

MOUNTAIN VIEW PRESBYTERIAN CHURCH

PERSONNEL POLICY #1

ESTABLISHED 2015/Revised 2021

These Administrative Policies cover all staff except term contact employees, who are governed by provisions of their contracts. Policies of conduct apply to all personnel including volunteers. All policies are intended to comply with Presbytery of the Northwest Coast, Presbyterian Church USA, Federal, and Washington State rules, laws and standards.

In situations where policy is not covered and documentation is necessary a Memo of Understanding (MOU) may be substituted. An MOU will be non-precedent setting and only apply to this issue.

Personnel Committee

The purpose and responsibility of this committee is to:

- a. Recommend position descriptions for all staff.
- b. Review and recommend compensation packages for all staff.
- c. Recommend policies to the Session.
- d. Encourage professional growth and development of all staff.
- e. Recommend to Session ways to manage risk exposure.
- f. Implement a plan of equal employment opportunity.
- g. Act as support group to the Pastor and other members of staff.
- h. Confer with the Pastor on any personnel or issues of concern.

Employment

- a. Mountain View Presbyterian Church is an equal opportunity employer and will recruit, hire, call, train, and promote all persons in all job classifications without regard to race; creed; color; nation origin; gender; age; marital status; religious affiliation, except when after careful study religious affiliation is determined to be a bona fide occupational qualification; or physical, mental or medical disability (including non-sighted) unrelated to the ability to engage in job related duties.
- b. The process of employment will include a position description; recruitment of applicants; follow the equal opportunity policy in considering applicants; all question in the interview will be job related; check of references; back ground check.
- c. Exempt and Non-Exempt Categories – The Fair Labor Standards Act requires that Non-exempt staff are paid at least minimum wage and overtime for hours in excess of 40 hours in a work week. Exempt employees are salaried and not paid overtime.
- d. The first three months of employment are considered probationary or trial period, giving the employer and employee an opportunity to evaluate interest and qualifications for the position under actual working conditions. At the conclusion of this probation period either employer or employee may sever the relationship without prejudice.

- e. Employees will have access to all policies, rules, and performance standards for their position.
- f. Personnel Records will be kept confidential and accessible to the employee upon request.

Benefits

- a. Social Security – All personnel are covered; the employee's share of tax is withheld from the wages of lay staff.
- b. Pension – Ordained staff are enrolled in the Presbyterian Pension and Benefits Plan.
- c. Health Insurance – Employees are Responsible for their own insurance.
- d. Workers compensation – All employees are covered under this law.
- e. Unemployment insurance – Employees are covered under Washington's Unemployment insurance.
- f. Type of leaves are covered in the "Time Off Policy".
- g. Employees with work responsibilities at retreats will attend at no costs.

Sexual Misconduct or Harassment

- a. Sexual misconduct or harassment is unacceptable behavior and will not be tolerated. All allegations will be taken seriously and swiftly investigated, and appropriate correction or disciplinary action taken.
- b. Sexual harassment includes, but is not limited to, unwelcome and unsolicited sexual advances, requests for favors, tormenting based on gender, and other undesired verbal, visual or physical conduct of a sexual nature.
- c. See Addendum on Sexual Misconduct Policy

Child, Youth and Vulnerable Adult Protection

- a. All persons involved with church activities are to maintain the strongest sense of integrity, safety, nurturing, and care involving all interactions with children, youth and vulnerable adults.
- b. All allegations will be taken seriously and swiftly investigated and appropriate correction or disciplinary action taken.
- c. See Addendum on Child, Youth and Vulnerable Adult Protection Policy

Performance of Duties

- a. The Employee's supervisor will address unsatisfactory work or behavior. Oral feedback and discussion of steps to improve performance will be taken. Continued poor performance may result in termination when steps made to improve work performance have been unsatisfactory.

- b. Termination of an employee is action of last resort when measures to improve performance have been ineffective or when the Employee's conduct is such as to preclude Continued employment.
- c. Dismissal for cause will take place by written notice.
- d. Notice must be given prior to termination, except in the case of illegal, dishonest, or unethical conduct, in which case termination may be immediate. Such notice will be one month. Pay in lieu of this time may be given.
- e. Reasons for dismissal include, but are not limited to:
 - 1. Unsatisfactory performance
 - 2. Failure to follow directives
 - 3. Neglect in the use and care of property or funds
 - 4. Repeated unexcused absence and/or repeated absences or tardiness
 - 5. Illegal, dishonest, or unethical conduct.

Grievances

Any problems arising from employment or conditions of employment are to be directed to the person's immediate supervisor, and if not resolved, to the Pastor as head of staff. If the concern is with the supervisor or the Pastor then it should be taken to the Chair of the personnel Committee. In cases where the issue has not been resolved the employee may appeal to the Personnel Committee. If still not resolved, the employee may appeal to the Session in writing.

TIME OFF POLICY #2

ESTABLISHED 1998/Revised 2021

This policy for vacation, holidays, sick and other leave applies to all staff working a minimum of 24 hours a week. Any staff working less than a 40-hour workweek will receive these benefits at a pro-rated amount equivalent to the number of hours worked in a week. The formula for pro-rating any of these benefits is: (Hours in work week x 8 divided by 40 = pro-rated amount). Special terms contained in the original calls of ordained staff, or contracts of professional staff members that may be contradictory to the terms contained herein, take precedence over this policy unless modified and/or revised in part of in its entirety.

Vacation

- a. A vacation with pay is provided for all permanent employees. Vacations are not cumulative and must be used within the calendar year, except when special provision has been made and approved.
- b. Full-time non-exempt employees are entitled to annual paid vacation according to the following schedule. Vacation entitlement will be pro-rated accordingly:
 1. Service from 0 – 2 years = 80 hours
 2. Service from 3 – 5 years = 120 hours
 3. Service from 6 – 10 year = 140 hours
 4. Service from 11 and over = 160 hours
- c. The Head of Staff or designee shall approve all vacation time off.

Holiday

- a. There are ten (10) paid Holidays:
 1. January 1st
 2. Martin Luther King Jr. Day
 3. Presidents Day
 4. Memorial Day
 5. Independence Day
 6. Labor Day
 7. Thanksgiving
 8. Christmas
 9. Two (2) floating Holidays (subject to approval)
- b. Saturday holidays will be observed on Friday and Sunday holidays will be observed on Monday.
- c. If a holiday falls within a vacation period, an extra day of vacation is granted.
- d. When a paid legal holiday falls on an employee's regularly scheduled day off work, the Employer shall provide holiday time accruals in an amount of time equal to the number of hours regularly worked.

Sick Leave

- a. Permanent full-time employees accumulate 80 hours of sick leave per year, with unused days cumulative to 120 working days. Sick leave entitlement during the first year of employment shall be pro-rated according to the length of employment.

Leave of Absence

- a. A leave of absence shall mean time off without pay or benefits. During this time no accrual of benefits is provided
- b. All leave of absences shall have the approval of the Head of Staff and the Session.

Study Leave and Sabbaticals

Ordained pastors and professional staff members shall receive study leave and sabbaticals in accordance with their terms of call.

Resignation and Termination's

- a. Any staff member resigning or terminating employment prior to the end of the year will receive any unused vacation time at the pro-rated amount equivalent to the date of resignation or termination in the calendar year.
- b. Accrued unused sick leave and study leave not taken prior to the resignation or termination will be forfeited.
- c. Any holiday time accrued and not taken prior to resignation or termination shall be compensated time at the regular rate of pay.

Bereavement Leave

An employee may be given up to three (3) days paid leave when there is a death in the employee's immediate family (spouse, child, mother, father, sister, brother, grandparent, grandchild, or other family member residing in the same household).

Medical, Parental and Other Leave

These leaves and any other type leaves will be complied with in accordance with Federal and Washington State law.

STAFF CLASSIFICATION POLICY #3

ESTABLISHED 1998/Revised 2021

This policy applies to the classification of staff and the status of employment. Pastoral Staff

- a. Ordained ministers
- b. Management exempt position(s) receive benefits in accordance with the Time Off Policy

Professional Staff

- a. Worship Director, Director of Student Ministries, Director of Family Ministry and Key boardist
- b. Exempt employee – paid a weekly salary and benefits in accordance with the Time Off Policy

General Staff

- a. Office manager, Nursery Supervisor, and Custodian
- b. Non-exempt employees paid an hourly wage and benefits in accordance with the Time Off Policy.

Preschool Staff

- a. Preschool Director, and Preschool Teachers
- b. The Praise and Promise Preschool Board base employee's hours and pay on the number of registered students and as recommended by the committee. At least one member of the Personnel Committee will attend these meetings.

Performance Review

- a. Each positions performance will be reviewed on an ongoing basis.
- b. Performance reviews will be the responsibility of the supervisor for the staff assigned to them.

Compensation Review

- a. The Personnel Committee for compensation will review staff position annually.
- b. The Personnel Committee will make an annual report and recommendation regarding the compensation of staff to Session.
- c. Preschool staff compensation as noted in 4b.

Job Descriptions

- a. A job description will be maintained for each position
- b. Job descriptions will include Purpose, Responsibilities, Supervision and Compensation.

STAFF TIME ACCOUNTING POLICY #4
ESTABLISHED 1998/Revised 2021

This policy applies to the accounting of compensation and leave time benefits for staff.

Pay Periods

- a. Staff will be paid at the end of each month.
- b. Staff will report all the time sheet information to the Administrative Assistant for documentation by the last Friday of each month.

Time Sheet

- a. Time sheets will document time worked, vacation, holidays, sick leave, leave without pay and study leave as applicable to each staff.
- b. The Administrative Assistant will maintain time sheet records.
- c. Time sheets will be signed off by the employee and approved by the Head of Staff of designee.
- d. Official time sheets will be available for review upon request.

Mountain View Presbyterian Church **Addendum: Sexual Misconduct Policy**

Purpose: To establish proper preventative measures to protect individuals against sexual misconduct as well as to specify courses of action in the case of allegations or an actual incident regarding sexual misconduct.

Standard of Conduct: All workers, volunteer, paid, full-time and part-time, of Mountain View Presbyterian Church Mountain View Presbyterian Church are expected to comply with the established policy on Child, Youth and vulnerable Adult Protection Policy. Any actions contrary to the church policy will be dealt with swiftly and may include disciplinary measures up to and including termination, as well as legal ramifications when applicable.

Distribution: This policy shall be provided to persons who believe they have been sexually harassed or abused. Copies of the policy shall be available through all staff and maintained in the church office.

Civil and/or Criminal Referral: Church leadership, members and volunteers Councils must cooperate with civil and law authorities. Church disciplinary proceedings cannot interfere with a criminal investigation by civil authorities and may have to be suspended until these are completed. All records of church proceedings are subject to subpoena.

Definitions:

Sexual Misconduct is the comprehensive term used in this policy to include:

Child sexual abuse: including, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. In the Presbyterian Church (U.S.A.), the sexual abuse definition of a child is anyone under age eighteen. Abuse can also occur between two children. It is still abuse, even if a child cooperates out of ignorance, innocence or fear.

Sexual abuse: as defined in the *Book of Order*: "Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position" (*Book of Order*, D-10.0401c).

Sexual harassment: defined for this policy is as follows: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. [29 C.F.R. § 1604.11.](#)" and including, but not limited to:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, requests for sex, or propositions;
- Repeated unwelcome requests for a romantic relationship;
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
- Graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies;
- The display in the workplace of demeaning, insulting, intimidating, pornographic, or sexually suggestive objects, pictures, calendars, or photographs; and
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages (such as email, text messages, instant messaging, and internet materials, including social media and social networking sites).

Sexual harassment can occur between individuals of the opposite sex or of the same sex.

Gender Harassment or Abuse: Behavior that may or may not be "sexual" in character, which demonstrates discrimination, abuse of power, or harassment of an individual related to gender. This behavior has the effect of unreasonably interfering with an individual's work or volunteer performance by creating an intimidating, hostile, undermining, retaliating or otherwise offensive working environment and/or sabotage (negatively affects an individual's reputation with persons or groups other than the affected individual); Or otherwise adversely affects the individual's employment, volunteer and/or leadership opportunities.

Rape: sexual contact by force, threat, or intimidation.

Sexual Malfeasance: is defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship. Mutual seduction resulting in mutual victimization is also considered misconduct.

Sexual Impropriety: Sexual advances toward those for whose spiritual welfare one is responsible by one's position in the church. Such behavior can be verbal or physical conduct of an inappropriately sexual nature (e.g., risqué jokes, innuendoes, insults, ingratiating and overly

solicitous behavior, including sexually inappropriate visits/phone calls/texts/posts, seductions and fondling).

Misuse of technology; use of technology that results in sexually harassing or abusing another person, including texting, emailing or posting suggestive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.

Child Sexual Abuse - any sexual activity with a child – whether in the home by a caretaker, in a day care situation, a foster/residential setting, or any other setting, including on the street by a person unknown to the child. The abuser may be an adult, adolescent, or another child, provided the child is four years older than the victim” (National Resource Center on Child Sexual Abuse, 1992).

Sexual activity – may be violent or non-violent, touching or non-touching, and is an exploitation of a child’s vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Sexual Misconduct – inappropriate behavior relating to or involving a sexual nature.

Response to Allegation of Sexual Misconduct:

Principles and Jurisdiction

In responding to allegations of sexual misconduct, persons serving in ordered ministry, members, officers, volunteers and employees of the church should seek to uphold the dignity and safety of all persons involved, and when possible, the privacy of persons should be respected and confidentiality of reports, communication and information should be maintained.

1. Minister members and commissioned pastors – If an allegation of sexual misconduct is received, the Moderator of the Personnel Committee will follow this policy and consult with Presbytery to address allegations.
2. Employees & Volunteers (who may be members of congregations) – If an allegation of sexual misconduct is received against such person, the Pastor/designee will follow the process below, which includes an immediate decision regarding administrative leave, an investigation, possible mediation, and if necessary, a hearing, discipline or dismissal.
3. Ex-Members, Employees or Volunteers – If the person accused of sexual misconduct is no longer engaged in service to the church, and the church lacks jurisdiction

ecclesiastically or as an employer its duty remains to receive and hear the allegations of offense and to take the necessary measures to prevent future occurrences.

Investigation

The process for responding to an allegation of sexual misconduct is the same for all categories of those accused. It is the intent of this policy that both accusers and accused be afforded the process and rights even though they may not directly apply in the case of employees or volunteers serving the church. The status of the accused – employee, volunteer, minister member, or commissioned pastor – determines the entities that are responsible for the investigation:

1. A complaint is received and stated in writing.
2. The complaint is immediately referred to a Pastor/designee.
3. A determination is made regarding administrative leave.
4. The Pastor establishes whether there are probable grounds or cause to believe an offense was committed. If probable cause is established,
5. The accused is informed that the matter will be handled internally or referred to law enforcement.
6. If handled internally a hearing is conducted to establish guilt or innocence.
7. A censure or employment action is decided and implemented by the Pastor/Session.

Reporting Sexual Misconduct

- a. Persons who believe they are being harassed should firmly notify the offender that his or her behavior is unwelcome.
- b. A person who believes he or she has been sexually harassed or abused, or a person who believes he or she has witnessed an incident of sexual misconduct, or a person who believes he or she has received an account of sexual misconduct shall notify the Pastor, Supervisor of the Program or Moderator of the Personnel Committee.
- c. Form of Complaint – Sexual misconduct complaints should be stated in writing. The person receiving the report may assist the complainant state the complaint in writing. If the complainant cannot or prefers not to state the complaint in writing, the person receiving the report must document in writing what was reported, when, and where, ask the complainant to review the document, and agree to it by signature.
- d. Confidentiality, Sensitivity, Good Faith – Complaints and any subsequent investigation will be held in confidence to the extent that it is practical and appropriate. Persons receiving complaints will make no judgements or

conclusions, and shall make no further investigations. They may share information with Pastor, Supervisor of Program or Moderator of the Personnel Committee on a need-to-know basis only. All reports of sexual harassment shall be received in good faith; there shall be no retaliation, retribution, or reprisals against a reporter regardless of the results of an investigation.

Administrative Leave

Administrative leave for any or all of the involved parties may be needed to ensure a safe working, meeting, or congregational environment. The accused or accuser may attempt to influence the narrative surrounding allegations and unfairly influence perceptions of themselves and others outside of due process. While the use of administrative leave is a sensitive matter that has the potential for reputational damage of either party, and it should be undertaken with due caution and concern, the primary importance is for the safety and protection of all.

Investigation

If the accused is

- a. A minister of the Word and Sacrament, or a commissioned pastor, the investigation shall be conducted as prescribed by Presbytery.
- b. An employee who is not a minister of the Word and sacrament, the investigation shall be conducted by a Pastor/designee.
- c. A volunteer church member, the investigation shall be conducted by a Pastor/designee.

Guidelines:

- a. All allegations will be investigated expeditiously by designated person.
- b. Any accused worker will be relieved temporarily of his or her duties until the investigation is completed.
- c. All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action up to and including termination.
- d. No individual involved in an allegation or anyone responsible for investigating an allegation will be retaliated against.

After reviewing the written report of the allegation(s) a determination of further action will be decided based on this information. Further action may include law enforcement involvement.

- a. Upon collection of the facts the investigator shall decide if the allegation have merit. A summary of the facts that support the conclusion shall be provided to the accused. The accused shall be asked if he/she agrees with the conclusion of the investigation.
- b. At the conclusion of all actions taken the investigator shall file a written report of that fact alone with the Personnel Committee of the church, and notify the person who submitted the written complaint.
- c. Each charge shall allege only one offense.
- d. Multiple allegations: a. Several allegations against the same person may be filed with the responsible body at the same time.
- e. Each allegation shall be numbered and set forth the conduct that constituted the offense. Each allegation shall state (as far as possible) the time, place, and circumstances of the commission of the alleged conduct.
- f. Each allegation shall also be accompanied by a list of the names and addresses of the witnesses and a description of the records and documents to be cited for its support.
- g. Several allegations against the same person may, in the discretion of the responsible body, be heard together.

Record Keeping

The investigator will keep detailed records of its actions and conversations with the accuser, the accused, and other parties involved, correspondence, and copies of collaborating documents. Such records will be kept confidential as far as possible. The Pastor/designee will maintain the records while the inquiry is in process.

Mountain View Presbyterian Church

Addendum: Child, Youth and Vulnerable Adult Protection Policy

Purpose: To maintain the strongest sense of integrity, safety, nurturing, and care involving all interactions with children, youth, and vulnerable adults. And to establish proper preventative measures to protect individuals against sexual misconduct as well as to specify courses of action in the case of allegations of sexual misconduct is alleged.

Standard of Conduct: All workers, volunteers, paid, full-time and part-time, of Mountain View Presbyterian Church are expected to comply with the established policy on Child, Youth, and Vulnerable Adult Protection Policy. Any actions contrary to the church policy will be dealt with swiftly and may include disciplinary measures up to and including termination, as well as legal ramifications when applicable.

Distribution: This policy shall be provided to person who believe they have been sexually harassed or abused. Copies of this policy shall be available through all staff and maintained in the church office.

Definitions: The following is a comprehensive list of definitions of terms and their intended use in this policy. For purposes of this policy:

Child: A child is a person between the ages of 1 – 11.

Youth: A youth is a person between the ages of 12 – 17.

Minor: A minor is any child or youth.

Child/Youth Worker: Any person, volunteer or paid staff or contractor, who participates at any level with Mountain View Presbyterian Church sponsored events or activities involving children and/or youth.

Vulnerable Adult: Any person eighteen-years-old or older without the developmental, cognitive or physical capacity to consent.

Vulnerable Adult Abuse: Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a child or youth.

Sexual Abuse: Is defined as any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position (Book of Order, D-10.0401c)

Misuse of technology: The use of technology that results in the harassing or abusing of a child/youth.. This includes using technology to send suggestive message or images to or of a child or youth. Adults should not have any technological contact with a child or youth that is not either preapproved by the child/youth's legal guardian with a signed waiver, or the contact is on an open public medium, such as a church website or other social media program.

Mandatory Reporter: According to Washington State law any allegation of sexual activity with a child or vulnerable adult must be report to Child Protective Services.

Screening, Training and Background Checks: The following is required for every child/youth worker, whether on a paid staff, contractor, or volunteer basis:

1. The Church must receive completed, signed, and approved application and background check authorization forms, including a signed form verifying the event policy has been read. The application should include a minimum of two references.
2. All child/youth workers must be at least twenty-years-old and four years older than the oldest youth whom they are serving. Exceptions to this policy must be approved by the Pastor.
3. The applicant must consent to a criminal background check. These checks shall be run no more than six months prior to the event and/or comply with insurance company standards. Child/Youth workers who participate annually in events may only be required to have one background check per calendar year.

4. All staff, workers, volunteers, paid, full-time and part-time, will be interviewed by an authority within the program and/or service that is recruiting.
5. All staff, workers, volunteers, paid, full-time and part-time, will provide a valid form of ID (i.e., state driver's license, social security card, or other acceptable form of ID).
6. All child/youth workers, paid, contracted, or volunteer, must participate in training sometime within the year prior to the event. The training is to be provided by church staff and shall cover the event child/youth protection policy thoroughly as well as methods of abuse prevention and a detailed plan of reporting. The Church may contract with others to provide these trainings.
7. No person may serve as a child/youth worker who has a conviction on his/her record of certain felonies or misdemeanors, including, but not limited to, any of the following:
 - Criminal homicide;
 - Aggravated assault;
 - Crimes related to the possession, use, or sale of drugs or controlled substances;
 - Sexual abuse;
 - Sexual assault;
 - Injury to a youth;
 - Incest;
 - Indecency with a youth;
 - Inducing sexual conduct or sexual performance of a youth;
 - Possession or promotion of child pornography;
 - The sale, distribution, or display of harmful material to a minor;
 - Employment harmful to youth;
 - Abandonment or endangerment of a youth;
 - Kidnapping or unlawful restraint;
 - Public lewdness or indecent exposure; and enticement of a youth;
 - Any crime that involves sexual misconduct or sexual purposes, such as collecting or distributing photographs of minors who are naked or in sexual or inappropriate poses (child pornography);
 - Any crime that involves the use of force, such as assault or endangerment;
 - Any crime that involves abduction and kidnapping;
 - Any crime that involves drinking and driving; such as driving while intoxicated.

In addition, if the Church or a local congregation is aware that a child/youth worker has a prior conviction for one of the aforementioned crimes or related crime, the child/youth worker shall be ineligible to attend a child/youth event in any capacity unless given specific permission from the Pastor following the recommendation of the Personnel Committee.

Whenever the Church organizes an event for minors that invites minors from local congregations who will be supervised by child/youth workers, the Supervisor shall:

1. Provide guidance to the congregations that are sending child/youth workers about best practices for securing child/youth workers and eligibilities requirements.
2. Provide guidance to the congregations that are sending child/youth workers concerning the requirement for completed background checks and disqualifications before events.
3. Assign and train staff on background checks:
 - a. Review every background check received;
 - b. Identify criminal conviction that should disqualify a person from being a child/youth worker;
 - c. Notify the event Supervisor if staff determine potential disqualifying information.
 - d. Event Supervisor shall notify the applicant that they have not qualified as a child/youth worker.

Mandatory Event Rules and Procedures

1. The Church requires badges, ID and method to sign children in and out of events.
2. All staff, workers and volunteers are responsible to address suspicious behavior or any behavior that may be contrary to church policy and to document and report such occurrences to the church staff immediately.

Mountain View Presbyterian Church shall ensure that the following measures will be in place and actions taken for each event or activity involving children and youth:

Two-adult rules: Two non-related adults must always be present in groups of children and youth. The only exception is if an emergency situation deems this not immediately possible. All children and youth workers and volunteers must be a minimum of four years older than the age group the lead or supervise.

Minimum Rations: The adult to child ration for all child-related events/activities is a 2-10. The adult to youth ration for all youth-related events/activities is 2-17. There shall also be one adult of each gender when there is one or more minors of each gender in a group. Only in emergency situations may the ration and gender diversity be compromised.

1. View Windows and Open Doors: When minors and adult workers or volunteers are in a room, if the door is closed, the door must have a view window installed. If no view window is installed in the door, the door must remain open at all times. If event is held at a host site, such as Tall Timber Ranch or Campbell Farm, the host site's policy for view windows and open doors shall take priority because they know how best to keep youth and vulnerable adults safe in their facilities.

2. Adult worker/caregivers should respect the privacy of the children to whom they provide care. Responsible use of digital devices and cell phones is required in all situations.
3. Age-appropriate training to children and youth should be provided regarding behavior that should be reported to caregiver or leader of the event.
4. Transportation: All adult drivers at child/youth events must have proper licensure and insurance on file with the Church. All vehicles used must have seat belts for the driver and each passenger. Minors who may sit in the front seat of any vehicle must conform to the legal rules set the Washington state law. All drivers transporting minor and vulnerable adult must be over the age of twenty-five and must be informed that if their vehicle is used, their insurance would be primary if an accident occurs. If a bus is rented, or any outside carrier is contracted, the company hired must ensure criminal background checks on their drivers. Each vehicle must follow the legal ratio rules. Lastly, no minor may be a driver at any event or activity (this includes gold carts at events).
5. Forms: The legal guardians of each minor must provide the appropriate information and medical forms for each activity/event. The information form should include all contacts for the legal guardians and the medical form must include a copy of the minor's health insurance card. Further consent form must be signed by legal guardians for any off-campus events. Any photos at the event that are used in social media or published material by the church must be released by a signed consent form from participant's legal guardian as well as the minor. All such forms must be stored confidentially in the church office.
6. Each event/activity must ensure that rules are gone over with participants at each event/activity. These rules shall include but are not limited to a code of conduct specific to the event/activity, as well as a list prohibited and expected behaviors for specific event/activity. The code of conduct and prohibited and expected behaviors list should be given in written form to each participant and legal guardian, as well as discussed thoroughly at the beginning of the event/activity.
7. All volunteers and employees at any church sponsored events must also abide by a code of conduct that emphasizes the following prohibited behaviors. Some of these prohibited behaviors include but are not restricted to:
 - a. Display of sexual affection toward a child.
 - b. Use of profanity or off-color jokes.
 - c. Discussion of personal sexual encounters with or around children or in any way involving children in personal problems or issues.
 - d. Dating or becoming "romantically" involved with children (under the age of eighteen).

- e. Using or being under the influence of alcohol or illegal drugs in the presence of children.
- f. Possessing and/or viewing of sexually oriented materials – including printed or online pornography – on church property or property being utilized for a church event.
- g. Having secrets with youth/children.
- h. Staring at or commenting on children’s bodies.
- i. Engaging in inappropriate or unapproved electronic communication with children.
- j. Working One-on-one with children in a private setting.
- k. Abusing youth/children in anyway, including (but not limited to) the following:
 - i. Physical abuse: hit, spank, shake, slap, unnecessarily restraint.
 - ii. Verbal abuse: degrade, threaten, or cure.
 - iii. Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations.
 - iv. Mental abuse: shame, humiliate, act cruelly.
 - v. Neglect: withhold food, water, shelter.
 - vi. Permit children or youth to engage in the following: hazing, derogatory name-calling; ridicule, humiliation, or sexual activity.

Safe Child/Vulnerable Adult Reporting Response

The Pastor/designee will familiarize themselves with the terms of this policy as well as established procedures under the Rules of Discipline, Book of Order of the Presbyterian Church (U.S.A.) for responding to complaint(s) of alleged child/youth abuse against any teaching elder, ruling elder, employee, or volunteer in a leadership position(s) with the sponsoring entity and any events they may sponsor.

The Pastor and/or designee shall have the following responsibilities in response to allegations of child/youth or vulnerable adult abuse or neglect incurred against any child/youth worker or event participant:

1. Immediately provide for the safety of the alleged victim(s) involved.
2. If the report alleges abuse or harassment of a minor, the Pastor/designee will:
 - a. immediately ensure the allegation is reported to the civil authorities under state law;
 - b. immediately notify the parents or guardian of the minor;
3. Make immediate decisions concerning the temporary removal of the individual accused from any contact with children or youth pending an investigation and/or removal of the accused from the event until a resolution of the allegations has occurred.

4. Notify designated people at the church immediately of the report of alleged abuse/neglect. Any possible media requests will be handled by a designated person or office with advice from an attorney as necessary, taking care to safeguard the privacy and confidentiality of all involved.
5. Consult the presbytery about resources available for victims of the alleged abuse prior to each event and have those resources readily available at every event. This will provide victims and their families' immediate resources that may aid in the particular spiritual, psychological, or emotional needs and trauma that arise from the devastation of abuse.
6. Provide pastoral counseling for the principal parties involved (accuser(s), possible victim(s), accused, family members).
7. A written summary of any proceedings in such cases will be maintained by the church.
8. Any person bringing a report of abuse or assisting in investigating will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or discharged.

Confidentiality of Records

Mountain View Presbyterian Church shall maintain all child/youth worker applications, results of background checks, and related information in confidential, secured files.

Receipt and Acceptance of Mountain View Presbyterian Church Policies:

I hereby certify that I, _____, have received a copy of the *Sexual Misconduct Policy & Procedures as well as Child, Youth and Vulnerable Adults for Mountain View Presbyterian Church*; and that I have read and understand them. I further understand that the policies in the sexual misconduct policy document are the procedures that will be followed in any accusation of sexual misconduct on the part of any clergy person, employee, or volunteer of the church.

Signature _____ Date _____