vacation, even when unpaid, by helping to arrange and facilitate coverage during the absence. Part-time employees are expected to schedule their work outside of scheduled holidays and thus are not eligible for paid holidays.

1. Vacation Leave (Paid)

Part-time employees scheduled and regularly working a minimum of 20 hours per week receive prorated paid vacation benefits in a ratio of a 40-hour week using the following formula: hours worked per week divided by 40 hours, multiplied by the number of days of eligible vacation is equal to the prorated vacation benefit (see benefit entitlement explanation below). For an employee working two or more part-time positions at WPC, their total time for qualification and calculation of prorated vacation benefits shall be the sum of the approved, regular working hours for their positions.

Vacation for Part-Time Employees (20 or more hours per week)

Year 1 - 5:	10 vacation days x ratio of (# hours worked per week)/ 40
Years 6 – 10:	15 vacation days x ratio of (# hours worked per week)/ 40
11 Years and greater:	20 vacation days x ratio of (# hours worked per week)/ 40

Vacation accrues upon employment and may be used at the end of the introductory period (180 days). In any given year a maximum of 5 days of paid vacation may be carried over to the next year such that in any given year the maximum available vacation is that year's vacation earned plus 5 days.

II.9 Exchange Time Off

Full-time salaried employees may under special and/or unusual circumstances be granted exchange time off. Up to and including 3 extra hours per week is considered part of the professional obligation of a full time (40 hours per week) salaried employee and is therefore not eligible for exchange time off. Exchange time off may be granted for blocks of time greater than 3 hours that are worked beyond the standard 40-hour work week, due to special events or projects, if requested in advance and approved by the supervisor. Examples might include an 8-hour Saturday seminar, a 6-hour youth event, or a 4-hour special meeting. The compensatory time off must be taken at a time mutually agreed upon between the employee and supervisor and within three pay periods.

II.10 Voluntary Retirement Savings Plan

All paid employees, both full time and part time, independent of hours worked, are eligible to participate in the Retirement Savings Plan (RSP), a 403(b)(9) defined contribution plan, established by and administered by the PC (USA) Board of Pensions. A complete description of the plan and enrollment kit are available from HR and/or from the PC (USA) Board of Pensions website.

Fulltime staff are entitled to receive up to \$50 a month in employer matched savings through the Board of Pensions (BOP) Retirement Savings Plan (RSP). Enrollment may start by submitting an enrollment form to Human Resources (HR). Fulltime employees may contribute as much as they like directly from their paycheck. WPC will match that amount up to \$50 a month for as long as the employee is employed at WPC.

II.11 Compensation and Benefits Review Policy

II.11.A General

Compensation and benefits for WPC employees shall be competitive with that provided to comparable positions in the local geographical area. The HR Committee, along with the position's supervisor, will develop a proposed compensation and benefits package for each position to be reviewed and approved by the Session at the time of employment. The individual supervisor and HR will jointly develop annual changes to compensation and benefits. Changes will be based upon, but not limited to, such factors as changes in the PD, individual performance as reflected in annual EVP conversations, and cost of living changes. The HR Chair or designee will convey to the Treasurer and/or Bookkeeper and each employee, at the beginning of each year, and at the time of any subsequent changes, the compensation and hours of each employee in an annual Letter of Benefits and Employment.

In addition to the above, any changes in compensation and benefits for the Pastor or other called and installed ministers of the Word and Sacrament, require approval by the congregation.

II.11.B Annual Compensation Review

This guideline covers the procedures to be used annually to develop salary and wage changes for the Pastor and employees of WPC.

FOR ALL POSITIONS

- In conjunction with the church's yearly budget creation plan, the HR Committee will coordinate the review.
- Quarterly, HR will remind all WPC supervisors to be maintaining EVP Conversations.
- Annually, supervisors will also be reminded to review the applicable PD with the employee and to advise HR of any recommended revisions.
- The US Department of Labor website for labor statistics and cost of living factors may be reviewed to develop the most recent 12 months of data for cost of living adjustment. In addition, the Northwest Coast Presbytery's Committee on Ministry offers yearly recommendations for COLA.
- No less than every 3 years, HR will conduct and document a salary study for each WPC paid position.
- The HR Committee will develop for Session review and approval, all recommended annual compensation changes.

FOR PASTOR

- From a variety of resources, a comparison will be made to evaluate the competitiveness of WPC's Pastor's compensation with the Pastor's peers. Particular emphasis will be placed relative to Presbytery peers.
- Specific resources for analysis may include:
 - Compensation data for the most recent year for Pastors within the Northwest Coast Presbytery.
 - Data on the length of ordained ministry, church size, and scope of ministry (solo/associate/head of staff).

II.12 Health Coverage Benefits

WPC will offer to all full-time employees (hourly and salary), individual medical insurance coverage via the PC (USA) Board of Pensions, with WPC and the employee each covering half of annual premium costs.

All employees eligible for this benefit will be notified in advance of the annual enrollment window, and asked for written confirmation of their decision to either enroll, decline, or seek reimbursement for an alternative plan (see Section II.13 below).

WPC will reimburse employees for employer cost-share whether selecting the PC (USA) plan via Board of Pensions or a plan that the employee selects and contributes to *for individual coverage only*. Upon providing verification of a plan, WPC will reimburse that employee for their alternative coverage up to the current cost share amount for PC (USA) PPO Member-only plan, details about which can be located on the Board of Pensions website and/or by request from the HR Chair. This benefit may be prorated based on the employee's service. Most importantly, this is a reimbursable benefit and in no way meant to encourage staff to have no medical coverage.

II.13 Health Flexible Spending Benefits

Refer to the separate policy titled **Health Flexible Spending Plan**, available from the HR Chair or designee.

II.14 Employee Disclosure Policy

The WPC policy regarding employee (past or present) information disclosure is as follows:

- Employee information disclosure shall be limited to the length of the employee's employment at WPC (dates), Position Title, and eligibility for rehire.
- Requests for information beyond that indicated in the preceding paragraph will be made in writing to the WPC HR Committee, who will, under most circumstances, decline to provide any such incremental information. Any information released will only be written, job related, factual, verifiable, and approved by Session.
- WPC desires to exchange information for the public good; however, at the same time, WPC must protect employee privacy and minimize exposure to potential lawsuit by defamation disclosure.

II.15 Child Abuse Prevention Policy

Refer to the separate policy titled **WPC Child Abuse Prevention Policy, Appendix E** of this manual.

II.16 Exit Interviews

Whenever possible, exit interviews will be conducted with employees who resign or are terminated from employment at WPC. The interviews will be conducted by a member of HR and not the employee's supervisor. **WPC Exit Interview Form, Appendix A**, will be utilized as a guide for the appropriate questions to be asked; however, the interviewer can choose to deviate from the form if the discussion leads to other appropriate subject areas. The results of the interview will be shared and discussed in the HR Committee to identify potential HR improvement possibilities.

III. EMPLOYEE VALUE PROCESS PROCEDURES

III.1 General

WPC's Employee Value Process (EVP) consists of four integral component parts. These are:

1. Goal Setting and Review
2. Giving and Receiving Feedback
3. Mentoring/Support
4. Compensation

III.2 Components

1. Goal Setting and Review

Employees

In the last quarter of the year employees will discuss with their supervisor possible appropriate goals for the coming year. As applicable, that information, along with the similar information from the supervisor's position and respective committee, will be provided to Session for consideration in the development of WPC goals for the coming year. Goals are to be held jointly for each Supervisor/Employee pair. Final Annual Goals for employees will be presented to Session.

Session

Session sets annual WPC goals through a process of discernment and interaction with others (committees and employees) based on: vision, ongoing ministries, annual initiatives, and program or system changes that will increase effectiveness.

Committees

Committees propose goals in response to goals set by session. The committee discerns its role in achieving the annual goals proposed for the church by Session. The committee also determines what will be required to achieve the committee's standing responsibilities. Committee members may discern other needs as well. The committee should also consider program or system changes that would increase effectiveness.

Periodic Goal Review

The employee and supervisor will meet a minimum of three times per year to discuss mutual goal development and progress on goal accomplishment. The discussion should also include a mutual exchange of views on "what we are doing well and should celebrate" and "what we can do better in the future." Other questions to consider include:

- Given the current reality, what goals should be set for the next review period in order to achieve the annual goals that were set?
- Are there any other things that have come up that suggest new goals for the coming review period?
- Do annual goals or the Position Description (PD) need to be revised and who will present these to HR and Session?
- Does the employee have the needed training and development needed to accomplish goals and PD objectives?

It is recommended that these periodic review discussions be jointly documented, to ensure clarity and understanding. In the absence of the employee initiating each meeting, the supervisor has the responsibility to ensure the minimum number of discussions take place.

Ongoing Goal Discussions

At any time, new goals can be agreed upon by the Supervisor and Employee. Substantive changes in the PD, triggered by new goals, will be reviewed by Session (via HR). It is very appropriate for Elders or others to be checking in with employees and committees concerning their progress towards goals. If the spirit of the question is one of affirmation and sincere interest, it should end up being an encouragement to the employee or committee.

2. Giving and Receiving Feedback

Timeliness

Opportunities for immediate positive feedback, clarification of performance expectations, revision of goals, as well as promptly identifying and addressing performance breakdowns will take place at the earliest opportunity and not wait until a periodic review meeting. These feedback opportunities may be initiated by either the employee or the supervisor.

Catching the Positive

The entire WPC community works to create the habit of catching each other succeeding. For example, there are a number of things that can be built into operating routines to ensure this happens without any requirement for policies: the agendas for all Session meetings, staff meetings, committee meetings, and reviews can include a report on who has been caught succeeding.

Dealing with Breakdowns

The entire church community must work to create the habit of quickly dealing with “breakdowns” without them becoming significant issues. It may require a change in the culture for people to become comfortable doing this. Supervisors, employees and congregation members may all identify breakdowns and get clarity on expectations or goals. These feedback opportunities may be initiated by the teaching Elder, other members of Session, staff, committee members, or members of the congregation.

Continued Breakdowns

If breakdowns continue to occur with an individual employee, then the following formal process involving documentation/discipline will be initiated:

- At the time of a first breakdown (a disconnect between expectation and actual performance), the supervisor will have a verbal conversation with the employee to determine a mutual agreement for improvement.
- At the time of a second breakdown on the same subject, the supervisor will have a documented verbal conversation with the employee to determine a mutual agreement for improvement. HR is notified disclosing the name of employee and general subject area of breakdown.
- At the time of a third breakdown on the same topic, the supervisor invites a third party from the HR Committee to join the conversation and Session is notified disclosing the name of the employee and general subject area of breakdown.

- If the employee continues to perform below expressed expectations, the supervisor will recommend to HR that a written, time-specific Personal Improvement Plan (PIP) be communicated to the employee (address this _____ by this date _____ to remain employed at WPC). HR concurs and reports to Session that a PIP has been issued.
- If the employee does not improve efforts according to the PIP, the supervisor and HR may propose termination to Session.
- When proposing termination, the supervisor and HR Chair will present information regarding the employee and proposed termination to Session in a called meeting. Session listens to/asks questions pertaining to employee performance for their prayerful consideration. Motion to terminate will be voted on by Session at a subsequent meeting.

In the case of the Pastor, if the ongoing feedback process fails to successfully address continued performance breakdowns, then a more formal process will be initiated to likely involve discussion with the Commission on Ministry (COM) of the Presbytery.

3. Mentoring/Support

As the body of Christ, WPC wants to support every employee's spiritual health as they seek spiritual renewal and discernment in their church vocation (2 Corinthians 1:24), and in their personal life (Ephesians 5:15).

While the ultimate decision rests with the employee, WPC strongly recommends and supports each employee's participation in mentor/support relationships. The employee's supervisor and the HR Committee are available resources to help the employee understand: 1) the benefits of mentoring/support, 2) how to best select members for employee's mentor/support group, and 3) possible ways to implement the mentoring/support process. Additional information on mentoring is available in **Appendix D, WPC Mentor Relationships and Support Groups**.

As determined by the employee, the scope of mentoring/coaching may include such items as spiritual growth, self-care, development, and life goals. The mentor/support group will be selected by the employee. The employee and supervisor (in the case of the Pastor, the Session) will discuss and have a mutual understanding of the roles of the mentor/support relationships and employee/supervisor relationship.

Possible implementation of coaching/mentoring/support, if chosen by the employee, would include a meeting with the supervisor to discuss available resources, recommendations of possible participants, support in contacting participants (if needed), and an understanding of the role a coach/mentor would play. Once the employee has chosen a coach(es)/mentor(s), they would establish a mutually agreed upon plan of action.

4. Compensation

With input from each employee's supervisor, HR will: 1) adjust pay ranges based on significant changes to position description or changes in comparable positions in the market, and 2) review where each employee should fall in the pay range for the coming year.

Then, given available church resources, HR will make recommendations to Session for changes to: 1) base pay, 2) benefits, 3) Cost of Living Adjustment (COLA), 4) competitive adjustment, and 5)

appropriate one time show of recognition for exemplary accomplishment (cash or non-cash) which does not add to base pay.

Upon Session approval, the HR Committee and/or supervisor will review with the employee any changes in compensation or benefits for the employee. If the employee disagrees with the changes, they are encouraged to appeal the changes in writing to HR. If they are still not satisfied, they are encouraged to appeal in writing to Session.

Additionally, the Session will review with the Pastor(s) any changes in proposed terms of call prior to that recommendation being made to the congregation each year. If the Pastor and other members of Session cannot come to an agreement on the proposed terms of call, either may go to the presbytery's Committee on Ministry (COM) for support in coming to an agreement.

IV. STAFFING PROCEDURES

IV.1 Hiring Policy and Process

After a position is created or a vacancy to a current position occurs, a representative of HR and the position's supervisor will review the Position Description (PD) to identify and implement required changes in the description. Changes to the PD and any changes in pay rate and benefits will require Session approval. The PD will be made available to applicants in the manner most appropriate for the vacant position. A copy of the PD will be maintained by the church office. Position vacancy statements will be concurrently posted at WPC and further advertisement may be pursued using a format applicable to the position.

The position supervisor and the HR representative will review solicited applications using **WPC's Application for Employment, Appendix B**, and/or a resume. The supervisor and HR representative will then interview applicants meeting pre-established requirements. Based on the particular position or circumstances others may also be invited to participate in the interviewing process. For instance, for any interview involving a childcare position it is appropriate to include parent representatives.

The supervisor or HR representative must contact references prior to making an offer of employment. It may be appropriate in the judgment of the interviewer(s) to contact references prior to scheduling an interview. This may provide information that can be of use during the interview and to clarify any questions.

Before the actual interviews begin, those conducting the interviews will also establish the applicable questions for the interview process. This will include both the questions for all interviewees as well as unique questions based upon the application and references of a particular candidate. Questions must be only position or work related. Only questions in compliance with applicable State and Federal anti-discriminatory laws will be utilized. The interview process will also serve to make sure that the potential candidates have a clear and effective understanding of the mission and vision of WPC, as well as specific position requirements.

Positions potentially involving work with children, will, in addition, require appropriate background checks in conformance with the **WPC Child Abuse Prevention Policy (CAPP), Appendix E**. Positions involving handling of money and confidential records also require performing background checks. Satisfactory completion of these checks must be accomplished before making an

employment offer.

While different jobs require different talents and skills, there are some characteristics that are appropriate for all positions.

Things to look for in an interview:

- Knowledge of the job
- A warm, friendly, and direct personality
- A desire to do the job and an expressed desire to do it well
- A desire to learn more about the Presbyterian Church
- Promptness for the interview
- Quality and significance of questions
- Stated experience in this job
- Skills proficiency

After the initial round of interviews, additional interviews may take place, if needed, to determine the best candidate. After the final interviews, the supervisor and HR representative will make a recommendation for Session approval of the candidate to fill the vacancy. Upon approval, a formal letter signed by the candidate's future supervisor and HR Chair offering the position and clearly specifying all conditions of the offer, shall be prepared and sent to the successful candidate. Among other items, the letter should describe the compensation, estimated hours of work, applicable benefits, and the 180-day introductory period.

Once a candidate has accepted the employment offer, the HR representative will arrange to get completed forms, W-4, and I-9 from the candidate. These forms, along with a completed and approved Recurring Expense Request Form, will be submitted to the Treasurer and/or Bookkeeper well before the new employee's first pay period. The HR Chair or designee will also promptly revise the **List of Paid Positions and Supervisors** and **Year 20xx Payroll Procedures and Tax Information** documents maintained by the HR Committee.

A new employee will receive a packet that will include the Human Resources Policy Manual, as well as other important documents including, but not limited to the Health Flexible Spending Plan, Holiday Schedule, CAPP (Child Abuse Prevention Policy), Position Description, and Time Sheet and Administrative Absentee Report/Instructions.

The supervisor will oversee the introductory period and report the new employee's progress to the HR Committee and/or Session.

V. TRAINING AND DOCUMENTATION

V.1 Training Policy and Process

All employees and volunteers deserve effective training. It is the responsibility of the supervisor of the position to ensure that complete and effective training is provided for a new employee. An outline should be developed that provides an overview/checklist for all of the needed training subjects/tasks for a position. The details of the training and individual task procedures should be developed and

documented by an incumbent in the position, and always be kept up to date in case of an unanticipated vacancy. When there is an orderly transfer of the responsibility the incumbent may perform the training. Completion of the training requirements for a specific subject or task should always include demonstrating one's knowledge by completing the task without assistance. The position's supervisor should review and confirm the training overview/checklist has been completed prior to conducting the 90-day and 180-day introductory conversations.

V.2 Position Documentation

Documentation should be developed and kept up to date on each of the responsibilities and task procedures for a position. This position manual will then serve as a reference for new employees following their training, as well as temporary personnel covering the position during vacation, sickness, or other types of leave. The position manual also helps prevent loss of job knowledge in the transition process of old employee to new employee. It is the responsibility of the position's supervisor to assure that the manual is developed, covers all responsibilities and tasks, and is kept up to date.

APPENDIX A

**Westminster Presbyterian Church
EXIT INTERVIEW FORM**

DATE: _____ **EMPLOYEE:** _____

POSITION: _____ **INTERVIEWER:** _____

What is your primary reason for leaving?

What was most satisfying about your job?

What was least satisfying about your job?

What would you change about your job?

Did your job duties turn out to be as you expected?

Did you receive enough training to do your job effectively?

Did you receive sufficient feedback about your performance?

What would you improve to make our workplace better?

Were you happy with your pay, benefits and other incentives?

What could your immediate supervisor do to improve his or her management style?

Did any church policies or procedures (or any other obstacles) make your job more difficult?

What did you like most about WPC?

What did you like least about WPC?

Did you find your work experience at WPC increased your spiritual life?

Should the opportunity arise would you consider employment again at WPC?

Do you have any other comments?

APPENDIX B

Westminster Presbyterian Church APPLICATION FOR EMPLOYMENT

Apply for all WPC positions with this format. If this application does not provide all the desired/necessary information, you may submit a resume to amplify your qualifications or experience.

- | | | |
|-------------------------|-------------------------------------|---------------------------------|
| 1 Position applying for | 2 Advertised Position | 3 Advertisement medium |
| 4 Last name | First and middle names | 5 Social Security Number
- - |
| 6 Mailing address | 7 Phone numbers (include area code) | |
| City | State | ZIP Code |
| | - | |
| | | Daytime ()
Evening () |

WORK EXPERIENCE

- 8 Describe your paid and non-paid work experience related to the job for which you are applying. Do **not** attach job descriptions.

1) Job title

From (MM/YY)	To (MM/YY)	Salary	per	Hours per week
		\$		
Employer's name and address				Supervisor (name and number)
				()
Describe your duties and accomplishments				

2) Job title

From (MM/YY)	To (MM/YY)	Salary	per	Hours per week
		\$		
Employer's name and address				Supervisor (name and number)
				()
Describe your duties and accomplishments				

- 9 May we contact your current supervisor?
YES **NO** If we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

10 Mark highest level completed. **Some HS** **HS/GED** **Associate** **Bachelor** **Master** **Doctoral**

11 Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

12 Colleges and universities attended. Do **not** attach a copy of your transcript unless requested.

Name			Total Credits Earned		Major(s)	Degree	Year
City	State	ZIP Code	Semester	Quarter		(if any)	Received

1)

2)

3)

OTHER QUALIFICATIONS

13 **Job-related** training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, typing speed, etc. **Job-related** certificates and licenses (current only). **Job-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards.) Give dates, but do **not** send documents unless requested.

GENERAL

14 Are you a U.S. citizen? **YES** **NO** Give the country of your citizenship.

15 Were you ever a Federal civilian employee? **NO** **YES** For highest civilian grade give:

Series	Grade	From (MM/YY)	To (MM/YY)
--------	-------	--------------	------------

16 Were you ever in the U.S. Military? **NO** **YES** For highest military grade give:

Rank	Rate	From (MM/YY)	To (MM/YY)
------	------	--------------	------------

Type of discharge

APPLICANT CERTIFICATION

17 I **certify** that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I **understand** that false or fraudulent information on or attached to this application may be grounds for not hiring me or discharging me after I begin work. I **understand** that any information I give may be verified.

SIGNATURE

DATE SIGNED

APPENDIX C

Westminster Presbyterian Church INFANT AND CHILD-FRIENDLY WORKPLACE POLICY

1. Scope and Responsibility

This program provides employees the ability to care for their children at WPC while continuing to work their normal jobs. Except as stated otherwise in specific sections of this document, the HR Committee is responsible for maintaining this document.

2. Justification

WPC seeks to provide a positive work environment that supports parents' responsibility to their jobs and to their children by acknowledging that, when a child is able to stay with a parent, this benefits the family, the employer, and society.

3. Eligibility

Parents

Full or part time employees are eligible to participate in this policy. There are additional application requirements for parents wishing to bring infants to work. Refer to the following: **Form C1: Infant Individual Plan**, and **Form C2: Parent Agreement, Consent, and Waiver**.

Child

There is no limit to the number of children for any given parent who may utilize the policy. In the rest of this document the term "child" or "infant" shall also mean "children" or "infants" respectively.

4. Requirements

4.1 The parent participating in the policy may not leave the building (not even for a short time) without taking the child with them.

4.2 The parent must accept complete responsibility for the safety of the child. WPC is not "child proofed" from a safety standpoint.

4.3 The parent must provide all supplies and equipment needed to care for the child at WPC and ensure that the area where the child is kept is maintained in a clean and sanitary condition. For infants, diapers must be changed only in the Nursery or in the Nursery restroom, and not in work areas. Used diapers must be wrapped appropriately, stored in a closed container provided by the parent, and placed in an area not used for office or meeting space. Used diapers must be placed in the outside trash at the end of the day.

4.4 A parent recognizes and accepts that the arrangements under the Infant and Child-Friendly Workplace Policy are not subject to CAPP, nor is the child protected by the provisions of CAPP. As such, any alternate care providers utilized by the parent are not governed by CAPP.

4.5 In order for the program to be effective and successful, all parties need to be sensitive to the needs of others. Children will be less likely to be disruptive if a parent promptly addresses a child's

needs. However, the parent/employee must also maintain acceptable work performance and ensure that the presence of the child does not create any office disturbances for the other employees. If problems arise that cannot be resolved, the employee understands that the program may be ended for that employee and child.

4.6 If a child is fussy for a prolonged period of time (i.e. exceeding 1 hour), and the Quiet Room procedure (described in Section 5 below) hasn't allowed the fussiness to abate, resulting in a distraction in the workplace and preventing the parent and/or others from accomplishing their work, the parent shall remove the child from the workplace.

4.7 WPC will designate locations on the premises that employees may use, if they choose, while breastfeeding or otherwise feeding their children. This includes allowing employees to install shutters/blinds or other window coverings for their offices for privacy purposes. Any rooms or offices with the windows so covered will not be used for one on one counseling of children (excludes parent's child), under the provisions of CAPP while the blinds or curtains are closed to block the use of those rooms.

4.8 Any time a parent must remove their child from the workplace as a result of the child being a prolonged distraction, the child's sickness, or other impact, then the time away from work is not work time for the parent. As long as the parent's position makes the parent eligible for such accrued paid leave benefits as sick leave, vacation, unused parental leave, exchange time etc., the parent may use that accrued leave to cover those parental absences from work.

4.9 Parents may take longer breaks as needed giving the parent and child change of scenery, rest, exercise, whatever is needed for a fresh return to work. Staying later at work or coming in earlier are both viable options for the employee to utilize in order to accommodate the longer break times and still allow for a full day of work to be completed. A parent recognizes that to compensate for time spent not working while at work due to attending to a child's or parent's needs, it may be necessary for the parent to work beyond their normal scheduled hours to accomplish the position's required work. These hours beyond an employee's normal hours which reflect time spent at work but not working productively, are not eligible for exchange time nor are they to be shown for overtime pay.

4.10 In lieu of any eligibility limitation based on age or mobility, the parents, supervisors, and co-workers agree to meet monthly to discuss how the policy is working. Any time the policy ceases to work for the parent, work is not being accomplished, or co-workers/congregation are being negatively impacted, the parent will have two weeks to make other arrangements for child care.

4.11 Older children are eligible to be brought to work under this policy but it should not be used on a regular and continuous basis as the standard means of providing child care. As with all other aspects of the policy, co-workers should have the ability to let the parents know if any aspect of the Infant and Child-Friendly Workplace Policy is not working for them. Likewise, if any older children are asked to volunteer/help for others while they are at WPC under this policy, they also have the right to say no, or limit their time to do so. As with the rest of this policy, the standards of "is it working for the parent", "is the work being accomplished", and "no one is being negatively impacted" shall also apply to older children at work.

5. Child's Location During the Program

Work Station/Office

A parent may, if desired, make her/his work station/office suitable as the primary location for the child to remain during the work day.

Nursery

The parent may utilize the WPC Nursery as a location for an infant child as long as they provide and utilize a child monitor between the nursery and the parent's office/work station and take full responsibility for the fact that they are not necessarily within sight distance of their child.

Quiet Room

If the child becomes noticeably fussy, loud, or uncontrollable, or exhibits any behavior that is a distraction in the workplace or prevents the parent or another employee from accomplishing their work, the parent should promptly take the child to a quiet/sitting room, in a part of the building away from the work area until the child calms down, is no longer a distraction to others, and can be returned to the child's normal location.

Other Work Station/Offices

The child may be in another employee's workspace with their parent as long as the arrangement is agreed upon between the parent and the other employee. The child may be in another employee's workspace without the parent, as long as that employee is approved by the parent as an Alternate Care Provider who is providing occasional coverage as specified in Section 7 below which describes Alternate Care Providers. Consideration must be taken to ensure that the environment is safe for the infant at all times and that other employees are not disturbed.

6. Illness

A sick child should not be brought to work. If the child becomes sick during the day, the child must be taken home by the parent. Guidance for determining whether a child is sick is set forth in **Guideline C1, Guidelines for Exclusion of Sick Children**.

7. Alternate Care Providers

The parent may approve anyone to serve as an Alternate Care Provider who will care for the child at church on a spontaneous need basis if the parent needs to 1) attend a meeting, 2) work with someone uncomfortable with a child being present, or 3) handle any occasional situation in which the parent is temporarily unable to effectively care for the child on a given day. These care providers may be friends, relatives, church volunteers, or employees who are willing to be called upon to volunteer their services to help care for the child for short periods of time that are not regularly scheduled. In order to maintain WPC's insurance coverage, the use of regularly scheduled Alternate Care Providers for children at work programs is not allowed. It is strongly suggested that any Alternate Care Provider be made aware of the Alternate Care Provider Responsibilities described in Section 8 below BEFORE they are requested or offer to take on those responsibilities.

8. Alternate Care Provider Responsibilities

It is the parent's responsibility to make sure that all Alternate Care Providers are aware of and understand the following responsibilities of Alternate Care Providers:

- They have read, understand, and agree to comply with the terms of the Infant and Child-Friendly Workplace Policy.

- If the child becomes disruptive to any other employees, they will take the child to a designated quiet room area.
- They understand that the parent may not leave the child in their care if they are going to leave the building.
- They understand that no other persons besides the parent, themselves, and any other individuals who are known to be a designated Alternate Care Provider(s) are responsible for the child once the child has been placed in their care.

9. Concerns/Complaints

All concerns/complaints related to this policy may either be directed to the employee involved or if desired to the employee's supervisor. If desired by the person indicating a concern or complaint, that information will be kept anonymous to the extent that is possible. The supervisor shall have final discretion to decide what should be done to resolve any concerns/complaints.

10. Employee Rights and Termination of Eligibility

A participating parent has the right to terminate her/his individual agreement at any time. The employee's supervisor on behalf of WPC has the right to terminate an individual agreement at any time, if a parent's work effectiveness declines, if ministry needs are not being met, or if concerns/complaints which have been discussed with the parent are not resolved. If an employee disagrees with the termination, they may follow the steps outlined in the HR Manual regarding grievances.

11. Other

Other affected employees may request a "child-free" work environment. Such requests should be made through the employee's immediate supervisor. WPC will attempt, through the supervisor, to accommodate such requests based on ministry and staffing situations at the time of the request. This may include temporarily relocating the parent or the other employee after discussion with all parties to determine the most effective resolution.

WPC expressly reserves the right to refuse participation in the Infant and Child-Friendly Workplace Policy if the requesting parent's employment position at WPC is deemed unsafe or unsuitable for the presence of a child. WPC, through the employee's supervisor, also reserves the right to end participation in the policy due to any other ministry considerations which may arise.

WPC's Session may change or revise the provisions of this policy. Any changes will be conveyed to affected employees as soon as possible after any change or revision.

FORM C1

**Westminster Presbyterian Church
WPC INFANT AND CHILD-FRIENDLY WORKPLACE POLICY**

INFANT INDIVIDUAL PLAN

GENERAL INFORMATION

Name of Parent/Employee _____ Home Phone _____
Name of Child _____ Date of Birth _____
Date Child Enters Program _____
Days and Times Child Will Typically Be Present in the Workplace _____

SPECIFIC INFORMATION

Include any other specific plan information or requirements in the space below (optional)

IN CASE OF EMERGENCY, PLEASE CONTACT

Name _____	Name _____
Relationship _____	Relationship _____
Home Phone _____	Home Phone _____
Work Phone _____	Work Phone _____
Cell Phone _____	Cell Phone _____

I understand that this plan has not been approved until I have met with my supervisor and my supervisor has approved the plan. I understand that, if anything about my plan changes, I will need to submit the changes in writing to my supervisor.

Submitted by

Signature of Parent/Employee

Date

Approved by

Immediate Supervisor

Date

FORM C2

**Westminster Presbyterian Church
WPC INFANT AND CHILD-FRIENDLY WORKPLACE POLICY**

PARENT AGREEMENT, CONSENT, AND WAIVER

AGREEMENT

By signing this Agreement, I certify that I have read the WPC Infant and Child-Friendly Workplace Policy. I understand and agree to comply with the terms and conditions set forth in the Policy. I further understand and agree that, in the event I fail to comply with such terms and conditions or otherwise fail to meet any Policy criteria currently documented or that may be added to the program documentation and conveyed to me in writing, my Policy eligibility may be ended, requiring me to remove my child from the workplace within a reasonable period of time.

I acknowledge that WPC reserves the right to cancel or retire the Policy in part or in its entirety at any time, thus requiring me to remove my child from the workplace within a reasonable period of time. In this event, I understand that WPC will accommodate a reasonable period of time for me to take my child to a different care setting.

Signature of Parent

Date

CONSENT AND WAIVER

In consideration of WPC's permitting me to bring my child to work with me in compliance with the WPC Infant and Child-Friendly Workplace Policy, I hereby release, on my own behalf and on behalf of my child, _____: (i) WPC; and (ii) any of the current or former employees, leadership, leadership representatives, and insurers including any Alternate Care Providers, if any, of WPC's and the foregoing entities from any and all claims, liabilities, causes of action and demands of any kind or character, including negligence, whether vicarious, derivative or direct, that I, _____, or any of my child's family members, heirs, or assigns now have or may hereafter have or assert against WPC growing out of, resulting from, or connected with this Policy and/or with me bringing my child to work or his/her presence at work with me. This waiver does not preclude legal remedies for injury due to malice or egregious negligence.

Signature of Parent

Date

GUIDELINE C1

Westminster Presbyterian Church GUIDELINES FOR EXCLUSION OF SICK CHILDREN

If the child has any of the conditions described below, and thus poses a risk of spread of harmful diseases to others, they shall not be brought to work. If they develop these conditions during the work day, the parent shall remove the child from the premises as soon as reasonably possible.

1. An acute change in behavior including lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, uncontrolled coughing, noticeable (spreading) rash, or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility.
2. Fever (temperature above 101 degrees Fahrenheit orally, above 102 degrees Fahrenheit rectally, or 100 degrees or higher taken auxiliary (armpit)) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea).
3. Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops; blood or mucus in the stools not explained by dietary change, medication, or hard stools.
3. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.
4. Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.
5. Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.
6. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
7. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.
8. Untreated scabies, head lice, or other infestation.
9. Untreated tuberculosis, until a health care provider or health official states that the child can attend child care.
10. Known contagious diseases while still in the communicable stage (chicken pox, streptococcal pharyngitis, rubella, pertussis, mumps, measles, and hepatitis A).

Source: Guidelines for Exclusion of Children (or Staff Working with Children) Who Are Ill, As Recommended in *Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Early Care and Education Programs, 3rd Edition (2011)*.

APPENDIX D

Westminster Presbyterian Church MENTOR RELATIONSHIPS AND SUPPORT GROUPS

1. Mentorship Defined

Mentorship is:

- A personal developmental relationship in which a more experienced or knowledgeable trusted person helps guide a less experienced or knowledgeable person.
- An ongoing relationship of learning, dialogue, and challenge.
- A process for the transmission of knowledge, networking value, and support viewed by the recipient as relevant during a sustained period of time.

2. Models of Mentoring

Some common mentoring models include:

- Cloning – where the mentor helps form the mentee into a duplicate copy of the mentor
- Nurturing – where the mentor acts as a parental figure creating a safe open environment where the mentee can learn and try things
- Friendship – where the mentor and mentee function as peers more than in a hierarchical relationship
- Apprenticeship – where the professional relationship and learning is the sole focus

3. Mentoring Techniques

Mentoring techniques are designed to develop the whole person. Some common forms of mentorship include:

- Accompanying – where mentor is learning side by side with the mentee
- Sowing – where the mentor is preparing the mentee before they are ready to change
- Catalyzing – where the mentor helps to plunge mentee into new learning and change
- Showing – where the mentor makes something new understandable.
- Harvesting – where the mentor assists the mentee in “picking the ripe fruit” of new knowledge asking about new learning and growth

4. Benefits of Being Mentored

In a positive mentoring relationship, the mentee will likely:

- Learn from another person’s vision, experience, and learning
- Receive feedback and encouragement; build self-confidence
- Gain knowledge of personal growth and develops skills
- Grow in spiritual health in church vocation and personal life
- Obtain career advice and planning assistance
- Have a “safe” person with whom they can discuss ideas/concerns/frustrations
- Develop their potential capability and perspective
- Have the opportunity to take control of their own learning
- Improve career mobility and opportunities; develop new contacts.

5. Benefits of Mentorship for the Church

When employees have successful mentoring relationships, the church will likely experience:

- Increased employee morale and motivation as well as reduction in turnover and absenteeism

- Greater productivity of employees
- Discovery of latent talent in the organization and an opportunity to develop it
- Leadership development of employees
- Opportunities to communicate the organizational values and goals
- Improvement in employees' professional standards
- An environment where learning is valued
- Re-energized plateaued employees
- More effective career development among employees
- Development of cross-organizational networks to aid teamwork

6. Preparing to Select a Mentor

Employees desiring to secure a mentor will benefit from:

- Identifying why former mentoring relationships were successful
- Clarifying areas where assistance from a mentor would be beneficial
- Looking for mentors who are: good communicators, helpers, well-respected, not caught up in organization politics or gossip
- Considering age and experience – large disparity in life experiences can hinder mentorship
- Looking for mentors with the desired development, strengths, overall experience, and skill set
- Articulating clearly the type of mentor for whom they are looking
- Selecting a mentor who is successful/experienced in employees' particular areas of need
- Seeking guidance from a trusted colleague
- Asking their supervisor or the HR Committee for recommendations or introductions

7. Implementing the Mentoring Process.

Employees ready to select a mentor will:

- Ask the potential mentor about their willingness to serve in this capacity
- Inform their supervisor of mentor choice and acknowledge the differences between employee/supervisor and mentee/mentor relationships
- Clarify and be able to articulate what they desire from the mentorship
- Understand how their work within the larger ministry of the Church.
- Have clearly-defined objectives/goals/methods for tracking progress for the mentorship
- Identify potential obstacles in reaching objectives
- Treat their mentor relationship with care (not asking for inappropriate favors or information)
- Monitor the progress at least once a quarter.

8. Support Groups Defined

Support Groups are groups of people who gather as equals for the purpose of offering each other professional as well as personal mutual support (knowledge, empowerment, experience, emotional/social/practical wisdom). They can be of various size as long as they allow for conversational interaction, and can even include as few as just two individuals.

9. Maintaining Contact in Support Groups

Individuals in Support Groups often:

- Meet in person with a specific regularity
- Maintain contact with Support Group members between meetings (newsletters, telephone, online, etc.)

10. Characteristics of a Successful Support Group

Successful Support Groups will support the employee in ways that are meaningful to the employee and may include:

- Regular meetings (strong organizational leadership) and prompt response to contacts
- Particular qualities the employee is seeking
- Up-to-date, reliable information and access to appropriate professional advisors
- A clearly stated “confidentiality” policy

APPENDIX E
Westminster Presbyterian Church
CHILD ABUSE PREVENTION POLICY

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WPC CHILD ABUSE PREVENTION POLICY (CAPP)

A. POLICY

WPC is committed to conducting its ministries in a way that assures the safety of all people affiliated with or coming in contact with the Church, especially children and those who minister to them. WPC will not tolerate child abuse or neglect. WPC is committed to the prevention of child abuse, to insuring the safety of children entrusted to it, and to assisting those who are affected by child abuse. This Child Abuse Prevention Policy (CAPP) is established for that purpose. We hold up the example of Christ who called the children unto him (Mk. 10:14), corrected those who would prevent children from coming to him (Matt.19:13-15), and also had a stern warning against any who would harm a child (Matt. 18:6). In the same way we recognize that youth ministry is first and foremost going to include and welcome children and youth in the name of Christ, we take seriously the responsibility of participating in their lives. It is in this spirit that CAPP aims to minimize unnecessary risks to the physical and emotional well-being of all involved in WPC children's and youth ministry. The intent of the policy is to support, not prohibit, ministry.

WPC will comply with all legal requirements to report suspected child abuse in accordance with Washington State Law: RCW 26.44.020, Child Abuse Definitions; RCW 26.44.030 Reporting Child Abuse; and RCW 43.43.830 Criminal Background Checks.

WPC will follow reasonable measures in the recruitment and selection of workers. WPC will implement prudent operational procedures in all programs and events, and WPC will educate all of its workers who interact with children regarding the use of appropriate policies and methods. WPC will have a clearly-defined procedure for reporting a suspected incident of abuse that conforms to the requirements of Washington State Law, and will be prepared to respond if an incident occurs.

A.1 Not Contract with Third Party

The policies set forth herein are WPC's stated goals and objectives. These policies, and the procedures set forth herein to implement said policies, are not intended to create an implied or express contract with any person. They are not intended, nor shall they be construed, to create a legally enforceable or binding promise, representation, or contract.

A.2 Definitions

A.2.1 "Child" or "children" means any person less than 18 years of age.

A.2.2 Washington State Law defines Child Abuse or Neglect as follows:

"means sexual abuse, sexual exploitation, or injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety, excluding conduct permitted under RCW 9A.16.100; or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect as defined in this section." (RCW 26.44.020)

A.2.3 “Neglect,” “Negligence,” or “Maltreatment” is defined by Washington State Law as

“Negligent treatment or maltreatment” means an act or a failure to act, or the cumulative effects of a pattern of conduct, behavior, or inaction that evidences a serious disregard of consequences of such magnitude as to constitute a clear and present danger to a child's health, welfare, or safety.” (RCW 26.44.020)

A.2.4 “Misconduct,” for the purposes of the CAPP, shall mean conduct which is prohibited by this policy but which does not constitute child abuse or neglect.

A.2.5 “Designee” in the phrase “Human Resources Committee Chair or Designee” shall mean a person designated by the Human Resources (HR) Committee Chair to handle those responsibilities outlined in the CAPP for the HR Chair in the absence of or unavailability of the HR Chair. In keeping with the desired philosophy of providing an independent perspective on CAPP issues the designee will, in most circumstances, be a member of the HR and will be without any direct or supervisory responsibility for childcare or children’s ministries at WPC.

A.3 Scope

A.3.1 All employees and volunteers of WPC shall support this policy and comply with the policy and procedures outlined herein.

A.3.2 All employees and volunteers of WPC who have contact with children who participate in any Church activities or events shall be subject to this policy and procedures.

A.3.3 All activities of WPC that require Church employees or volunteers acting within the scope of their duties to have custody or supervision of children shall be subject to this policy and procedures.

A.3.4 Any organization routinely using WPC facilities shall be made aware of this policy and shall be encouraged to adhere to this or a comparable standard for child abuse prevention. WPC is not responsible for follow up to assure that these organizations do indeed adhere to this or comparable standards.

A.3.5 For activities that are co-sponsored by WPC and other ecumenical entities (e.g. Creation, Anacortes Youth Network), permission slips will include a waiver that will need to be signed by parents and/or guardians indicating their understanding that WPC cannot enforce adherence to the CAPP for that event.

A.4 Basic Supervision Requirements

A.4.1 Definitions

CAPP Approved Adult: a person must have up to date 1) CAPP Training, and 2) ‘Approved’ background check.

CAPP Student Leader: A CAPP Student Leader is someone in 6th grade or above who has been selected to participate in a leadership capacity by the Event Coordinator/Leader, and has

been trained in a 'Student Leader' version of the CAPP training. Note: During the summer, the grade level of the child is defined as the grade that they will be entering in the fall.

A.4.2 Two CAPP Standard Basic Supervision requirements serve to accomplish three purposes: (1) to reduce the risk of child abuse, (2) to reduce the risk of the leaders involved in ministry from false accusations of abusing children, and (3) to provide sufficient adults and student leaders to adequately supervise the number of children present in an event. As specified in Section A.4.5, event staffing requires no fewer than two CAPP Approved Individuals to be present during Church-sponsored programs, events, or ministries involving children. It is recognized, however, that there will be occasional situations in which the Two CAPP Standard will not be feasible. Some common exceptions include: when one-on-one counseling is appropriate, when children are being transported, emergencies, bathroom escorting, first aid, tardiness/lateness of a nursery attendant or Sunday school teacher, unscheduled absences of an adjacent Sunday School teacher, etc. These rare exceptions should not be routinely used to avoid meeting the MINIMUM staffing standards established in the table below. Further, there are certain situations in which only one CAPP Approved Adult is required as a result of the event being conducted at a location in full public view. An example would be at a restaurant, coffee shop, or open area of a park. The key to this exception is that the event or activities must be in full sight of a present public.

A.4.3 CAPP Student Leader CAPP Student Leaders may be used to assist CAPP Approved Adults. CAPP Student Leaders who are participating in the event may also serve as a CAPP Student Leader to satisfy the ratio requirements, as long as they clearly know and understand their responsibility as a designated CAPP Student Leader for the event BEFORE the event begins.

A.4.4 Supervision of Student Leaders A CAPP Approved Adult serving as an Event Coordinator/Leader must monitor and guide the leadership techniques used by CAPP Student Leaders and ensure that WPC policies are followed.

A.4.5 Ratios for Supervision of Children

<u>Age Groups</u>	<u>Requirements to Achieve Basic Supervision Ratios *</u>	<u>Additional Supervision Ratios</u>
Children: Ages 0-4	For up to 4 children, there must be: 1 CAPP Approved Adult with either another CAPP Approved Adult or a CAPP Student Leader who has parental permission and will serve in the Nursery no more than once a quarter.	For additional 1 to 4 children, add 1 CAPP Approved Individual
Children: Ages 5-10	For up to 8 children, there must be: 1 CAPP Approved Adult with either another CAPP Approved Adult or a CAPP Student Leader.	For each additional 1 to 6 children, add 1 CAPP Approved Individual

Children: Ages 11-13	For up to 12 children, there must be 2 CAPP Approved Adults.	For each additional 1 to 8 children, add 1 CAPP Approved Individual
Children: Ages 14-17	For up to 16 children, there must be 2 CAPP Approved Adults.	For each additional 1 to 10 children, add 1 CAPP Approved Individual

***NOTE:** In some circumstances, the use of an experienced CAPP Approved Adult may be sufficient in combination with ‘close proximity,’ where the close proximity CAPP Approved Individual is clearly aware of their leadership responsibility, who is on site of the activity, frequently checks on the event, and whose physical supervisory role is dependent on the age of the children, the nature of the event, and is agreed upon with the principal CAPP Approved Adult. Some Ministry examples for ‘close proximity’ include: Children’s Chapel and Youth Group.

A.4.6 One-On-One Interaction It is recognized that a key facet of youth ministry is developing positive relationships through one-on-one interaction. These counseling conversations, while private, should be conducted in plain view of others. In buildings they should be conducted in a glassed conference area, or as a minimum, in an office with a non-shaded window or glass windowed door. Doors shall be left open if a window is not present in the door. The one-on-one interactions may also be in a public place such as a coffee shop or restaurant. The key issue is that the one-on-one interactions should be in plain view of others. Students involved in small groups or Bible studies that meet in private homes should have permission slips signed by their parents or guardians. Leaders should openly communicate with parents and church leadership the intention of the group and the necessary privacy that is involved in deep, meaningful conversations. (See A.4.10 Permission Forms)

A.4.7 Separate Accommodations When camping, on mission trips, or during overnight sleepovers, any single child is not permitted to sleep in the private tent/cabin/room of an adult unless also accompanied by his/her parent or designated guardian or has approval to do so by his/her parent. A designated guardian is an adult to whom parents have given parental authority for their child in their absence. CAPP Approved Adult Chaperones of the same gender as the children are permitted to sleep in the same room with more than one child of the same gender during overnight events. When gender-separate restroom facilities are not available, locks, latches, or labels shall be available and utilized to assure privacy.

A.4.8 Respect of Privacy CAPP Approved Adults and CAPP Student leaders must respect the privacy of children in situations such as changing clothes and taking showers, and intrude only to the extent that health and safety require. CAPP Approved Adults and CAPP Student Leaders must protect their own privacy in similar situations.

A.4.9 Proper Preparation for High-Adventure Activities Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures. If any special equipment is used that requires special instruction, the instructions for its use will be provided verbally and followed.

A.4.10 Permission Forms Permission forms are NOT required for: 1) regularly scheduled Church events on the Church premises which include but are not limited to Sunday school, weekly/monthly scheduled children and youth groups, fellowship events, Choir, Children's Chapel, etc., or 2) events in local, open public spaces to and from which students are responsible for their own transportation, or 3) events occurring in a private home (with two CAPP Approved Adults participating in the activity) to and from which students are responsible for their own transportation, such as a Christmas party.

Permission forms are required for all children in advance of participating in other Church sponsored events, such as: VBS, any overnight event, an event that leaves the WPC campus for a period of time, and any event requiring church-provided transportation. Permission forms shall accompany the Event Coordinator/Leader and a copy shall be kept on file at the church.

In the case of an accident that requires medical attention, the Event Coordinator/Leader will use all means possible to contact the parents/guardians or emergency contact while ensuring that the child receives proper care.

The Church has no jurisdiction over non-WPC sponsored events, thus the events are not subject to CAPP, the children involved have no CAPP protection, and the adults and student leaders are not afforded any liability or legal protection under the church's insurance.

A.4.11 First Aid Kit There will be a first aid kit available on Church premises and at all Church children's programs.

A.4.12 Medications For all overnight events, all medicine (including supplements) for participating children will be given to the Event Coordinator/Leader for safe keeping. Unless special alternate arrangements are established, the child or his/her parent or designated guardian shall retain responsibility for maintaining the prescribed dosage and treatment schedule. The Event Coordinator/Leader assumes no responsibility for ensuring that a child participant is taking his/her medication in the amount or times prescribed by the treating medical care professional.

A.4.13 Appropriate Attire Proper clothing for WPC activities is required. Suggestive, skimpy, or vulgar statement clothing is not permitted and may be a sufficient basis to exclude an individual, either adult or child, from participation in an event. The Event Coordinator/Leader makes the determination of clothing suitability.

A.4.14 Constructive Discipline Discipline used at WPC should be constructive and reflect Christian values. Corporal punishment is prohibited.

A.4.15 Hazing Prohibited Physical hazing and initiations are prohibited and may not be included as part of any WPC activity.

A.5 Code of Behavior

A.5.1 Rules of General Supervision for CAPP Approved Adults and CAPP Student Leaders

The behavior of CAPP Approved Adults and CAPP Student Leaders ministering to children must reflect the highest standards of Christian maturity, foster trust at all times, and be above reproach. CAPP Approved Adults and CAPP Student Leaders engaged in Church-related events or activities with children present must never engage in sexually suggestive behavior, sexual activity, or inappropriate touch.

Appropriate physical affection between adults and children is important for the development of children and is generally suitable in the Church setting. Education on “good boundaries” should be a part of the education process of adults ministering to children. Physical affection should be restricted to that appropriate for the age of the child. Within reason, the following guidelines for touching are to be followed by anyone ministering to children:

- It is appropriate to hold an infant and help a toddler within normal nursery care.
- The CAPP Approved Adult and/or CAPP Student Leader should base touch on the child’s need for comfort and encouragement and not that of the CAPP trained individual. Some examples of appropriate touch include: holding hands as part of a group activity, touching only the head or shoulders, or a side hug of the shoulders.
- A child’s preference not to be touched should be respected. This includes child-to-child touching.

Except for the purpose of deliberate one-on-one interaction (Section A.4.6), CAPP Approved Adults and CAPP Student Leaders should try to avoid being alone with children for any significant length of time, whenever possible.

A CAPP Approved Adult or CAPP Student Leader not registered for a children’s event or activity, but desiring to be involved, is required to obtain permission to participate from the Event Coordinator/Leader.

Consumption of alcohol and/or drug use at any children’s events are prohibited. Violation will result in immediate removal from the event.

Possession of firearms at children’s activities or events is forbidden.

All CAPP Approved Adults and CAPP Student Leaders involved in children’s ministry shall abide by all laws and regulations applicable to the location of the event.

A.6 Suspected Child Abuse, Neglect or Misconduct Reporting

A.6.1 Safety and Parental Notification Child safety is paramount. The highest priority shall be placed on securing the safety of the presumed victim. Following that, the HR Chair, or designee, Event Coordinator, and/or Pastor shall have a witnessed conversation to notify the parents of the child involved.

A.6.2 Confidentiality All reports of abuse or neglect must be treated with utmost seriousness and confidentiality. An individual reporting an incident has the right to request that their identity remains confidential.

- A.6.3** Who Must Report Every person is required to report any incident of observed or suspected child abuse or neglect. This includes, but is not limited to, employees and volunteers, Pastors, Elders, Deacons, and Congregants.
- A.6.4** What Must Be Reported If a person has a 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 which would reasonably be thought to result in abuse or neglect, that person is required to report what they have observed.
- A.6.5** When Must the Report Be Made When reasonable cause to suspect abuse or neglect has been established, the report must be made immediately.
- A.6.6** To Whom Must the Report Be Made Reports of suspected child abuse or neglect should be made to the HR Chair, or designee, and the Pastor. The HR Chair, or designee, will promptly report the incident to law enforcement and/or Child Protective Services.
- A.6.7** On What Form Must the Report Be Made All incidents of suspected child abuse, neglect or misconduct should be reported utilizing the **Suspected Child Abuse, Neglect or Misconduct Report, Form E1**.
- A.6.8** Suspected Abuse or Neglect Occurring Within Church Programs When reasonable cause exists to suspect abuse or neglect has occurred at the Church or within Church-sponsored activities or events, reporting shall take place in accordance with paragraphs A.6.1 through A.6.7. In addition, the incident is to be investigated in accordance with Section A.7
- A.6.9** Suspected Abuse or Neglect Occurring Outside Church Programs Employees and volunteers of WPC who encounter situations resulting in suspicion of abuse or neglect of children which occurred outside the Church or Church programs shall not investigate said incidents. The reporting per paragraphs A.6.1 through A.6.7 fulfills their obligation to report.
- A.6.10** Misconduct In the event a violation of this Policy occurs, but such violation does not reach the level necessary to establish reasonable cause to suspect abuse or neglect, the event or activity shall be immediately reported both verbally and in writing to the individual's Supervisor and the HR Chair, or designee. **Suspected Child Abuse, Neglect or Misconduct Report, Form E1** should be utilized for this purpose. A suspicion of misconduct does not warrant nor require the notification to law enforcement or Child Protective Services. Cases of suspected misconduct may be investigated in accordance with Section A.7.
- A.6.11** Reporting Process The HR Chair or designee shall immediately inform the Presbytery and the Session of all reports of suspected abuse or neglect occurring within Church programs. If the HR Chair is the person suspected or accused of the abuse or neglect, the Pastor shall report the incident to the Presbytery and Session.

The person who receives the report of suspected abuse, neglect, or misconduct shall immediately share this information with the Event Coordinator/Leader or alternate. The Event Coordinator/Leader, with the assistance of the HR Chair, or designee, is responsible for filling out the **Suspected Child Abuse, Neglect or Misconduct Report, Form E1**.

The HR Chair or designee, is responsible to assure that all aspects of the incident are documented using the **Suspected Child Abuse, Neglect or Misconduct Report, Form E1**. A copy of the report will be forwarded to the Pastor and the original, when not being acted upon, will be kept in the HR Committee's locked file cabinet.

Any employee or volunteer accused of suspected abuse, neglect or gross misconduct shall be notified of the circumstances and immediately relieved of duties related to this or any other Church events involving children. Further, the accused is to be isolated from further contact with the event participants and others who may be negatively impacted by the individual's presence until the review process is completed. The individual accused of suspected abuse or neglect may not return to these types of duties until the HR Committee has completed the review. (This applies whether or not the alleged act of abuse occurred during a Church-related event).

Any reports of suspected abuse or neglect, or gross misconduct by the Pastor(s) shall be reported to the Session and HR Chair, or designee.

A.7 Investigation and Response

A.7.1 The Church's obligations to respond to allegations of suspected abuse and neglect go beyond the State's requirements. The Pastor's focus should be to provide pastoral care to all involved in the incident, including the accused. To preserve the needed pastoral independence, the Pastor should not participate in investigating the accusation.

In Christian love it is important that WPC responds by providing:

- Faithful response to the presumed victim and family – WPC will provide comfort and support to the presumed victim and their family.
- Faithful response to the accuser – WPC will take the allegations very seriously, respect the accuser's privacy, provide sympathetic concern, place no blame upon the accuser, and not support or make the implication that the accuser was in any way responsible for causing or failing to prevent the suspected abuse.
- Faithful response to the accused – WPC will acknowledge that the person is of sacred worth; remove the accused from any position as a worker with children until allegations are fully investigated and resolved; recognize that the person is innocent until clearly established to be guilty, and even if guilty, deserving of forgiveness and reconciliation.
- Faithful response to the media – WPC will designate one spokesperson in advance and have a well-thought-out, previously written response, reviewed by the HR Chair, or designee, and the Pastor.

A.7.2 If the incident is put under investigation by law enforcement and/or Child Protective Services, the investigation will be monitored by the HR Chair, or designee, until there is an outcome. WPC will conduct no independent investigation or review until the investigation by law enforcement and/or Child Protective Services is complete.

- A.7.3** If there is no law enforcement and/or Child Protective Services investigation, or once that investigation is completed, the HR Chair or designee, and others, as needed, shall jointly review the incident to determine whether any further actions are needed. All information concerning the incident shall be held in strict confidence by all parties involved in the review.
- A.7.4** The HR Chair, or designee, is responsible for contacting the accused and informing the accused of the nature of the Church review process. The HR Chair, or designee, shall be accompanied by one other member of the HR Committee. The purpose of this meeting is not to interrogate the accused but to advise the accused of the nature of the accusation and the procedure that will be followed. During subsequent meetings with the accused, one other mutually agreed-upon witness shall be present.
- A.7.5** Gross Misconduct Violation After conducting a thorough review, the HR Chair, or designee, accompanied by a witness, shall report the findings to the accused. If it is determined that the person has committed an act of gross misconduct but not abuse or neglect, the final goal of this process is to establish a future covenant with the offender that regulates their behavior at all levels of involvement with the Church. This written covenant shall include both an agreed-upon record of what offending actions were committed and agreed-upon solutions about what should be done in the future. The covenant will be signed by the offender as well as the HR Chair or designee. If no covenant is established or signed, the offender shall remain removed from ministering to children in the Church and their name included in the CAPP Not Approved list.
- A.7.6** Abuse and/or Neglect Violation After conducting a thorough review, the HR Chair, or designee, accompanied by a witness, shall report the findings to the accused. If it is determined that the person has committed an act of abuse and/or neglect, the appropriate response will be determined on a case by case basis. It may range from termination (if an employee), permanent exclusion from activities involving children, to the use of a covenant to regulate future behavior. The written covenant, if applicable, shall include both an agreed-upon record of what offending actions were committed and agreed-upon solutions about what should be done in the future. The covenant will be signed by the offender as well as the HR Chair or designee. If the offender in this case is unwilling to establish or sign a covenant, the offender will be terminated or removed from ministering to children and their name included in the CAPP Not Approved list.
- A.7.7** Any covenant that governs participation in Church-related children's events shall clearly state that failure to abide by the provisions of the covenant, or any provisions of the CAPP, shall result in permanent removal from ministering to children in the Church, and their name being placed on the CAPP Not Approved List or termination (if an employee).
- A.7.8** All documentation relating to the incident shall remain confidential and be filed in a sealed envelope in the HR Committee locked files.
- A.7.9** A list, designated CAPP Not Approved, shall be maintained in conjunction with the background check procedures of those who may not work in events involving children. The Church is not under obligation to report the reason for placement on the list with anyone other than the person so listed.

B PROCEDURES

B.1 Training

- B.1.1 Training and Overview Development** All of the Trainings and Overviews of CAPP described below will be jointly developed by the HR Committee and the Director of Family Ministries, to include both in person and electronic training. An individual who prepares for and serves as a class instructor is deemed to have completed that class.
- B.1.2 Employee/Volunteer/Leadership Training** All employees/volunteers who minister to children, shall be required to attend a training in CAPP. The training will include how to recognize signs which may indicate child abuse and guidance on how to avoid behaviors and situations which might bring suspicion upon them. This training will take place when an individual is first approached/volunteers to work with children and again at the time of renewal of their training every five years. In addition to the above, all active Elders, Committee Chairs, and members of the HR Committee must complete Employee/Volunteer/Leadership Training within the first quarter of assuming their position. All members of the Family Ministries Committee and all other committees whose ministries include children are strongly encouraged to complete the Employee/Volunteer/Leadership Training within the first quarter of assuming the position, as well. An invitation will be offered at least once a year to anyone in the Congregation who would like to attend this training or become more familiar with CAPP.
- B.1.3 CAPP Student Leader Version of Employee/Volunteer/Leadership Training** This training will be offered to all CAPP Student Leaders and will largely have the same content as the Employee/Volunteer/Leadership Training, in a different format. The descriptions and listings of certain signs of child abuse will be edited in reflection of the age and sensitivity of CAPP Student Leaders. Upon reaching the age of 18 there is no special training requirement other than the need to be retrained every five years. Any scheduled (re)training of those 18 years or older will be done using the “adult” course curriculum.
- B.1.4 New Members** A written overview of the CAPP will be given to all potential new members as well as new families participating in WPC Family Ministries.
- B.1.5 Training Documentation & Acknowledgement Form** All persons who receive CAPP training will be asked to sign **CAPP Training Documentation & Acknowledgement, Form E2**, which will be kept on file by the Human Resources Committee.
- B.1.6 Training Updating and Renewal** Trained persons will receive a written notice of any revisions to the CAPP. Training must be renewed every five years.

B.2 Background Checks and CAPP Student Leader Approvals

- B.2.1 WPC Child Care Provider Background Check Policy** Background checks are mandated for all employees and volunteers, 18 years or older, ministering to children and/or providing routine childcare during church sponsored events.
- B.2.2 WPC CAPP Student Leader Approval** Potential CAPP Student Leaders, sixth grade until 18 years, will be approved pending completion of training and upon the written approval of the

WPC Event Leader and one other WPC adult using the **CAPP Student Leader Application, Form E6**.

- B.2.3** The background checks for adults shall be accomplished using two means: 1) a criminal check specific to Washington State, and 2) a commercially available, comprehensive, and nationwide background check via a third-party service. A Human Resources Committee designee(s) shall complete the checks. All documentation will be handled in a professional and confidential manner, with originals maintained in the locked HR file cabinet.
- B.2.4** When an Event Leader plans for a new individual to minister to children, the individual will be requested to fill out and sign the **Childcare Background Check Request, Form E3** or the **CAPP Student Leader Application, Form E6**. The completed forms should be provided to the HR Committee designee prior to the anticipated start date of the person assuming the responsibilities of ministering to children.
- B.2.5** In the case of potential employees who will or might minister to children, the background check shall be completed as part of the pre-employment screening process, prior to hiring.
- B.2.6** Background Check Renewal Background checks shall be renewed every five years. CAPP Student Leaders, reaching the age of 18, must complete the background check process prior to reaching the age of 19. Upon completing the background check process and meeting the adult training requirements, the person's approval status will change to CAPP Approved Adult.
- B.2.7** Approved/Not Approved List The HR Committee designee will maintain a list of active **CAPP Approved** individuals, see Section A.4.1. In addition, a confidential list of specific **CAPP Not Approved** individuals will also be maintained. This confidential list will be issued as requested to the Pastor and those Committee Chairs and others utilizing employees and volunteers ministering to children.
- B.2.8** New employees and volunteers, 18 years or older, who have not been part of the life of WPC for at least 6 months will, in addition to the above background checks, warrant additional review before they can minister to children. These individuals will be asked to fill out the back side of the **Childcare Background Check Request, Form E3, Page 2**, providing additional information including personal references, references from previous organizations under which ministry to children was involved, and WPC individual references as a result of participating in WPC sponsored events. All information shall be treated as strictly confidential.
- B.2.9** If a background check shows that a candidate was convicted of child abuse/neglect, child molestation, incest, sexual offense, rape, assaults involving minors, murder, kidnapping, child pornography, or other crime against a child, the candidate will be denied being allowed to minister to children. Anyone who has been convicted of domestic violence who wants to minister to children shall have the request reviewed by the HR Chair or designee, and the Pastor, who shall assess the candidate's suitability to minister to children and adhere to this policy and proper boundaries.
- B.2.10** If information indicates that charges were filed against a candidate but that there was no conviction, then the HR Chair or designee will investigate the particulars of the case (if available), and with the Pastor, make a determination as to the candidate's suitability.

B.3 Transportation

- B.3.1** Prior to any scheduled event taking place further than 25 miles from WPC, the Event Coordinator/Leader shall ensure that all individuals who are providing transportation have completed **Driver's License and Vehicle Insurance Information, Form E4**, are in compliance with the requirements documented in that Appendix, and are properly licensed and insured.
- B.3.2** If practical, reasonable effort should be made to have two adults in each vehicle. Permission slips for the event must be received before the event. All permission slips will make parents aware of the possibility that there may be situations where two adults in each vehicle is not possible, and that there may be situations where the driver may be alone in a car with a single child. In the case of giving rides locally in town in conjunction with routine Church events, then the driver should have a long term understanding and approval from a parent to provide such rides.
- B.3.3** Independent of the duration of such transportation there will be strict compliance with all applicable laws covering seating, seat belt use, and use of child car seats.

B.4 Training/Background Check Waiver

- B.4.1** Under rare circumstances when an individual has been asked to provide a presentation to a group of children but does not anticipate routinely ministering to children then the requirement for a background check and training may be waived as long as the following conditions have been met: (1) the ratios for supervision of children, Section A.4.5, are fully met with CAPP Approved Leaders, and (2) the individual is never allowed to have any time alone with any children.

B.5 Use of Non-WPC Childcare Workers at WPC

- B.5.1** The use of "approved" childcare workers from another church or organization will be allowed only under the following circumstances:

The organization proposed for partnering with WPC for childcare workers will provide the WPC HR Committee with a copy of the organization's complete child protection policy that describes the policy in detail, including but not limited to, the background check system utilized and the scope of training. The organization must certify in writing that the individuals from the organization to minister to children at WPC have completed all of the organization's child protection requirements.

The WPC HR Committee will review the information provided and make a determination as to whether the potential partnering organization's child protection policy is equal to or more stringent than WPC's CAPP.

If the partnering organization's policy and documentation is deemed equal to or more stringent than WPC's CAPP, then those individuals may minister to children at WPC without separate WPC background checks/CAPP Student Leader Approvals and WPC training.

B.6 Assistance to Those Affected by Child Abuse/Neglect

If, in spite of efforts to prevent abuse or neglect, a child is determined to have been abused by an employee or volunteer, the victim and his/her family will be attended to with compassion by the Pastor and other appropriate WPC persons. This will include giving advice in obtaining counseling and medical care as needed. Confidentiality regarding child abuse and neglect victims will be maintained consistent with legal requirements.

C RESPONSIBILITY FOR IMPLEMENTATION, REVISION, AND WAIVERS

C.1 Responsibility for Implementation

C.1.1 The HR Committee shall have overall responsibility for the Child Abuse Prevention Policy.

C.1.2 In June of each year HR will request that all leadership individuals who have been subject to CAPP complete the **Annual CAPP Review, Form E5**, to review compliance with CAPP. Leadership individuals will include but not be limited to Pastor, Director of Family Ministries, applicable Committee Chairs, applicable Staff, Event Leaders, and others subject to CAPP. Completed forms must be returned to the HR Committee by the end of the month.

C.1.3 A brief written report by HR will be submitted annually, no later than August, to the Session. The annual report shall include a brief summary of how the program worked, including a summary of any abuse, neglect, or misconduct incidents. The report shall also identify any suggested policy changes. Upon review, the Session will approve any warranted changes.

C.2 Revisions and Waivers

C.2.1 Updating/Revising The HR Committee shall review, revise, and update these policies no less frequently than on an annual basis.

C.2.2 Revision of Policies This policy may be revised or withdrawn by WPC's Session at any time.

C.2.3 Waiver of Policies Individual requirements of the Child Abuse Prevention Policy may be waived occasionally for exceptional circumstances. Only the HR Chair or designee may approve the waiving of the policy. The goal of WPC is to provide safety and legal compliance while maintaining practical flexibility in ministries that involve children. All Waivers will be documented in writing with signatures of the HR Chair, or designee, and the Event Coordinator/Leader. The originals of the waivers shall be filed in the locked HR file cabinet.

FORM E1

**Westminster Presbyterian Church
SUSPECTED CHILD ABUSE, NEGLECT OR MISCONDUCT REPORT**

Church person handling report _____

Date of report _____

Person reporting suspected abuse, neglect or misconduct _____

Date of incident _____

Child _____

Brief description of incident _____

Notification (if suspected abuse or neglect only):

Date _____

By whom _____

To whom _____

Contact number _____

Police _____

Child Protective Services _____

FORM E2

**Westminster Presbyterian Church
CAPP TRAINING DOCUMENTATION AND ACKNOWLEDGMENT**

INSTRUCTOR NAME OR ONLINE? _____

DATE _____

The undersigned acknowledge that they received the above training and/or orientation on the above date:

Name (Print)	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FORM E3 (page 1)

Westminster Presbyterian Church
CHILDCARE BACKGROUND CHECK REQUEST
STATEMENT & AUTHORIZATION TO RELEASE INFORMATION

_____ Last Name	_____ First Name	_____ Middle Name
_____ Current Address		_____ Dates Lived Here
_____ Addresses for the Past Seven Years: (include street, city, state, zip code)		_____ Dates of Residence:
_____		_____
_____		_____
_____		_____
_____ Date of Birth	_____ Other Names Used (including maiden name)	_____ Years used
_____ Social Security Number	_____ Driver's License #	_____ State

I do hereby authorize verification of all information in my application for childcare responsibilities at Westminster Presbyterian Church from all sources and authorize any duly authorized agent of a **commercially available, nationwide background check vendor** to obtain, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature and I release all persons from liability on account of such disclosures. Information appearing on this Authorization will be used exclusively by **the commercially available, nationwide background check vendor**, for identification purposes and for the release information which will be considered in determining any suitability for childcare responsibilities.

I certify that I have made true, correct, and complete answers and statements on my application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application. I agree to provide additional information that may be requested to process my application. I authorize without reservation, any party or agency contacted by a **commercially available, nationwide background check vendor**, to furnish the above-mentioned information. This authorization is valid during the course of my service in childcare responsibilities to the extent permitted by law.

I have the right to make a request to **the commercially available, nationwide background check vendor** upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **the commercially available, nationwide background check vendor** has previously furnished within the two-year period preceding my request.

I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection for childcare responsibilities at Westminster Presbyterian Church.

In addition, I attest, under penalty of perjury I have never been convicted of or found under any of the following:
(a) convicted of any crimes against children;
(b) convicted of any crimes related to drugs
(c) found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor;
(d) found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor; or
(e) found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person.

_____ Printed Name	_____ Date
_____ Applicant Signature	

FORM E3 (page 2)

**Westminster Presbyterian Church
CHILDCARE BACKGROUND CHECK REQUEST**

Instructions

Please fill out this page only if you are 18 years or older and have not been a part of the life of Westminster Presbyterian Church for at least 6 months. Please provide information that focuses on your experience in ministering to children.

Personal References

1. Full Name _____ Telephone Number _____

Address _____

2. Full Name _____ Telephone Number _____

Address _____

Personal References (WPC):

1. Full Name _____

2. Full Name _____

Experience in Organizations Ministering to Children:

1. Organization Name _____

Organization Address _____

Organization Telephone number _____

Contact Name _____ Telephone Number _____

In what capacity did you minister to children _____

2. Organization Name _____

Organization Address _____

Organization Telephone number _____

Contact Name _____ Telephone Number _____

In what capacity did you minister to children _____

FORM E4

Westminster Presbyterian Church DRIVER'S LICENSE AND VEHICLE INSURANCE INFORMATION

General Transportation Requirements

Driver Qualifications All drivers must be at least 19 years old and have had their license for a minimum of two years. All drivers must have a valid driver's license.

Driver and Passenger Requirements All drivers and passengers are required to wear seat belts while the vehicle is in operation. The Event Coordinator/Leader will consider the trip's duration and driving challenges and accordingly develop and implement a plan for required driver breaks and a limitation on total driving duration.

Vehicle Insurance Requirements The drivers of personally owned vehicles used to transport children for WPC events are required to maintain minimum insurance limits of 50/100/50 (person/accident/physical damage).

Responsibility The Event Coordinator/Leader is responsible for confirming the above requirements are met.

Event _____

Date _____

Event Coordinator/Leader _____

Driver's Name _____

By signature the driver attests that she/he is in compliance with the above General Transportation Requirements:

Signature _____

Copy of Driver's License

Copy of Insurance Card

FORM E5

Westminster Presbyterian Church ANNUAL CAPP REVIEW

Committee or Ministry _____

Period June 1- May 31

Form Completed By _____

Report Date _____

Suspected Child Abuse, Neglect or Misconduct Reporting

Describe below any incidents in which child abuse, neglect or misconduct was suspected. Indicate the outcome of the investigations of those cases.

Background Checks

State how many background checks were completed during the period and how many were approved.

CAPP Student Leader Approvals

State how many CAPP Student Leaders were approved during the period.

Training

Summarize below all training that was completed during the period.

Waiver of Policies

List below each incident in which CAPP policies were waived.

Attestation of Compliance

Except as noted below compliance was maintained with all aspects of CAPP.

Revision Recommendations

The following are recommended revisions to CAPP for consideration.

Signed _____

FORM E6

**Westminster Presbyterian Church
CAPP STUDENT LEADER APPLICATION**

Full Name of Proposed Student Leader _____ **Date** _____

Date of Birth _____ **Telephone Number** _____

Street Address _____ **City and Zip Code** _____

Past WPC Activities and Events Participation _____

I understand I am not approved as a CAPP Student Leader until:

1. My CAPP Student Leader Application is approved as below and
2. My completion of either the CAPP Student Leader Training Course or the Employee/Volunteer Training Course.

Signed _____

Recommendations and Approvals:

The following attest that they are personally knowledgeable of the qualifications and suitability of the above individual to serve as a CAPP Student Leader and recommend and approve her/him for that position.

Print Name of WPC Event Leader _____

Signature of WPC Event Leader _____

Print Name of Second WPC Adult _____

Signature of Second WPC Adult _____