

Interoffice Policies, Procedures, and Expectations For Staff of Wesley United Methodist Church

Staff Designations and Titles

The following make up the paid staff of Wesley United Methodist Church

Pastoral Staff

Rev. Barry Bennett – Pastor

Administrative Staff

Becca McBee – Administrative Assistant

Beverly Huber – Assistant/Finance Secretary

Support Staff

Monte Daughety –Facilities Maintenance Supervisor

Gina Wilkerson – Media Technician

John Wilkerson – Nursery Coordinator

Meghan Wilkerson – Nursery Coordinator

Dale Heinrichs - Accompanist

Programming Staff

Samuel Joseph Ritter – Director of Music Ministries

Emily Walker – Director Children’s Ministry

TBD – Director of Youth Ministry

Adult Leader Guidelines and Safe Sanctuaries

Refer to Appendix I – General Policies

Budgets and Spending

Several of our departments have budgeted line items in the General Church Budget. Some departments also have special standing Fund Balances to draw from as/when needed. Do not forget that church finances work very much like most non-profit organizations in that we operate on a cash-flow basis. We generally do not operate on debt. A corporation (for example) might borrow money from banks, lenders, and investors through the course of a year to make up for losses or to meet their budget needs. The church rarely operates this way (indeed, few churches and non-profits incur debt for anything outside of capital expenses). This being said, we operate week to week based upon how much money ACTUALLY comes in on Sunday (or occasionally throughout the week). The point is, though a departmental budget or fund bottom line may report a number, the church’s checking account may not literally have that actual number sitting available.

Therefore, always err on the side of restraint, caution, and conservatism when spending. Be sure that all receipts are properly turned in to the Administrative Assistant for proper accounting. DO NOT use the church credit card OR church account numbers for the purchase, lease, or

procurement of any personal items. If something is purchased or procured for church use but using one's personal finances, those receipts may be turned in to the Administrative Assistant for reimbursement.

Code of Ethics

Refer to Appendix III for the church's Code of Ethics.

Compensatory Time Off

It is generally expected that if a Staff person has worked excessive hours or has been denied a day (or days) off due to church events and scheduling (which may happen in certain seasons of the year), that staff person may take compensatory time to make up for the loss. Sunday is NOT a day for compensatory time off, but may only be used as a vacation day.

Days Off and Vacations

Days off and vacations are to be negotiated with the Pastor. Sunday is never to be considered a possible day off or day for compensatory time off. It may only be considered for vacation time. Full-time staff members are allowed the equivalent two full weeks (14 days) of vacation time and one full week (7 days) of sick leave during the course of a calendar year. Vacation and sick days shall not be drawn upon from unused days in previous years. The calendar year runs from January 1-December 31.

Church Council

All paid staff members, excluding the Assistant Secretary and the Nursery Supervisors, are required to attend meetings of the Church Council. Programming Staff will submit a brief written report to the Administrative Assistance for inclusion with the Church Council Agenda. All reports shall be submitted at least one week prior to the meeting of the Church Council.

Computer and Internet Use

See Appendix I – General Policies

Confidentiality

Staff of the church will no doubt find themselves in many conversations regarding church members and other constituents that are of a personal nature to those being discussed. It is also true that there are various kinds of privileged information that staff will naturally become aware of. This may mean either a family or individual's financial commitments, marital status, litany of personal sins, sexual orientation, battles with other church members/constituents or staff, political views, opinions on various matters (personal or social), addictions, and life transitions (i.e. impending death or illnesses, pregnancies, job/career changes, etc.) Confidentiality is not only required for holding a position of ministry in the church, but necessary. All matters of a confessional nature must be kept in confidence inviolate. All personal information regarding church members and constituents must remain confidential as well. The staff relationship to the rest of the congregation is that of Sacred Trust. Let it be noted also that this policy **does not**

preclude one from sharing information of a personal nature with the Pastor. The Pastor must be well-informed and up-to-date on matters concerning the parish. The Pastor, however, also falls under the constraints of a code of confidentiality.

Credit Card

For occasional use, the church credit card may be used to make purchases approved for the support of various programming and support needs. The credit card is kept in the Church Office and may be checked in and checked out by the Administrative Assistant. Only approved staff may have access to the church credit card. It is the pastor's responsibility, in consultation with the Finance Committee, to determine who is authorized to use the church credit card.

Evaluations

See Appendix II - Evaluations

Annual Evaluation of one's performance in ministry is a necessary component of our covenant of accountability with one another. In the last quarter of each year, the Pastor will perform an evaluation of every paid staff person. This evaluation will take three forms. First, each staff person will fill out a personal self-reflection to be turned back into the Pastor. A self-reflection form will be provided. Second, the Pastor will fill out an audit form for each staff person followed by a face-to-face conversation regarding the scoring of that evaluation. Third, evaluations and Pastor's recommendations regarding salaries and future employment will be shared with the Staff Parish Relations Committee at their 4th Quarter meeting. Please note that the Pastor also undergoes annual evaluation by the Staff Parish Relations Committee.

Information Sharing

It is crucial that the entire staff be up to date and clear about matters pertaining to the whole church. The Administrative Assistant keeps the Master Calendar as well as Vehicle and Building Reservations for the church and therefore must be up to date on any changes to departmental schedules. It is helpful as well for the entire staff to be aware of the plans of all the departments, whatever they may be. Therefore, certain staff members are required to submit bi-weekly email updates on their ministry calendar, building use, vehicle use, and needs (if necessary). Staff required to do updates are the Director of Music Ministry, Youth Director, and Director of Children's Ministry. Recipients of these email updates should be the staff of the church (at least the Pastor, AA, Children's Director, Youth Director, Music Director, and Maintenance Supervisor), the Lay Leader, the Church Council Chair, the Chair of SPRC, and the particular constituency to which each staff person is responsible (i.e. members of the choir for Music, Parents of youth for the Youth Ministry, etc.). These updates are to occur bi-weekly. **DO NOT USE THESE UPDATES TO DISSEMINATE PRIVILEGED INFORMATION OR ANY MATTERS OF A CONFIDENTIAL NATURE.** These updates are for general informational purposes only.

Internal Accounting Controls

See Appendix I – General Policies

Media Use Policy

See Appendix I – General Policies

Newsletter Articles and Deadlines

The church newsletter, “The Wesley Journal,” is distributed bi-weekly electronically and in paper form. All programming staff plus the Pastor will submit an article for every newsletter, giving a brief summary of their particular ministry and pointing to upcoming events. Staff Deadline for Newsletter submissions is Tuesday of the week of publication.

Office Hours

Office Hours are understood as the time physically spent inside the structure of the church in the planning and execution of ministry (whether one has a literal office or not). This time will look different among various staff members. Support Staff are called upon in different times and in different ways than Programming Staff, for example. Furthermore, members of the Programming Staff will keep varying hours. However, every staff person is expected to have work time done with the potential for interaction with other church members and/or staff in the physical building of the church.

Sexual and Gender Harassment

Refer to Appendix I – General Policies

Social Media

See Appendix I – General Policies

Staff Development

It is important for staff to connect with one another for the purposes of planning and development of skills. At various times during the year – at the discretion of the Pastor – staff will be required to attend development meetings. These development meetings will occur no fewer than 2 and no more than 4 times during the year. The Pastor will inform which staff are required to be present at these events.

Sunday Announcements

Any announcements made in worship services on Sunday mornings must be turned in to the Lay Leader, Media Technician, and/or Pastor no later than 5:00pm every Thursday. Any announcements that do not meet this deadline may not be included in the official Sunday announcements. This means, even if you come to one of the above parties on Sunday morning with an announcement, time MAY NOT be given for it. The worship services are planned down to the minute, and last minute changes are not always welcome.

Sunday Work Days

It is generally assumed that Sunday is a work day for most staff. The following staff members are expected to be “on the clock” on Sunday: Youth Director, Director of Music, Facility Maintenance Supervisor, Children’s Director, Administrative Assistant, Nursery Facilitator, Media Technician, and the Pastor.

Appendix I

General Polices

Wesley United Methodist Church

Safe Sanctuaries:

An Overview of Guidelines and Safety Standards For Adult Service with Children and Youth

A. DEFINITIONS

- a. Those directly supervising or leading children and/or youth are here referred to as “leaders” or “volunteers” or “directors.”
 - i. A director is understood as the head of a particular program or ministry (paid or unpaid) who reports directly to the Pastor and the Staff Parish Relations Committee.
 - ii. A volunteer is always an unpaid person who gives of his/her time freely for a particular ministry or department. Volunteers report to the Director or, in the absence of a Director, the Pastor.
 - iii. A leader is understood as a general use term for all servants involved (paid or unpaid, youth or adult) in ministries with children and youth.
- b. “Youth” is anyone between the ages of 11 and 18 (if, at 18, the person in question is still in high school). Youth may serve as a leader or volunteer at the discretion of the director. Youth are not required to complete the Background Screening process.
- c. “Child/Children” are those between the ages of birth and 10. Children shall not serve as a leader, director, or volunteer (except in rare circumstances, the director may use older children for volunteer purposes). Children are not required to complete the Background Screening process.
- d. “Adult” is a term referring to persons 18 years of age or older and who are out of high school.
- e. A “Small Group” consists of a gathering of children and/or youth numbering between 2 and 15 persons (not counting adults)
- f. A “Large Group” consists of a gathering of children and/or youth numbering over 16 persons (not counting adults).
- g. “Background Screening” is a process required of all leaders, directors, key and volunteers.
- h. Church Administration Responsibilities
 - i. Receiving and maintaining Background Screening records
 - ii. Initiating and maintaining confidential criminal background check reports
 - iii. Receiving and maintaining confidential event performance evaluations (when applicable)
 - iv. Maintaining confidentiality in all correspondences

B. MINIMUM REQUIREMENTS FOR APPROVAL AS A CHILDREN OR YOUTH LEADER OR VOLUNTEER

- a. All Wesley Staff shall be trained at least quadrennially on policies and procedures regarding children and youth
- b. Every person serving as a leader shall be at least 18 years of age, out of high school, and at least 4 years older than the oldest child or youth in the group assigned to that leader.
- c. All directors, leaders, and volunteers shall read and sign the Children and Youth Service Covenant.
- d. All directors, leaders, and key volunteers shall complete the Background Screening process.
- e. All directors shall serve only with the approval of the Pastor in consultation with the Staff Parish Relations Committee. Other leaders and volunteers shall serve only when approved by the Director and Pastor (or, in the absence of a Director, simply the Pastor).

C. RATIOS

- a. These minimum leader to children and youth ratios must reflect in both small group experiences and large group events.
 - i. Birth to age 4 1 leader to 4 children
 - ii. Ages 5 to 10 1 leader to 5 children
 - iii. Ages 11 to 18 1 leader to 10 youth
- b. No adult (anyone 18 years of age or older and out of high school) shall ever be found in a 1 on 1 private meeting with a child or a youth (i.e. behind closed doors without the possibility of another adult seeing or observing)
- c. In every situation, whether in a small group or a large group setting, there will be at least one director, leader, and/or key volunteer who is properly background screened to monitor other volunteers (who may not be screened) for maintaining safety standards. Never is there to be an adult **in charge** of children or youth - or given leadership over a segment of children or youth (i.e. a VBS Station, serving stations at a fundraiser lunch, etc.) – who is not properly Background screened.

D. SUPERVISORY GUIDELINES FOR EVENTS

- a. Adults ages 18 to 21, if less than 4 years older than the oldest child or youth in the group assigned, may serve only as volunteers.
- b. Volunteers working with youth in Junior High/Middle School shall be at least 18 years old and out of High School
- c. An up to date list of all leaders and volunteers shall be provided to the Pastor and Staff Parish Relations Committee at least twice a year for their review

E. BACKGROUND SCREENING PROCESS

- a. Wesley United Methodist Church is responsible for providing a safe environment for children and youth. Following the best practices as outlined in this policy, children and youth programs shall be:
 - i. Safe from potential physical harm
 - ii. Spiritually and developmentally appropriate
 - iii. Free from abuse between participants and/or by leaders, directors, or volunteers.
- b. Intentional screening is one way to help prevent abuse. Screening requires a review of information (through interviews, written information, personal contacts, references, and criminal background checks) in search of persons who can provide services for children and youth in a safe environment.
- c. The Background Screening process includes the following:
 - i. Background Screening Form (completed online)
 - ii. Statement of Disclosure: a criminal activity declaration made by the applicant.
 - iii. Leader Reference Form: evaluation forms sent to personal acquaintances and local church personnel (sent as a link when the online form is completed).
 - iv. Signed copy of Children and Youth Leader Covenant
- d. All directors, leaders, and key volunteers shall complete the Background Screening process.
- e. Those desiring to serve in relation to children and/or youth shall inquire first at the Church Office to begin the Background Screening process
- f. No person is guaranteed approval for service with children and/or youth even with an acceptable return on the Background Screening.

INTERNET and COMPUTER POLICY

Staff and volunteers of Wesley United Methodist Church who are designated to have access to the Internet and church technology are required to use their access in a Christian, legal, and informed way, conforming to network etiquette, customs and courtesies.

The Wesley UM Church management will determine:

- the extent to which staff/volunteers may use the Internet and/or church computers to accomplish job responsibilities. Any questions about the appropriateness of a particular use of the Internet should be discussed with the supervisor;
- the appropriateness of using the Internet and/or church computers for professional contacts and career development activities during office hours; and
- the training required of staff using the Internet and/or church computers and the work time that may be used to practice/acquire skills needed to effectively access and use the Internet and/or church computers.

The Internet is not a secure communication channel and should not be used for sending or receiving confidential or sensitive information.

Use of the Internet and computers is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Misuse of Internet access of computers by a staff person may result in other disciplinary action, including but not limited to, termination of employment. Examples of inappropriate conduct include, but are not limited to: use of inappropriate, offensive or abusive language in either public or private messages; unlawful activities; defamation; infringement of copyrights; misrepresentation of oneself or the church; logging on or accessing pornographic, sexually explicit, violent sites or materials, accessing gambling sites, and sending messages that might result in congestion or disruption of networks and systems.

Staff should notify the pastor or chair of the staff parish relations committee if s/he observes or becomes aware of any inappropriate conduct or use of the Internet and/or church computers by church staff or others.

All files and E-mail are the property of the Wesley UM Church. Staff use of church technology is not private. Wesley UM Church reserves the right to monitor staff use of the Internet and/or church computers at any time. Staff must abide by security policies, procedures and guidelines, and are to refrain from practices which might jeopardize the church's computers, data, network, systems security or work in general. Staff must guard against computer viruses and security breaches of any kind. Staff who use the Internet may not transfer or install any software or files from the Internet to any church computers or information systems except in consultation with appropriate technical staff (i.e., no downloading of software, programs, games, etc.).

Although church staff is specifically mentioned throughout this policy, the same provisions apply to church volunteers. This policy applies to all Internet/computer use on church premises and use of church property outside of the church premises. *

** Clarification – In some churches the staff may supply or use their own Internet access provider, software or even computer, or may be using church property off site. It may be important to note that this policy applies even if some, or all, of the computer equipment/Internet access is not supplied by the church on its premises **and** to use church property off site.*

Internal Accounting Controls

Wesley United Methodist Church

In the local church, it is important to be clear about the specific responsibilities and timeliness of duties performed. This outline attempts to keep the pastor out of most of the day-to-day accounting yet still participating in a role of supervision with appropriate checks on practices and accountable procedures. This outline demonstrates the intentionality of the local church, its staff (volunteer and pay), and the Finance Committee for being faithful stewards of God's gifts.

Responsibilities

1. Pastor
 - a. In consultation with the Finance Committee, determines person or persons who can authorize expenses (i.e. youth director, choir director, etc.) and from what specific budgeted items, fund balances, and/or special funds these expenses are to be paid.
 - b. Initials and dates monthly bank statement and reconciliation showing that he/she viewed it and verifies that items like payroll taxes and apportionments have been paid.
 - c. Initials and dates weekly check registers before checks are printed and signed, ensuring that expenses are paid in a timely and efficient manner.
2. Church Treasurer (volunteer)
 - a. Co-signs checks
 - b. Receives all Tax Form 941's, W-2's, and other government records that are required. Processes and distributes appropriate government forms to staff in a timely manner (this duty *may* be delegated to the Financial Secretary).
 - c. Presents the quarterly finance report for Finance Committee and Administrative Council.
 - d. Supervises daily cash balances to insure sufficient funds are maintained.
 - e. Supervise the Counting Committee, which shall consist of at least 2 persons not related to one another. After the contributions have been properly counted, the final numbers are recorded with the signed names of present committee members. Contributions are left in a secure location for the Financial Secretary or the Assistant Secretary.
 - f. Maintain historical data, and establish a rotation on destroying old financial records in accordance with government requirements (minimum of 5 years).

3. Financial Secretary

- a. The Financial Secretary is responsible for recording the contributions to each family's contribution record and to the general ledger, then depositing the funds in the appropriate bank or banks in a timely fashion as established by the Finance Committee.
- b. Receives a record of all checks, recording them in the appropriate accounting software program
- c. Verify that all checks have been properly signed.

4. Administrative Assistant

- a. Responsible for reporting to the Finance Committee and the Church Treasurer on the status of contributions to the church.
- b. Supervises bank reconciliation each month in a timely fashion.
- c. Verify that the bank balance reconciles to the bookkeeping records.
- d. Verifies that the beginning balance equals the ending balance of the previous month both in the checking account and the general ledger.
- e. Signs and dates the reconciliation report.
- f. Gives the reconciliation report directly to the Pastor and reports any variances to the Pastor.
- g. Insures that computer files are backed up weekly, at a minimum monthly, and the back-ups are stored off premises.
- h. Maintains filing system and storage system for all financial records and banking records for easy retrieval.
- i. Prepares records for annual audit.
- j. Assists pastor in completing Statistical Tables for Annual Conference.

Processes

1. Check writing

- a. There are to be at least 3 people who can sign checks in case of an emergency. The Financial Secretary shall not sign checks.
- b. A limit shall be set, at the direction of the Finance Committee, in which any check in excess of that amount will require 2 signatures.
- c. Any person signing checks shall not ever be the same person authorizing the expense. The Pastor, in consultation with the Finance Committee, shall designate persons who can authorize expenses.
- d. A check stub, copy of the check, or the check number shall be attached to the authorization and documentation (receipts, etc.) and filed for auditing purposes.

2. Deposits

- a. All checks and cash that are received shall be processed in a timely fashion with all checks stamped, "For Deposit Only".
- b. Records shall be kept so that retrieval of the items deposited can be verified in the event that there is a dispute over an item deposited.
- c. There shall be a numbering system to match deposit slip with computer records.

3. Annual Audit/Review

- a. An independent auditor, not necessarily a CPA, and not related to anyone mentioned above, shall review the records annually.
- b. At least once in four years, the Finance Committee shall authorize a full audit of the church's Financial Records carried out by an independent auditor.
- c. It shall not be the responsibility of the pastor or any other paid staff to secure the services of an auditor. This is the sole responsibility of the Finance Committee.
- d. The audit shall include the bank accounts of all affiliated ministries of the local church.
- e. The audit must include verification that proper internal accounting controls are being maintained.
- f. Copies of the audit shall be submitted to the Pastor, the Chair of the Finance Committee, the Church Treasurer, and the District Superintendent.
- g. Each annual review of the records and the quarterly audit shall be approved by the Finance Committee.

Media Use Policy

Audio and Visual Media for the Use of Wesley United Methodist Church

Wesley United Methodist Church is a Christian congregation with the mission to “Make Disciples of Jesus Christ for the Transformation of the World.” We provide ministry to people of every age and station of life. Of particular interest is the development and maintenance of an atmosphere for children, youth, and families where relationships with God and one another can be fostered and encouraged in the context of a loving community.

In regards to children and youth (anyone under the age of 18), we seek to develop their calling as disciples of Jesus Christ inside of an environment of respect, courtesy, consideration, and healthy physical and emotional boundaries. With this in mind, we fully recognize that media, both audio and visual, can have a significant impact. While such media is readily available to young people outside of the church, such use is a parental responsibility. Media use within the physical boundaries of the church property (or by use of church-owned equipment) is the collective responsibility of the congregation in partnership with parents who release their children into our care.

Keeping with other adopted church policies – particularly Safe Sanctuaries, Sexual and Gender Harassment, and Code of Ethics – our goals are to 1. Protect children in a healthy environment of spiritual nurture and 2. To empower parents in their role as primary caregivers and supervisors of their children’s development (physical, emotional, and spiritual). 3. Empower the mission of the church. The following Visual Media Policy is therefore adopted:

1. The church takes pictures, video, and audio recordings of its various events. These events include, but are not limited to, baptisms, worship services, Sunday School, youth group gatherings, children’s classes, mission trips, special events, church dinners, etc.
2. All the media collected – both audio and visual – are used for the promotion and marketing of Wesley United Methodist Church. Media may be used in the following venues: the church website, social media outlets, slide shows, publications, promotional materials, and any other venues that are designed for the general advancement of the church and the achievement of the church’s goals.
3. All children and youth (persons under the age of 18) who **regularly** participate in church activities will have a general parental consent form on file. Included in that consent form is a Media Release, authorizing the church to video, record, and/or photograph the child or youth for the purposes listed above.
4. The church will be intentional in upholding the will of any parent(s) who desire that their child be exempt from use in any form of media.

5. Adults who are church members or considered constituents of the church consent by their relationship to the church of possible media use, UNLESS they specifically opt out in writing to be kept on file in the Church Office.
6. It is the policy of the church that adults **visiting** its property or any church event consent by their willful participation to being a part of possible media use. However, following the principle of best practices, children are afforded a special category of protection to ensure they are protected in an environment of health and wholeness. Only in regard to children under the age of 18 do we ask for a media release to be on file.

**WESLEY UNITED METHODIST CHURCH
BASIC POLICY STATEMENT
ON SEXUAL AND GENDER HARASSMENT
AND MISCONDUCT OF A SEXUAL NATURE**

The Wesley United Methodist Church affirms *The 2008 Book of Resolutions*, “2044. Sexual Misconduct Within Ministerial Relationships” and “2045. Eradication of Sexual Harassment in the United Methodist Church and Society”. We affirm that sexual abuse within the ministerial relationship and sexual harassment within the church is incompatible with the Biblical teachings of hospitality, justice and healing.

In accordance with *The 2008 Book of Discipline*, ¶161.F, “We affirm that all persons are individuals of sacred worth, created in the image of God.” As the promise of Galatians 3:26-29 states, all are one in Christ. We support equity among all persons without regard to ethnicity, situation, or gender.

“**Sexual misconduct** is a betrayal of sacred trust. It is a continuum of unwanted sexual or gender-directed behaviors by either a lay or clergy person within a ministerial relationship (paid or unpaid). It can include child abuse, adult sexual abuse, harassment, rape or sexual assault, sexualized verbal comments or visuals, unwelcome touching and advances, use of sexualized materials including pornography, stalking, sexual abuse of youth or those without capacity to consent, or misuse of the pastoral or ministerial position using sexualized conduct to take advantage of the vulnerability of another. It includes criminal behaviors in some nations, states, and communities.

Sexual harassment is a form of sexual misconduct and is defined in ¶ 161.I in the Social Principles. To clarify further, it is unwanted sexual or gender-directed behavior within a pastoral, employment, ministerial (including volunteers), mentor, or colleague relationship that is so severe or pervasive that it alters the conditions of employment or volunteer work or unreasonably interferes with the employee or volunteer’s performance by creating a hostile environment that can include unwanted sexual jokes, repeated advances, touching, displays, or comments that insult, degrade, or sexually exploit women, men, elders, children, or youth.

Sexual abuse is a form of sexual misconduct and occurs when a person within a ministerial role of leadership (lay or clergy, pastor, educator, counselor, youth leader, or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, staff member, coworker, or volunteer (1996 *Book of Resolutions*, p. 130). It can include coerced or forced sexual contact (including those unable to give informed consent), sexual interaction or contact with children or youth, and sexual exhibitionism or display of sexual visuals or pornography.

Sexualized behavior is behavior that communicates sexual interest and/or content. Examples include, but are not limited to displaying sexually suggestive visual materials; use of pornography in church programs on or with church property, making sexual comments or innuendo about one’s own or another person’s body; touching another person’s body; touching another person’s body/hair/clothing; touching or rubbing oneself in the presence of another person; kissing; and sexual intercourse. Sexualized behavior can be a form of sexual misconduct when this behavior is unwanted by the recipient or witness, is a violation of society’s or the Church’s law, breaks the sacred trust in the ministerial role, or violates the vows taken at membership or ordination.

The continuum of behaviors called sexual misconduct within the ministerial relationship represents an *exploitation of power* and not merely “inappropriate sexual or gender-directed conduct. ”Sexual misconduct in any form is unacceptable in church and ministry settings whether it is clergy-to-lay, lay-to-clergy, clergy-to-clergy, lay-to-lay, staff-to-staff, staff-to-volunteer, volunteer-to-volunteer, or volunteer-to-staff. Anyone who works or volunteers under the authority or auspices of the Church must be held to the highest standards of behavior, free of sexual misconduct in any form.” (“2 044. Sexual Misconduct Within Ministerial Relationships,” *The 2008 Book of Resolutions.*)

Sexual and gender harassment, sexual abuse and misconduct of a sexual nature within the life of the Church interfere with its moral mission. The Wesley United Methodist Church prohibits and will not tolerate these behaviors, which are sinful, demeaning, abusive and wrong. The Wesley United Methodist Church commits itself to fair and expedient investigation of any complaint of sexual and gender harassment, sexual abuse or misconduct of a sexual nature within the church and to take action deemed appropriate and in compliance with *The Book of Discipline*. Further, the Wesley United Methodist Church bears affirmative responsibility to create an environment of hospitality for all persons, male or female, which is free of these sins and encourages respect, equality and kinship in Christ.

Some instances of sexual harassment can be resolved easily and informally between the parties or facilitated mediation. In all other instances, the conduct must be reported immediately to the chair or another member of the Pastor-Parish Relations Committee and the pastor in charge. If the conduct involves the pastor in charge or another clergy person, it must be reported to the pastor’s supervisor, district superintendent or the bishop.

The Wesley United Methodist Church will not retaliate against any person who brings forward a complaint. All staff leaders and members are expected to immediately report any knowledge of harassment, abuse or misconduct to any one of the persons listed above. Prompt and appropriate investigation and corrective action will be taken, including discipline. Persons who make false accusations will be disciplined.

While the Wesley United Methodist Church cannot guarantee absolute confidentiality, it will make every reasonable effort to maintain confidentiality by disclosing information about the complaint only on a “need to know” basis and as necessary to promote God’s call for justice, reconciliation and healing.

Anyone who has any questions or concerns about this policy or the issues addressed is encouraged to air those questions or concerns to the PPRC or _____.

Adopted by

Date

7/13/10

Wesley United Methodist Church

Social Media Policy

Wesley United Methodist Church (WUMC) of El Reno, OK, grants authorized access to WUMC social media to selected staff (paid or volunteer) and/or consultants. WUMC will use social media for appropriate marketing, public relations, and religiously edifying purposes. WUMC maintains a website, a variety of Facebook pages, and various twitter accounts. Other social media venues that are added to the church's portfolio will also fall within the constraints of this policy.

Only authorized staff or consultants can be granted access for posting information. Access will be granted by the Senior Pastor or the Administrative Assistant. Information posted must be of official concerns or activities of WUMC and is not to be used for non-church purposes. Staff are not allowed to use their personal social media accounts to speak for or against official WUMC business but must maintain a neutral position. Staff that want to promote church events are allowed to provide a link to the official WUMC posting from their personal pages. Any audio or visual media taken of church activities and posted to social media are subject to the conditions of the church's Media Use Policy. Staff need to be aware when posting on their own personal social media, that posting to the internet will be viewed by the church in the same way as any other communication. Slander of others, WUMC, or any community partner in a manner that reflects badly on WUMC will be measured against the church's Code of Ethics. Never assume one's "private" internet communications are in fact "private". The internet is a very public communication medium.

When social media is used for official WUMC business or for general promotion of church activities, staff must:

- Follow all church policies and procedures
- Follow church Code of Ethics
- Ensure all content is appropriate for a professional environment and selected in good taste
- Respect copyright laws and reference appropriately
- Not disclose any confidential information, including church administrative information or member/constituent specific information
- Respect the privacy of colleagues, commenters, and others
- Ensure material is accurate, truthful and without error
- Avoid personal attacks, online fights, and hostile personalities
- Refrain from posting any content that would promote or oppose a person campaigning for election of a political office, or would promote any political party, or particular political stance. All postings must be of an educational nature in regards to any divisive topics.
- Refrain from posting any content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender or gender identity, marital status, sexual orientation, disability, or any other differences that people may have. All postings should be respectful of all people.
- Will not intentionally identify individual youth or children by name in any postings.

Appendix II

Evaluations

Church Staff Evaluation

Staff Member:

Date:

1. List your primary accomplishments this evaluation period.
2. Explain any challenges you encountered that affected your work or performance in this evaluation period.
3. What critical skills/strengths/relationships have you built (or improved) and applied during this evaluation period?
4. What critical skills/strengths/relationships would you like to develop for the next evaluation period?
5. Is your current workload reasonable? What adjustments in workload would you suggest?
6. What changes, if any, are needed to make your job description accurately reflect your current responsibilities?

7. How can the other staff persons better help you to accomplish your goals/tasks in the future?

8. Explain any processes/procedures/tasks that you would like to discuss with the Pastor that would enhance the success of your work. Address other comments you have.

Pastor's Observations and Interview

Rate each item:

5 – Exemplary/Outstanding 4 – Exceeding Expectations 3 – Meets Expectations 2 – Not Meeting Expectations 1 – Unacceptable

I. Relationships/Leadership

1. ___Role-models positive and consistent Christian behavior and biblical values.
2. ___Demonstrates genuine concern for those being served
3. ___Establishes and maintains appropriate relationships with co-workers and church members.
4. ___Works as an enthusiastic team member.
5. ___Demonstrates concern for the spiritual development of those being served.
6. ___Demonstrates evangelistic concern for the lost.
7. ___Provides appropriate resources and encouragement for church members serving in his/her area of ministry.
8. ___Has a vision for the future growth and effectiveness of his/her area of ministry and for the church as a whole.
9. ___Demonstrates servant leadership in attitude and actions.
10. ___Demonstrates understanding that self-care (spiritual, physical, and emotional), is an important aspect of being a good leader for others.

Total Score:_____/50

II. Operational Tasks

1. ___Understands and upholds the policies and procedures established by the church.
2. ___Enthusiastically and properly fulfills responsibilities assigned to his/her ministry position.
3. ___Is punctual and reliable in time worked and attendance at appropriate church/ministry events.
4. ___Works with church administrative staff effectively to document needed records and reports.

5. ___Respects time and workload of church administrative staff when giving them assignments or asking for their help.
6. ___Attends/actively participates in staff meetings, training opportunities and conferences related to ministry position.
7. ___Appropriately maintains church equipment, resources and facilities.
8. ___Maintains exemplary cleanliness of his/her work space and contributes appropriately to the cleanliness of the church facility.
9. ___Follows appropriate safety rules and procedures; physically is able to perform required tasks.
10. ___Respects budget allocations and financial provisions determined by the church finance committee when planning/executing ministry activities, etc.

Total Score: _____/50

III. Self-Management

1. ___Maintains flexibility and manages time effectively.
2. ___Maintains professional composure and constructive approach in dealing with others.
3. ___Completes tasks on time and provides follow-up as needed.
4. ___Stays organized and on schedule.
5. ___Consistently makes sound decisions and uses good judgment.

Total Score: _____/25

IV. Interpersonal/Communication:

1. ___Shows consideration of others.
2. ___Communicates clearly when speaking.
3. ___Listens attentively and responds appropriately to needs and concerns of others .
4. ___Responds in a timely manner to questions and requests from church staff and church members.

Total Score: _____/20

V. Regarding the job description/covenant established when the staff person was first employed by this church, what items are being addressed well, what items need improvement, what items need to be changed?

VI. The Pastor rates the overall performance for (staff person) for this evaluation period:

___ Unacceptable

___ Not Meeting Expectations

___ Meets Expectations

___ Exceeding Expectations

___ Exemplary/Outstanding

VII. Based on discussions during the evaluation process, the staff person and the pastor have agreed to set the following goals for the upcoming evaluation period:

Signed: _____ (Staff Person)

(Signature does not necessarily indicate agreement with the evaluation as a whole or any item within it, but rather verifies that the staff person has had the opportunity to discuss this document with the pastor.)

Signed: _____ (Pastor)

(Signature indicates that supervisor has provided reasonable opportunity and time to discuss this evaluation in its entirety with the staff person named herein.)

Appendix III

Code of Ethics

Code of Ethics

For Staff and Volunteers

Wesley United Methodist Church

The conduct of Church leaders has the potential to inspire and motivate people or conversely to scandalize and even devastate their faith. Leaders in the church must be aware of the responsibilities that come with their work.

Clergy, staff, and volunteers are leaders in the church, and they minister to people in various states of spiritual and temporal need. As church leaders they must always seek to uphold – to the best of their abilities and within the constraints of human fallenness – Christlike behaviors and attitudes. Looking to Jesus, who is the “pioneer and perfecter of our faith” (Hebrews 12:2), as our guide and model, church leaders will seek to fulfill the following basic principles.

Ecclesial Commitment

Church leaders are responsible for providing for and nurturing the life of the local church. They should know and respect the people to whom they have been given ministry. They should be in worship regularly, respect the policies and procedures of the church, and respect the traditions handed down through the ages. Church leaders – in keeping with our United Methodist ethos – will also show a special concern and care for the needs of the poor, the oppressed, and the marginalized. Finally, church leaders, in the spirit of ecumenism, will cordially and enthusiastically interact with other religious groups within the community.

Trust

The success of our church is deeply dependent on the trust we earn from parishioners and constituents. We gain credibility by adhering to our commitments, displaying honesty and integrity in executing the mission of the church. It is easy to *say* what we must do, but the proof is in our *actions*.

Respect for Others

All people deserve dignity and respect. WUMC is committed to creating such an environment. Doing so only contributes to our success in ministry. Slander, intentionally undermining the ministry of others, dissident behavior, and hateful speech towards others are not to be tolerated.

Open and Honest Communication

As leaders in the church, we have a particular responsibility for creating an open and supportive environment where parishioners and constituents feel comfortable raising questions, concerns, joys, and accolades. Each staff member will engage in continual efforts to share information – both positive and negative – with the Pastor as well as remain open to other staff members’ regular reporting on activities.

Professional Behavior

Church leaders should work to provide an environment that is free from intimidation and harassment. Harassment encompasses a broad range of physical or verbal behavior, which can include, but is not limited to, the following:

- physical or mental abuse
- racial insults
- derogatory ethnic slurs
- unwelcome sexual advances or touching
- sexual comments or sexual jokes
- display of offensive materials

Gifts, Gratuities, and Courtesies

As leaders in the church, we will often be recipients of gifts, sometimes in monetary form. We will venture not to determine the health or fruitfulness of our particular ministries based upon the giving or receiving of such gifts. We will also endeavor to engage in appropriate reporting to secular agencies (i.e. the IRS) any gifts which by law are required to report for tax purposes.

Transparency

We will endeavor to be transparent and visible in our ministry dealings, particularly in regards to ministry finances, goals, and communication. Though not all matters are open for public scrutiny (i.e. matters of a confessional nature or staff hiring, firing, and evaluations) most practices are freely open for congregational discourse and participation.

Accountability

We are a covenant people, bound in a relationship of mutual support and accountability. All staff persons – including the Pastor – participate in this covenant of supervised ministry. Accountability at times will be the process of equipping and supporting one another and at times may be reproof and discipline from a supervisor. All is done in an attitude of mutual love and care for the other.

Confidentiality

Church staff will maintain the highest standard of confidentiality and will share sensitive information only with those who have a need to know. This includes information about the internal operations of the church, matters of a confessional nature, and any other personal information about church members and constituents.

Be a Good Steward of God's Resources

God supplies church resources – people, time, and money. Church staff should be reminded to be good stewards of those resources. This is done by exercising good time management skills, by effectively overseeing budgets (when applicable) and participating in practices of covenant accountability.

Doing the Right Thing

When approaching a situation, ask the following questions:

1. Does what I am doing help advance the mission of the church?
2. Have I been asked to misrepresent someone or the church as a whole?
3. Am I being asked or tempted to deviate from established practices and procedures?
4. Would I feel comfortable describing my decision in public?
5. Am I being offensive to another person in any way?
6. Could I be described as having integrity or strong character in the decision I am making?
7. Am I being loyal to the church by my prayers, presence, gifts, service, and witness?