

SAINT MATTHEW’S EPISCOPAL CHURCH, INC.

POLICIES AND PROCEDURES

Section I.

LEADERSHIP AND MANAGEMENT

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Section A.

Date Approved/Revised:

Approved By:

SAINT MATTHEW’S EPISCOPAL CHURCH CODE OF ETHICS

Statement of Policy:

Saint Matthew’s Episcopal Church places a high priority on upholding the highest standards of ethical and professional behavior which would be pleasing to our Lord and Savior Jesus Christ, who is the head of this church. Furthermore, Saint Matthew’s Episcopal Church desires to respond to, serve, and assist its members in working to fulfill the great commission and specific ministry objectives and goals. Therefore, a Code of Ethics has been established which guides the conduct of all of its ministers, employees, volunteers and leadership in a manner which fosters an environment that promotes ethical and professional conduct in carrying out their responsibilities.

*“My son, preserve sound judgment and discernment, do not let them out of your sight; they will be life for you, an ornament to grace your neck. Then you will go on your way in safety, and your foot will not stumble.”
Proverbs 3:21-23*

“The integrity of the upright guides them, but the unfaithful are destroyed by their duplicity.” Proverbs 11:3

Procedures:

1.0 PERSONAL INTEGRITY

.01 A personal commitment to integrity in all circumstances benefits all Church members and those outside the Church. Saint Matthew’s Episcopal Church staff, volunteers and lay leaders will:

- Respect and seek the truth and avoid misrepresentation.
- Ensure fairness and objectivity in all activities.
- Set an example, as a believer of the Lord and Savior Jesus Christ, for high standards of professionalism.

- Honor the right to privacy and confidentiality of all people, including co-workers, contributors, and beneficiaries.
- Promote public confidence in the operations of His Church.

2.0 PROFESSIONAL EXCELLENCE

.01 As an employer, Saint Matthew’s Episcopal Church promotes professional excellence and encourages open and honest communication among all serving to create an atmosphere conducive to personal growth and ministry development.

2.1 Saint Matthew’s Episcopal Church’s Leadership . . .

.01 Encourages employee and volunteer development, and adequately communicates with them to help achieve their personal goals and increase their self-esteem through ministry enrichment.

.02 Evaluates employees and volunteers on a fair and consistent basis, so that all know what is expected of them and how they are progressing toward fulfilling expectations.

.03 Shows respect and empathy for employees and volunteers, and is considerate while being mindful of managerial responsibilities.

.04 Regularly solicits, and respects the opinions of all subordinates.

.05 Provides professional training and resources as outlined in the [Continuing Education Training and Resources](#) policy as outlined in this Leadership and Management Section of this Policies and Procedures Manual.

2.2 Saint Matthew’s Episcopal Church’s Employees . . .

.01 Strive to meet performance standards at the highest level.

.02 Refuse to engage in or tolerate any fraud, misuse, abuse or waste of Saint Matthew’s Episcopal Church resources.

.03 Encourage growth and self-improvement in themselves and their co-workers.

.04 Exhibit respect for co-workers and all those with whom they come into contact.

.05 Have the courage to face situations squarely and offer a minority opinion when necessary.

.06 Examine all alternatives with the understanding that the easiest action is not always in the best interest of the Church.

.07 Comply with all legal requirements concerning substance abuse.

.08 Comply with all other laws and regulations affecting the Church and their personal obligations.

.09 Discuss any questions concerning interpretations or compliance with the Code of Ethics with their supervisor, the Saint Matthew's Episcopal Church ministerial staff, or other designated person.

.10 Encourage the reporting of breaches of the Code and protect those who report.

3.0 ACCOUNTABILITY

.01 Saint Matthew's Episcopal Church has responsibilities to its members, donors, and other providers. These individuals have placed faith in Saint Matthew's Episcopal Church. To uphold this trust, Saint Matthew's Episcopal Church employees, volunteers, and leaders will:

- Make full and fair disclosures of all relevant information to members and donors who have a right to know how their dollars are spent.
- Spend Church contributions wisely, efficiently, and objectively.
- Be good stewards of member and donor contributions that are utilized by Saint Matthew's Episcopal Church to pay operating expenses, salaries, and employee benefits, and refrain from allowing expenditures of Saint Matthew's Episcopal Church funds that by their nature or amount do not directly advance Saint Matthew's Episcopal Church's mission.

4.0 SPECIAL RESPONSIBILITIES OF MINISTERS

4.1 Ministers as Persons

.01 Ministers Bear Unique Expectations - In considering the ethics particular to ordained ministry, it is well to remember that ministers are expected to live in the same manner of faithfulness, forgiveness, and obedience as are all members of Christ's Church. While all who follow Christ are subject to the same human weaknesses, nevertheless, those who are called as ordained servants are set apart

with particular expectations. People expect high standards of ministers. To deny or ignore this is unrealistic and irresponsible. Ministers will show sensible regard for the moral, social, and religious standards of the Christian community and the community at large, realizing that any violation on their part may be damaging to their congregants, to colleagues in ministry, to their calling, and to the body of Jesus Christ.

.02 Ministers and Freedom of Conscience - Though the Christian tradition emphasized the freedom of individual conscience, ministers are still subject to the discipline of the Church. Standards for ministerial conduct grow out of a vision of the Christian life and a sense of calling to a particular service. Like other Christians, ministers experience sin, grace, alienation and forgiveness. Along with other Christians, they are expected by the Christian community to be ready to give witness of their hope they have in Christ by demonstrating in their daily lives love, compassion, and respect for other persons; fidelity in marriage; responsibility in parenthood and other family obligations; joy in service; and integrity and trustworthiness in all their dealings with others.

.03 The Ministerial Care of Ministers - Ministers also need ministerial care. They shall take the initiative in establishing relationships with other ministers, with the denominational leaders, and with the Vestry to provide support in difficult times, caring concern, encouragement for Christian growth, and sharing in both successes and failures.

.04 Ministers and Fees, Honorariums and Discounts - Ministers shall ordinarily not require or solicit fees for ministerial services to families or individuals within the congregation. Such services would include, but not be limited to, performing baptisms, marriages, funerals, and counseling. In those cases in which an unsolicited gift is given, ministers may use their own best judgment as to what to do with the gift. All ministers stand ready to render services to individuals and communities in crisis without regard to financial remuneration. While the Buildings & Grounds Committee sets fees for the use of the Church facilities, the minister can set honorariums or fees for the minister's services to non-members. The minister must be aware of and responsible to civil authorities regarding the tax consequences of receipt of honorariums, gifts, etc.

.05 Participation in Non-Church Activities - Though ministers are expected to participate in denominational events, community functions, and other activities beyond the Church, it is wise for the minister to discuss the time involved in such activities with the Vestry. (Discussion does not mean seek permission.) If any honorarium is received for duties outside the Church (such as speaking, lecturing, or teaching), and these duties are carried on during time which would otherwise be understood as available to the congregation, a common understanding between the minister and the Vestry shall be established as to the disposition of such honorarium. Conversation between ministers and the Vestry shall arrive at mutual

concurrence as to expectations regarding the minister's work time and free time.

4.2 Ministers and the Church

.01 The Minister and Colleagues - Whenever a colleague's conduct is believed to be harmful to any individual or group, including that person himself or herself, the concerned person shall speak directly to that colleague or consult a Vestry member. If the conduct is life threatening or illegal, law enforcement must be contacted immediately. Anyone registering a concern with regard to the behavior of a colleague will be encouraged to make her or his own identity known.

.02 The Minister and the Non-Member - Ministers are sometimes called upon to officiate at weddings and funerals for persons who are not members of the congregation. It is appropriate in such situations to ascertain to what particular church these persons belong and to suggest that they procure the services of their own minister.

.03 The Minister and Other Churches - Ordinarily ministers shall not knowingly call upon members of another church in the community to administer ministerial care unless the initiative and interest shown by such a person requires it as a courtesy. If such a visitation occurs, it is a helpful courtesy to, after obtaining the member's permission, inform the colleague to whose church the person belongs regarding visitation. Marriages, funerals, and baptisms are not to be accepted by ministers unless the minister of the Church involved has extended an invitation.

.05 The Minister in an Interim Situation - The purpose of an interim minister is to provide ministerial service and to prepare a particular congregation for new ministerial leadership. An interim minister shall avoid seeking to mold loyalties to the interim minister and shall instead direct a congregation's attention to the new challenges in mission and ministry that manifest themselves in a period of transition to new ministerial leadership. Under no circumstances shall an interim minister become involved in the work of the Minister Search Committee beyond providing advice, if asked.

.06 The Minister and the Successor - When a minister accepts another call, the minister shall exercise due care not to influence directly or indirectly the ministry objectives and goals of the successor. Frequent visits to one's former church shall be avoided. Even when occasional visits occur, it is a courtesy to pay one's respects to one's successor and to inform the successor about the nature and purpose of the visit. During the period of temporary pulpit supply or interim, the former minister shall avoid performing ministerial services (weddings, funerals, baptisms, etc). Moreover, even when a successor issues an invitation to a former minister to assist or take part in a ministerial function, it is wise for the former minister to take the initiative in a candid discussion with the successor about the propriety of such functioning and the possible harmful effects of the life of the

congregation in terms of its new ministry. One reasonable and workable rule of thumb is for a former minister to make clear to former church members that the former minister would accept an invitation of the present minister only to assist the present minister in a ministerial function. In any case, regarding all such situations, the former minister and the present minister shall seek the advice and approval of the Vestry. If misunderstandings arise in these areas, it is appropriate for the former minister and the present minister to seek the counsel from the Vestry.

.07 The Minister and the Predecessor - The former minister or retired minister should bear primary responsibility for making clear that the ministry should be directed to the future rather than to the past, and it is the primary responsibility of the successor or the currently called minister to show respect and gratitude for the heritage of the Church and for the positive work of the predecessor. Ordinarily it is wise for the successor to take the initiative in making contact with a predecessor to discuss the mission and work of the Church. There may be occasions when it is appropriate to invite a predecessor to return to the Church for a visit, possibly to celebrate a special occasion or event or, if deemed appropriate by all concerned, to assist in a ministerial function.

.08 The Minister and Retirement - The above discussions (No. 6 & 7) are relevant for the retired minister, but some additional matters also require comment. Sometimes a retired minister remains within close proximity to a former church. This can create problems both for the successor and for the retired minister. Perhaps most important is for all concerned to recognize some fundamental professional priorities, namely:

- that the local Church and its new ministry shall be uppermost in everybody's mind;
- that the new ministry will probably develop new directions and shall be encouraged in freedom to do so; and
- that there will be a natural tendency for some in the Church to resist change and that it is very important for the successor and the retired minister to deal with this resistance by reiterating with love and understanding that the mission of the Church shall be oriented to the future rather than the past.

The retired minister or staff person who still remains in close proximity to the local church bears primary responsibility for making these priorities known.

4.3 Other Ethical Issues of Particular Concern

.01 Ministers and Confidentiality - Ministers shall not disclose confidences to anyone except when:

- required to do so by law.
- disclosure is consented to by the person communicating confidences, which consent is normally given in writing.
- disclosure is necessary to prevent the person from harming himself or herself or others. Harmful behavior is that which is a violation of law or poses a threat to the physical well-being of the self or others.
- disclosure is necessary to defend a minister against claims made by a person who asserts that particular communications related to the claim were made in confidence.

.02 Ministers and Special Privileges - Ministers, as servants of God, need to be sensitive to the danger of any use of the authority of the ministerial office for personal benefit or gain. Boundaries shall be set, in consultation between the minister and the Vestry to determine how much and in what manner a minister may promote among the members of the congregation any of the minister's private business endeavors, tours, or products. The same consultation shall occur concerning the minister's private use of Church resources, business machines, secretarial time, etc.

.03 Business and Finance - The minister's integrity in personal business and financial dealings is also an ethical concern. Ministers are expected to conduct their financial affairs with the utmost integrity.

.04 The Minister and the Civil Law - The minister shall obey the civil law and insist leaders and members of his/her congregation do likewise. This includes, but is not limited to, matters related to taxes, copyrights, insurance, marriages, and the keeping of records. There may be times when the minister affirms the necessity of civil disobedience for moral reasons. Whether this is done alone or in conjunction with others (including other members of the congregation), it shall be done openly and with a willingness to accept the consequences of the law. However, in such cases no moral justification for violence against another person or property is acceptable. Additionally, the minister shall abide by the [Federal Income Tax Exemptions](#) guidelines as outlined in this Leadership and Management Section of this Policies and Procedures Manual

.06 Language and Behavior - The minister shall recognize his unique position in the eyes of the congregation. It is a position of trust. This position shall not be abused through misuse of ministerial authority. In visits, counseling sessions, or other contacts with members of the congregation, the minister shall maintain strict decorum. Ministers shall not treat persons arbitrarily based on their gender, race, nationality, age, physical, emotional or mental condition, sexual orientation, or

economic condition. Ministers shall avoid discriminatory or harassing treatment of any person or group. Ministerial language shall not include slurs or other verbal conduct relating to gender, race, etc., which has the purpose or effect of creating an intimidating, hostile, or offensive environment. Sexual misconduct has been addressed separately in the [Sexual Misconduct of Ministers](#) guidelines as set forth in this manual. As professionals, ministers are aware of the variation in spiritual and psychological dynamics at work in a person. Where the minister himself feels compulsions to behavior that is either criminal or unethical he will seek immediate help from an appropriate counselor. This standard shall apply, but not be limited to, those caught in substance, drug, or alcohol abuse, pornography or other forms of addiction. If therapy or counseling seems to be unfruitful the minister shall lay aside the office of ministry until the behavior is rectified.

.07 The Minister and Rumors - The minister may find himself the subject of rumors in the congregation or community. Response to these shall be carefully considered. The goal of whatever action taken shall be to end such rumors; hostile action toward the bearer of such rumors endangers the life of the congregation as well as the spiritual or emotional health of the perpetrator.

5.0 RESPONSIBILITIES TO VOLUNTEERS

.01 Volunteers who serve Saint Matthew's Episcopal Church are crucial to the success of Saint Matthew's Episcopal Church. All parts of the body working together can accomplish significant ministry for our Lord. In order to assist volunteers to serve effectively and to obtain satisfaction from their service, Saint Matthew's Episcopal Church ministers and other employees will:

- Support volunteers so they can perform to the highest level of their contribution and personal satisfaction.
- Treat all volunteers with fairness, equity, and respect, providing appropriate mechanisms for their view and interests to be expressed.
- Involve volunteer at appropriate levels and phases of the decision-making process.
- Assist in the development and the understanding of the roles of volunteers and employees, respectively; set clear standards of performance for volunteers; and appropriately recognize their contributions.
- Provide benefits and perquisites to volunteers, which are consistent with the spirit of volunteerism.

.02 To assist in the above standards, two separate policies have been created and

are outlined in this Leadership and Management Section of this Policies and Procedures Manual. They are:

- [Volunteer Oversight](#)
- [Orientation of New Vestry Members](#)

6.0 RESPONSIBILITIES OF VOLUNTEERS

.01 Volunteers also represent Saint Matthew's Episcopal Church and set examples through their ethical conduct and professionalism. Volunteers will:

- Review the Code of Ethics of Saint Matthew's Episcopal Church and ensure that they adhere to the spirit of the Code when making policy or otherwise managing the affairs of the Church.
- Not knowingly take any action or make any statement intended to influence the conduct of Saint Matthew's Episcopal Church in such a way as to confer any financial benefit on such volunteers, their immediate family members, or any organization in which they or their family members have a significant interest as stockholders, directors, or officers.

.02 In the event that there comes before the Vestry or any committee a matter for consideration or decision that raises a potential conflict-of-interest for any volunteer serving on the Vestry or that committee, the volunteer member shall disclose the potential conflict-of-interest as soon as he or she becomes aware of it, and shall withdraw from the meeting room during discussion, review, and voting in connection with the matter. The disclosure and withdrawal shall be recorded in the minutes of the meeting. Refer to [Section 9](#) that follows regarding additional information about conflicts-of-interest.

.03 To reduce the likelihood of allegations regarding the negligence of volunteers, selection, screening, and supervision procedures will be performed with volunteers. These procedures will demonstrate that Saint Matthew's Episcopal Church acts with reasonable care in the selection, supervision, and use of its volunteer workers. Refer to the [Volunteer Oversight](#) policy as disclosed in this Leadership and Management Section of the Church's Policies and Procedures Manual.

7.0 VENDOR RELATIONS

.01 Vendors are treated fairly to avoid favoritism or appearances of impropriety. Saint Matthew's Episcopal Church:

- Affords all vendors the opportunity to offer or qualify their products or services on a competitive basis.
- Conducts all competitive bidding in a fair and professional manner, giving no special preferences or advantage to any vendor.
- Purchases all products and services under its purchasing policy procedures, which adhere to this Code of Ethics.

8.0 EQUAL OPPORTUNITY

.01 Saint Matthew's Episcopal Church is an equal opportunity employer. Saint Matthew's Episcopal Church employees will:

- Respect all co-workers and all other individual without regard to race, color, ancestry, national origin, sex, marital status, physical disability, medical disability, medical condition, veteran's status, or age, to the extent required by law.
- Refuse to engage in or tolerate in others any form of sexual harassment, as provided in the Church's [Sexual and Other Forms of Harassment](#) policy as found in the Personnel Section of this Policies and Procedures Manual.
- Strive to create an environment conducive to professionalism.

.02 Regarding the employment of relatives at Saint Matthew's Episcopal Church, please refer to the [Employment of Relatives](#) policy as outlined in the Personnel Section of this Policies and Procedures Manual.

9.0 CONFLICT-OF-INTEREST

.01 To avoid the appearance of a conflict-of-interest, which would tarnish the image of the Church and undermine the public's trust in all of Saint Matthew's Episcopal Church's ministries, Saint Matthew's Episcopal Church employees, volunteers, and leaders will:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of Saint Matthew's Episcopal Church, including involvement with a current or potential Saint Matthew's Episcopal Church vendor, grantee, or competing organization, unless disclosed to and not deemed to be inappropriate by the worker's supervisor.

- Refrain from participating in or influencing any decision or other action of Saint Matthew's Episcopal Church or any Saint Matthew's Episcopal Church ministry with which the person is materially affiliated.

.02 For further information, refer to the separate [Conflict-of-Interest](#) policy as outlined in this Leadership and Management Section of this Policies and Procedures Manual.

10.0 PERSONAL GAIN

.01 No Saint Matthew's Episcopal Church employee or leader shall accept any gratuity or favor for doing his or her job. Saint Matthew's Episcopal Church employees and leaders:

- Do not solicit or accept gratuities, gifts, or favors, other than promotional gifts of nominal value, for themselves or their families.
- Do not accept food, transportation, lodging, or entertainment unless directly related to Saint Matthew's Episcopal Church ministry activities.
- Do not use Saint Matthew's Episcopal Church resources for personal gain.

11.0 TRAVEL, ENTERTAINMENT, AND RELATED EXPENSES

.01 Travel, entertainment and related expenses shall incur on a basis consistent with the mission of Saint Matthew's Episcopal Church.

12.0 FAVORITISM

.01 Favoritism based on family or close personal relationships can be unfair and possibly not in the best interest of the Church. The appearance of favoritism is easily perceived, even in some cases of friendship that otherwise are harmless. Accordingly:

- Hiring of persons related to Saint Matthew's Episcopal Church employees by blood or marriage must comply with the [Employment of Relatives](#) policy as outlined in the Personnel Section of this Policies and Procedures Manual.
- Saint Matthew's Episcopal Church servants shall consider the nature and appearance of their relationships with other servants to ensure that their decisions and actions are fair to all involved.

- Saint Matthew’s Episcopal Church employees, volunteers, or leaders with decision-making authority shall not improperly influence the selection of consultants or service providers who are affiliated with, or are employed by, a person with whom they have a relationship that adversely affects impartiality.

13.0 OTHER EMPLOYEE WORKPLACE GUIDELINES

.01 Saint Matthew’s Episcopal Church employees must comply with other employee [Workplace Guidelines](#) as outlined in the Personnel Section of this Policies and Procedures Manual. These additional guidelines are incorporated in this Code of Ethics Policy as so referred.

14.0 MAINTAINING FEDERAL INCOME TAX EXEMPTION

.01 A [Federal Income Tax Exemption](#) policy has been adopted which requires Church leaders to disassociate the Church from any personal political activities and prohibits using the Church's name, property, or facilities in connection with any political activity. It also addresses that no part of the Church's net earnings can inure to the primary benefit of an individual. This policy can be found in this Section of the Policies and Procedures Manual.

15.0 DISCLOSURE

.01 Saint Matthew’s Episcopal Church employees, volunteers, and leaders are encouraged to disclose any perceived breaches of the Code of Ethics of which they are aware. Disclosure shall be made to a supervisor, the Rector, or any member of the Vestry. Any reported breaches will be investigated and appropriate action will be taken, if needed. Confidentiality will be maintained for the individual disclosing the breach, unless the matter raises serious legal implications. In such instances, the individual disclosing the breach will be notified. Saint Matthew’s Episcopal Church management will not take any adverse action against an individual solely for disclosing perceived breaches of the Code. Saint Matthew’s Episcopal Church encourages all employees, volunteers, and leaders to be prompt, open, and forthright in reporting perceived breaches of the Code of Ethics.

Section B.

Date Approved/Revised:

Approved By:

FEDERAL INCOME TAX EXEMPTION

Statement of Policy:

Saint Matthew's Episcopal Church qualifies for exemption from federal income tax and is eligible to issue tax deductible contribution statements to donors. This exemption is allowed under Section 501(c)(3) of the Internal Revenue Code. To maintain this exemption, Saint Matthew's Episcopal Church must remain organized and operated exclusively for religious, educational, or other charitable purposes, its net earnings may not inure to the benefit of any private individual or officer, no substantial part of its activity may be the carrying on of propaganda or otherwise attempting to influence legislation, and the Church may not intervene in political campaigns. The Rector and the Vestry are responsible to assure that this exemption is maintained; so long as the exemption does not jeopardize the Church's mission and ministry objectives and goals.

Therefore, Saint Matthew's Episcopal Church leaders will not knowingly perform "prohibited activities" which could result in the denial or revocation of Saint Matthew's Episcopal Church's federal income tax exempt status as granted under section 501(c)(3) of the Internal Revenue Code.

Procedures:

1.0 ADVANTAGES OF TAX EXEMPTION

.01 Following is a basic listing of advantages that an organization receives once the IRS has approved them as a tax-exempt organization. This listing is not considered all-inclusive.

- Exemption from the payment of federal income and excise taxes
- Qualifies for exemption from state and local income taxes
- Its donors can receive a deduction for contributions
- Qualifies for exemption from Federal Unemployment Tax Act (FUTA)
- Employees may participate in 403(b) tax-sheltered annuities and several other qualified retirement plans

- Qualifies for special standard nonprofit mail rates
- Eligible for government grants available only to organizations exempt under the 501(c)(3) status
- Qualifies for funding opportunities from foundations and other philanthropic organizations that support tax-exempt organizations under the 501(c)(3) status
- Often qualifies for exemption from state and local property taxes (if property is used exclusively for its exempt purposes) and certain sales and use taxes
- May exclude the payment of FICA matching taxes on its employees if opposed to the payment of such taxes on religious grounds and appropriately filed with the IRS on a timely basis
- May receive special free benefits from organizations because of their charitable status
- Churches are not required to file the annual IRS Form 990

.02 Certain federal, state and local taxes may still be imposed even if a tax-exempt status has been received (i.e. unrelated business income activities). Professional counsel shall always be obtained in determining the appropriateness of all tax exemption matters.

2.0 PROHIBITED ACTIVITIES

.01 Organizations exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code are prohibited from engaging in certain types of activities. Church leaders must ensure that such activities are not taking place. There are private organizations (i.e. Americans United for the Separation of Church and State) dedicated to locating Churches that conduct these activities and reporting them over to the IRS for investigation. Their convictions are based on the principle of maintaining a strict view regarding the separation of Church and state. Church leaders must internally monitor these types of activities and obtain General Counsel advice when in question.

.02 Following are the three "prohibited activities" which could result in the denial or revocation of the Church's federal income tax exemption status.

2.1 Inurement, Excessive Benefit Transactions and Private Benefit

.01 Churches exempt under section 501(c)(3) are prohibited from engaging in

activities that result in inurement of or the payment of excessive benefit transactions from the Church's net earnings. In its simplest terms, the prohibition against inurement and excessive benefit transactions means that the persons who organized or who now control or oversee an exempt organization, including its officers, directors, staff and members, may not use their control to acquire any of its funds or assets (other than for the payment of reasonable compensation for services rendered or in return for the payment of fair market value).

.02 Based on Internal Revenue Service Regulations, excess benefit transactions will be considered as: (1) any arrangement or transaction in which an economic benefit is provided to a disqualified person if the value of the compensation or benefits exceeds the value of the services provided by the disqualified person to the organization, or (2) to the extent provided in IRS regulations, any transaction in which the amount of an economic benefit provided to a disqualified person is based on the revenues of the organization, if the transaction results in unreasonable compensation being paid. A "disqualified person" is someone in a position to exercise substantial influence over the affairs of the organization. For Saint Matthew's Episcopal Church, this may include ministers, associates, directors, coordinators, and other staff who exercises significant authority.

.03 Examples of inurement and excess benefit transactions include the payment of unreasonable levels of compensation to its staff, granting of interest free loans, payment of legal fees on behalf of its individual members and officers acting in their "private" capacity, and transfers of copyright in a work made for hire situation. The Church's payment of reasonable rent to an insider for the Church's use of the insider's property would not constitute inurement of net earnings but the payment of an excessive amount in the form of rent would. The prohibition against inurement is absolute; therefore, any amount of inurement is grounds for loss of exempt status.

.04 In cases where an IRC Section 501(c)(3) organization provides an excess economic benefit to an insider, both the organization and the insider have engaged in an excess benefit transaction. The IRS may impose an excise tax on any insider who improperly benefits from an excess benefit transaction, as well as on organization managers who participate in such a transaction knowing that it is improper. An insider who benefits from an excess benefit transaction is also required to return the excess benefits to the organization. Detailed rules on excess benefit transactions are contained in the Code of Federal Regulations, Title 26, Sections 53.4958-0 through 53.4958-8.

.05 In addition to the prohibition on inurement and the payment of excess benefit transactions to "insiders," there is the requirement that a section 501(c)(3) organization's activities may not serve private interests. In general, an organization's activities must be directed toward exclusively religious, educational, and charitable purposes. The beneficiaries of the organization's activities must be

recognized objects of charity (such as the poor or the distressed) or the primary benefit of the activity must flow to the community at large (for example, through the conduct of religious services or the promotion of religion).

.06 To ensure that inurement and private benefit activities are not engaged in, the Vestry has approved the following individual policies:

- [Salary and Wage Administration Plan](#)
- [Saint Matthew's Episcopal Church Code of Ethics](#)
- [Conflict-of-Interest](#)

.07 These policies can be found under the Personnel and Leadership and Management Sections of the Church's Policies and Procedures Manual. The Vestry is responsible for the oversight of these policies.

2.2 Political Activity

.01 Churches and other organizations exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code are prohibited from participating or intervening, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office. If the IRS finds that an organization has engaged in these activities, it could result in the loss of their exempt status. Also, the IRS may assess an excise tax on the amount of the funds spent on such activity.

.02 Therefore, to avoid violating the political campaign provisions of the law, Saint Matthew's Episcopal Church will avoid the following practices:

- Endorsing a candidate directly or indirectly through a sermon, speech, newsletter, or sample ballot.
- Using a rating program to evaluate candidates.
- Publishing a candidate's statement.
- Publishing the names of candidates who agree to adhere to certain practices.
- Publishing candidate responses to a questionnaire that evidences a bias on certain issues.
- Publishing responses to an unbiased questionnaire focused on a narrow range of issues.
- Raising funds for a political candidate.

- Providing volunteers, mailing lists, publicity, or free use of facilities unless all parties and candidates in the community receive the same services.
- Paying campaign expenses for a candidate.
- Distributing statements about candidates or display campaign literature on Church premises.
- Using the Church's website to post material that promotes or opposes political candidates or provide links to candidate's official websites, party endorsed websites, or other organizations' websites that promote or oppose a particular candidate or candidates.

.03 Saint Matthew's Episcopal Church can hold a Candidates Forum for the purpose of educating voters in a non-partisan manner about each candidate and their issues. All candidates must be invited to such a Forum and each will be treated equally. A certified letter (return receipt requested) must be mailed to each candidate inviting them to such a Forum. Saint Matthew's Episcopal Church can also allow its facilities to be used in annual voter registrations.

.04 Saint Matthew's Episcopal Church will not allow Voter Guides to be distributed in Church facilities unless they have been reviewed in advance by the Church's General Counsel.

.05 This political activity prohibition is not intended to restrict free expression on political matters by Saint Matthew's Episcopal Church leaders speaking for themselves as individuals. Ministers and others, who commonly speak or write on behalf of Saint Matthew's Episcopal Church must clearly indicate, at the time they do so, that public comments made by them in connection with political campaigns or candidates are strictly personal and are not intended to represent Saint Matthew's Episcopal Church. Partisan comments by the employees or other representatives of Saint Matthew's Episcopal Church regarding political candidates must always be avoided in official Church publications and at official Church functions.

2.3 Attempting To Influence Legislation

.01 In general, no organization, including a Church, may qualify for tax-exempt status as a charitable organization if a substantial part of its activities is attempting to influence legislation.

.02 Whether an organization's legislative activity constitutes a "substantial part" of its overall activities is determined on the basis of all the pertinent facts and circumstances in each case. Consideration is given to a variety of factors including the time devoted by the organization to the activity (by both compensated and

volunteer workers), assets devoted to the activity (such as office space, machinery, etc.), as well as expenditures.

.03 An organization will be regarded as "attempting to influence legislation" (commonly known as "lobbying") if it contacts, or urges the public to contact, members of a legislative body for the purpose of proposing, supporting, or opposing legislation, or if the organization advocates the adoption or rejection of legislation. Organizations may, however, involve themselves in issues of public policy so long as the involvement does not result in attempts to influence legislation that constitute a substantial part of their activities. For example, Churches may conduct educational meetings, prepare and distribute educational materials, or otherwise consider public policy issues in an "educational manner" without jeopardizing their exempt status.

.04 "Legislation" includes action by the Congress, any state legislature, any local council or similar governing body, or by the public in a referendum, initiative, constitutional amendment, or similar procedure.

.06 The Church's official website must also be used in compliance with the above guidelines.

3.0 TAX EXEMPTION GROUP RULING

.01 A Church with a parent organization (i.e. the Episcopal Church) may wish to contact the parent to see if it has a *group ruling*. If the parent holds a group ruling, then the IRS may already recognize the Church as tax-exempt. Under the group exemption process, the parent organization becomes the holder of a group ruling that identifies other affiliated Churches or other affiliated organizations. A Church is recognized as tax-exempt if it is included in a list provided by the parent organization. The parent is then required to submit an annual group exemption update to the IRS in which it provides additions, deletions, and changes within the group. If the Church or other affiliated organization is included on such a list, it does not need to take further action in order to obtain recognition of tax-exempt status. Churches falling under a group ruling usually receive the same tax exemption advantages as noted above.

.02 A copy of the group ruling may be used as initial proof of the tax-exempt status of covered organizations. Persons or organizations making tax-deductible gifts to Saint Matthew's Episcopal Church may request evidence that the recipient of the gift is in fact a tax-exempt organization.

.03 A copy of this group ruling or IRS Group Exemption number must be obtained from the Church's denominational headquarters along with a letter stating that Saint Matthew's Episcopal Church does fall under the denominational group

ruling.

.04 An organization that is not covered under a group ruling shall contact its parent organization and see whether it is eligible to be included in the parent's application for the group ruling. For general information of the group exemption process, see Revenue Procedure 80-27, 1980-1 C.B. 677.

4.0 FILING REQUIREMENTS FOR OBTAINING TAX-EXEMPT STATUS

.01 Churches that meet the requirements of IRC Section 501(c)(3) are automatically considered exempt and are not required to apply for and obtain recognition of tax-exempt status from the IRS.

.02 Although there is no requirement to do so, many Churches seek recognition of exempt status from the IRS because such recognition assures Church leaders, members, and contributors that the Church is recognized as exempt and qualifies for related tax benefits. For example, contributors to a Church that has been recognized as tax-exempt would know for certain that their contributions are tax-deductible.

4.1 Employer Identification Number (EIN)

.01 Every tax-exempt organization, including a Church, must have an Employer Identification Number (EIN), whether or not the organization has any employees. There are many instances in which an EIN is necessary. For example, a Church needs an EIN when it opens a bank account, in order to be listed as a subordinate in a group ruling, or if it files information returns with the IRS (e.g., Forms W-2, 1099, 990-T).

4.5 Public Listings of Tax-Exempt Organizations

.01 The IRS lists organizations that are qualified to receive tax-deductible contributions in IRS Publication 78, *Cumulative List of Organizations Described in Section 170(c) of the Internal Revenue Code of 1986*. This publication is sold to the public through the Superintendent of Documents, U. S. Government Printing Office, Washington, DC. Publication 78 can also be downloaded from the IRS Website at www.irs.gov. Note that not every organization that is eligible to receive tax-deductible contributions is listed in Publication 78. For example, Churches that have not applied for recognition of tax-exempt status are not included in the publication. Only the parent organization in a group ruling is included by name in Publication 78.

Section C.

Date Approved/Revised:

Approved By:

ORGANIZATIONAL CHARTS

Statement of Policy:

Since each part of the Body of Christ is critical to effectively perform the various works of ministry within Saint Matthew's Episcopal Church, organizational charts will be prepared, constantly updated and effectively used to communicate visually the numerous ministries and staff positions of Saint Matthew's Episcopal Church.

*"From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work."
Ephesians 4:16*

Procedures:

1.0 PRIMARY MINISTRIES

.01 To assure that the works of ministry are being performed in a "decent and orderly" manner these organizational charts will display lines of responsibility and levels of authority within the ministries of Saint Matthew's Episcopal Church.

.03 When changes to a particular ministry or staff position occur, revised charts shall be issued within thirty days.

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Section D.

Date Approved/Revised:

Approved By:

VOLUNTEER OVERSIGHT

Statement of Policy:

All volunteer workers, persons who perform a work of ministry without financial compensation and without force to perform such tasks, are considered vital to the successful fulfillment of the ministry purpose of Saint Matthew's Episcopal Church. Furthermore, to reduce the likelihood of allegations regarding the negligence of volunteers, selection, screening, and supervision procedures shall be established and followed. These procedures will demonstrate that Saint Matthew's Episcopal Church acted with reasonable care in the selection, supervision, and use of its volunteer workers.

"There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of workings, but the same God works all of them in all men."

1 Corinthians 12:4-6

"Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much. So if you have not been trustworthy in handling worldly wealth, who will trust you with true riches?" Luke 16:10-11

"God is not unjust; he will not forget your work and the love you have shown him as you have helped his people and continue to help them." Hebrews 6:10

Procedures:

1.0 ORGANIZATIONAL STRUCTURE

.03 As noted in the [Organizational Charts](#) policy, found in this section of the Policies and Procedures Manual, there are numerous works of ministry being performed at Saint Matthew's Episcopal Church. Each of these ministries is being served by numerous parts of the Saint Matthew's Episcopal Church body of believers. Many of these parts are serving in the capacity of a volunteer.

.04 In an effort to better oversee the works of ministry being performed by volunteers, the following procedures have been developed. Refer to the [Workplace Guidelines](#) as located in the Personnel Section of this Policies and

Procedures Manual as they relate to Church employees.

2.0 MINISTRY DESCRIPTIONS

.01 Each ministry of Saint Matthew's Episcopal Church must be defined in a Ministry Description. These descriptions can be found in the [Ministry Description](#) section of the Organizational Manual of Saint Matthew's Episcopal Church.

.02 When a new Ministry Team or Committee of the Church is established, a Ministry Description will be completed. This description will provide the following basic information:

- Title of ministry
- To whom the ministry reports
- The staff advisor, if any, to the ministry
- Date description was prepared or last revised

.03 The Ministry Description will further define, in much more detail, the Ministry Purpose Statement and Specific List of Responsibilities. The purpose statement must tie directly back to the Church's overall Mission Purpose. The list of responsibilities shall reflect the basic duties of the ministry to be performed.

.04 An Organizational Chart has been prepared which shows where each ministry fits within the structure of Saint Matthew's Episcopal Church and to whom they are accountable.

3.0 LEADERSHIP POSITION DESCRIPTIONS

.01 When a new Ministry Team or Committee has been established, a Leadership Position Description should be prepared to assist in leading its activities. This description will provide the following basic information:

- Title of position
- To whom the leader reports
- Date description was prepared or last revised

.02 The Leadership Position Description will further define, in much more detail, the Principle Function and Specific Duties and Responsibilities. The primary purpose for preparing these descriptions is to allow Church members to know what is expected of them before they accept and hold a volunteer position.

.03 The Volunteer Job Definition ([Form No. 11-21](#)) can be used by leadership to assist them in creating a Leadership Position Description.

.04 All lay ministry leaders' descriptions can be found in Church office and is available for review by any Church member.

4.0 IDENTIFYING VOLUNTEERS

.01 The Volunteer Coordinator of Saint Matthew's Episcopal Church is the primary group that is responsible for staying current on the spiritual gifts, talents, interests, and availability for service of most Church members.

.02 This coordinator contacts new members and furnishes new members a Ministry Interests Survey ([Form No. 11-58](#)) which outlines numerous areas of service at Saint Matthew's Episcopal Church. A Spiritual Gifts Inventory ([Form No. 11-60](#)) is also made available.

.03 Annually, the coordinator sends this same survey to all Church members for their review and consideration for service. Members are also asked to give areas that are not included on the survey for which they would like to serve or develop a new ministry. A Service Profile ([Form No. 11-59](#)) can be used to inform leadership of areas in which they would like to serve.

.04 The Volunteer Coordinator works very closely with the Church Office to keep the Church's automated profile database current and accurate. This database maintains Church member's spiritual giftedness, talents, interests, hobbies, professions, etc.

.05 The Volunteer Coordinator stays in close contact with the staff of the Church to determine areas of need and obtain names of prospective Church member volunteers.

5.0 RECRUITMENT

.01 The Volunteer Coordinator is primarily responsible for performing the following recruiting procedures on a routine basis:

- Sends letters to members who are not presently serving in a volunteer capacity at Saint Matthew's Episcopal Church.
- Calls non-serving members to determine areas of interest and reasons why they are unable to serve.
- Sends Ministry Descriptions to members who have a spiritual gift or talent which complements a specific ministry.

- Calls members for temporary service in areas where a vacancy exists.

6.0 SCREENING PROCEDURES

The following procedures will be performed primarily by the Volunteer Coordinator. Certain assistance will be provided from staff.

.01 Each individual who will be serving at Saint Matthew's Episcopal Church in a volunteer position will be required to complete a Volunteer Leadership ([Form No. 11-57](#)) inquiry and a Volunteer Application ([Form No. 11-18](#)). Additionally, the volunteer must sign a Volunteer Liability Release and Waiver ([Form No. 7-21](#)) before references are checked.

.02 If the volunteer is planning to work with or around children or youth, they must also complete the requirements as stipulated in the [Prevention of Children and Youth Abuse](#) policy. This policy is included in this section of the Policies and Procedures Manual. Most Church volunteers will fall under this additional screening procedure.

.04 The Volunteer Coordinator will review the application and meet personally with the volunteer. This meeting will be documented on a Volunteer Interview Evaluation ([Form No. 11-19](#)).

.05 The appropriate Leadership Position Description will be reviewed with the individual and he or she will be asked if they have any questions regarding the content.

.07 Other screening procedures will need to be performed if the volunteer is to perform any of the following duties or responsibilities:

- Drive a Church vehicle - Refer to the [Use of Church Vehicles](#) policy as found in the Facilities Section of this Policies and Procedures Manual.
- Handle Church finances – Refer to [Credit Check](#) procedures as documented in the Personnel Section of this Policies and Procedures Manual.

.08 A personal file shall be maintained on each Church volunteer. All of the documentation mentioned above will be included in this file. These files shall be considered strictly confidential and shall be kept under lock and key.

8.0 SUPPORT AND CONTINUED TRAINING

.01 All currently active Church volunteers will be furnished established ministry goals and objectives for the life and programs of the Church, on a regular basis.

.02 Volunteers are encouraged to contact the Volunteer Coordinator to discuss concerns and frustrations they might be facing.

.06 Volunteer service will be continually reviewed by each ministry's coordinator. Evaluation tools, such as the Bible Study Class Evaluation ([Form No. 11-107](#)), will be used to assist in training the volunteers.

.07 Budget funds might also be provided for specialized continuing education training away from the Church.

.08 On a monthly basis, one area of ministry service will be highlighted in the morning worship service. All volunteers serving in that ministry will be recognized publicly.

.09 Annually, a Volunteer Banquet will be held to say "thank you" for the countless number of hours they serve the Lord.

.10 At the end of the volunteer's service, each volunteer will be asked to evaluate his or her service. Their suggestions are highly encouraged.

9.0 EVALUATION PROCESS

.01 Each year the committee chair will evaluate the overall service of the group and note observations on individual volunteers.

.02 The attendance at regular meetings of committees and ministry teams will be weighed very heavily. Leadership feels that "reasonable care" cannot be accomplished if volunteers are not present at regular meetings.

.03 Annually, the Volunteer Coordinator will complete an Inventory Worksheet of Ministry Volunteers ([Form No.11-23](#)). This worksheet will be distributed to the Rector and the Vestry.

Section E.

Date Approved/Revised:

Approved By:

PREVENTION OF CHILDREN AND YOUTH ABUSE

Statement of Policy:

Members of Saint Matthew's Episcopal Church come from a variety of experiences, backgrounds and needs. Church leadership is committed to providing an environment which is as safe as possible for children and youth who attend the Church or any sponsored programs or activities, and to take the necessary precautions to protect Church leaders from accusations or suspicions.

Church leadership recognizes the need to have formal, written policies and guidelines to help prevent the opportunity for, or the appearance of, abuse to a minor. The following procedures are not based on a lack of trust in a particular worker but instead are needed to protect our preschoolers, children, youth, employees, volunteers, and the entire Church body.

"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. And he took the children in his arms, put his hands on them and blessed them." Mark 10:14, 16

"Now it is required that those who have been given trust must prove faithful." 1 Corinthians 4:2

Procedures:

1.0 GUIDING PRINCIPLES

.01 By fostering awareness of appropriate, as well as inappropriate behaviors in the presence of minors, Saint Matthew's Episcopal Church, as part of the body of Christ, will demonstrate Christian love and respect for one another.

.02 Leadership recognizes that certain people have exceptional talents for teaching and supporting the growth and development of Saint Matthew's Episcopal Church's children and youth, and we wish to encourage them to use their spiritual gifts. At the same time however, we have set certain criteria on those adults who choose to serve in this capacity, so as to protect the well-being of our children and youth.

.03 Our intent is not to be judgmental, for we are all accountable to God. We rely on God's wisdom in developing, implementing, and carrying out His will through these guidelines. Compassion and truth will be the guiding forces for any investigation, reporting, or follow-up action that results from the procedures as outlined in this policy.

.04 Congregational support is critical for adherence to this policy. The limited nature of our resources, and our desire to devote as much as possible to the work of the Lord, dictate that this policy be fully understood by every member of our congregation and extended family. This will enable staff and leadership to do what is within their power to preserve the Church resources for the work of the Lord.

.05 In the context of these procedures, the words “worker” or “workers” can mean any of the following individuals who provide services or work support for the care and oversight of a minor in a ministry activity or event of Saint Matthew’s Episcopal Church.

- Any full-time or part-time paid employee of Saint Matthew’s Episcopal Church,
- Any self-employed individual who provides such care and support, and
- Any volunteer, no matter of their age, who is not compensated for their services.

2.0 PROHIBITED BEHAVIOR

.01 The following behaviors are prohibited for all workers. This list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute prohibited behavior.

- Threatening or inflicting physical injury upon a child or youth, other than by accidental means.
- Committing any sexual offense against a child or youth, or engaging in any sexual contact with a child or youth.
- Making any kind of sexual advance, or making a request for sexual favors, or engaging in other verbal, visual, or physical conduct of a sexual nature.
- The presence or possession of obscene or pornography materials at any function of Saint Matthew’s Episcopal Church.

- The presence, possession, or being under the influence of any illegal or illicit drugs or alcohol while leading or participating in a function for minors at Saint Matthew's Episcopal Church.

3.0 WORKER ENLISTMENT AND SCREENING

.01 Individuals considered for a position in the preschool, children, and/or youth areas of ministry must be members in good standing of Saint Matthew's Episcopal Church before serving in these areas.

.02 All workers must be 18 years of age or older. Younger persons may assist adults, but they may not take the place of adult workers. The Church may employ responsible teens (under the age of 18 years) in nursery or other positions with and under the direct supervision of an approved adult worker.

.03 All paid employees with preschool, children, and youth will complete the Application for Preschool, Children, or Youth Worker ([Form No. 12-13](#)). Volunteers will also need to complete the Volunteer Application ([Form No. 11-18](#)), the Authorization for Criminal/Court Records Check ([Form No. 12-14](#)) and the Affidavit of Good Moral Character ([Form No. 12-15](#)).

.04 A minister or committee chair responsible for that particular ministry area will interview all preschool, children, and youth volunteers. They will use the Volunteer Interview Evaluation ([Form No. 11-19](#)) to perform these evaluations. Additional information concerning the applicant may be required in the review process.

.05 All workers will be asked to provide personal references on the above-mentioned Screening Form. A Volunteer Liability Release and Waiver ([Form No. 7-21](#)) or employee Authorization and Release of Information ([Form No. 12-16](#)) must be signed before references are checked. The Volunteer Reference Check ([Form No. 11-20](#)) must be sent to any references that are checked or used to document discussions and findings.

.07 The steps listed above will need to be completed prior to the worker being allowed to serve in the preschool, children, or youth ministries.

.08 Individuals who have been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse cannot be used to serve nor will they be employed for any Church sponsored activity or program for preschool, children, or youth.

.09 Adult survivors of child abuse will be asked to meet with the Rector prior to

working in the preschool, children or youth areas.

.10 The use of adolescents must always be under the supervision and care of an adult teacher or adult worker.

.11 Workers shall be allowed to review his/her criminal records check and transcript at the Church, but under no circumstances shall the Church allow the worker to retain and/or copy his/her transcript.

4.0 GUIDELINES FOR VOLUNTEERS IN CHILDREN'S PROGRAMS

4.1 Worker Conduct

.01 Under no circumstances shall a worker be alone with a child behind a closed door.

.04 Any special information provided by the parent shall be kept on a Parents' Instructions/Baby's Schedule ([Form No. 11-29](#)).

.05 Care shall be taken by workers so that young children do not leave the ministry activity unattended.

.06 Classroom doors must never be locked while occupied.

.09 With preschool and kindergarten children, only a parent or other person specifically designated by the parent and known to the worker may pick up children. First and second grade children may be released without being picked up by a parent or other designated person if the parent provides written permission to do so. Third grade and older children will be released at the end of class unless the parents provide special instructions to the contrary. When the parents must pick up a child, the parents shall do so immediately after the service and before going to coffee hour or other activities.

.12 Touching to comfort or affirm a child in an age-appropriate manner is permitted. Children in first grade or older shall not sit in the lap of workers. Workers shall not touch children in genital areas except as necessary to change a diaper or to assist a child in the bathroom as noted below.

.13 Parents of preschool-age children are encouraged to change the diapers of their own children and shall check on their children between services if they plan to leave their child for both services. A worker will change a diaper only if the parent requests them to do so. This request can be contained on the Parents' Instructions/Baby's Schedule ([Form No. 11-29](#)) for the child. Parents who expect workers to change diapers are encouraged to supply the diapers.

.14 The Ministry Leader shall prescribe, and communicate to the workers, precautionary measures for dealing with dirty diapers, blood, vomit, and the like, such as the use of protective gloves. Any items needed for the precautionary measures will be provided by the Church. These rules will be updated as new knowledge becomes available. All childcare workers will receive training regarding the spread of infectious diseases and AIDS. The Director will use the [Infectious Disease and AIDS](#) policy as documented in this Leadership and Management Section of the Policies and Procedures Manual as the basis for this training.

.15 Either men or women may change diapers if it is done in the open and not behind closed doors.

4.2 Discipline of Children

.01 Physical discipline, such as spanking, is never permitted. Using physical restraint to prevent a child from doing something disruptive or dangerous is permitted and may, in some instances, be necessary. Affirmation and encouragement is always appropriate.

.02 The Ministry Leader shall advise workers on the best age-appropriate discipline methods.

.03 The behavior of a child who is a constant disruption to a class shall be documented on a Disciplinary Action Report ([Form No. 11-97](#)) and discussed with his or her parents. In appropriate circumstances, the parents can be asked to attend class to observe or control the problem behavior. If the behavior persists, the child may be removed from the class. A child who is a danger to other children shall be removed immediately.

4.3 Receiving and Dismissing of Children

.01 Children facilities open fifteen minutes prior to Church meetings and services. Parents are asked to call for their children immediately at the close of each session. Sometime even the most well adjusted child will become anxious if he is left after the other boys and girls are gone.

4.4 Continuing Training for Workers

.01 The Ministry Leader shall encourage workers to take advantage of ongoing continuing education opportunities. Some classes may be mandatory.

.02 The Ministry Leader shall provide child abuse prevention material to help the worker gain appreciation for the reality of this policy. These materials will also

assist workers in identifying possible child abuse in the future if they see signs of it.

.03 Mandatory training shall be provided on a regular basis for the statutory requirements for the mandatory reporting of child abuse, the definition of abuse, and other operational guidelines. Workers who do not attend this training will be relieved of their service.

4.5 Communication with Parents

.01 Workers shall attempt to keep open lines of communication with parents.

.02 All children who attend more than three times must be registered with the children's education program. The Toddler/Parent Information ([Form No.11-30](#)) will be used for preschoolers and the Child/Parent Information ([Form No. 11-101](#)) for all school-aged children. Immediate registration is encouraged. The registration form will include information on special needs, disabilities, continuing medications and will be updated annually.

.03 Parents shall always be permitted to observe in a classroom although the worker may tell the parent that his or her presence may be disruptive to the child.

.05 Parents shall be clearly advised as to where to report suspected abuse or other concerns regarding a classroom situation and be assured that they will not be retaliated against for making a report.

.06 Parents shall be advised that they must pick up their children no later than ten (10) minutes after the service is over unless special arrangements are made, with consent of the workers concerned.

.07 Parents shall be encouraged to change diapers and take children to the bathroom before class and between services to avoid problems during class.

.08 Parents shall not leave a child if the child has a fever or other severe illness. Parents must advise the workers if the child is on medication.

.09 A General Guidelines to Parents for Ministry Sleepovers ([Form No. 11-102](#)) letter shall be sent to all parents before a children ministry sleepover occurs.

4.6 Staffing the Children's Program

.01 There shall be a minimum of one (1) adult qualified worker assigned to each class, and a minimum of one (1) assigned to each "break-out group" which is part of a larger class.

.03 There shall always be a Coordinator on duty while class is in session who will make roving checks of all classrooms. The checks shall be on an irregular basis so that the time of the visit cannot be predicted from week to week.

.04 The Ministry Leader shall make provision for last-minute replacements of a worker who cannot be present on a given day. If a substitute worker cannot be obtained, the class must be cancelled or combined with another class.

.05 Parents may be requested to work in children's rooms to fill in or substitute for other workers.

.06 To ensure that there shall be sufficient substitutes available when the regular worker cannot attend, the Children's Ministry Team shall develop a program to encourage parents to undergo the worker screening process and to screen, on a preliminary basis, parent substitutes.

.07 Additional precautionary measures will be implemented for all off-site activities such as field trips and camping. Also, refer to the [Driving Rules](#) as noted below whenever transporting children.

4.8 Children/Youth Protection Agreement

.01 Upon acceptance as a children's ministry worker, each new worker is required to sign and date a Children/Youth Protection Agreement ([Form No. 11-103](#)). This Agreement states that the worker has received a copy of the Church's Prevention of Children and Youth Abuse Policy; has read and understands it; and will comply with the guidelines set forth in it.

.02 This signed Agreement will be placed in the employee's personnel file or volunteer's file.

5.0 GUIDELINES FOR VOLUNTEERS IN YOUTH PROGRAMS

5.1 Physical Contact

.01 Back rubs, neck rubs, massages, kissing, or similar contact are not allowed. Touching need not be completely avoided, but staff and workers must be aware of how it looks and how the person being touched may interpret the contact.

5.2 Staffing Considerations for Planned Activities

.01 A minimum of two (2) adults who have completed the required screening and training shall be present for all activities. A specific ratio of leaders to youth is not suggested; instead, the ratio shall be appropriate for the activity being undertaken.

The youth's parent or guardian must grant any exceptions to the two-adult rule.

.02 Any one-on-one meeting involving a youth must be conducted with the door open. Planned one-on-one lunches with members of the opposite sex must be held in public places and may only occur if (1) proper approval has been given by the parent or guardian and (2) separate transportation is used. At no time shall a youth worker pursue a dating relationship with a student.

5.3 Unplanned Meetings Between Director and Youth

.01 Unplanned contacts between a youth and a youth worker shall, insofar as possible, be conducted under the same rules, as are planned activities. It shall not be a violation of this policy, however, for the Youth Minister to talk with a youth in a private location with the door closed, when the youth has requested the closed meeting, providing; (1) the door is closed for a relatively brief time and (2) such meetings are infrequent.

5.4 Driving Rules

.01 All activities outside the Church in which children and youth participate, require the completion of a Permission and Medical Consent ([Form No. 7-01](#)) and a Waiver and Indemnity Agreement ([Form No. 7-02](#)) or equivalent.

.02 Only leaders or other qualified screened individuals may drive. All drivers must complete an Auto Safety Certification ([Form No. 13-83](#)) stating that they have a valid driver's license and proof of insurance to show to the person in charge of an event, if requested. When one vehicle is used for an event, the two-adult rule still applies unless parental permission is obtained prior to the trip. When several vehicles are taken for an event, keeping the other vehicles in sight is an acceptable substitute for the two-adult rule. The number of persons per vehicle must not exceed the number of seatbelts, and all occupants must wear seatbelts.

.04 Workers who frequently drive for youth activities must also obtain and read the [Vehicle and Road Safety](#) guidelines as found in the Facilities Section of this Policies and Procedures Manual.

.05 If the event requires the use of a Church owned vehicle, please refer to the [Use of Church Vehicle](#) policy as documented in the Facilities Section of this Policies and Procedures Manual.

5.5 Overnight Trip Rules

.01 Written Permission and Medical Consent ([Form No. 7-01](#)) and an Activity Participation Agreement ([Form No. 7-03](#)) must be completed prior to the trip. Two-deep adult leadership must be followed throughout the trip, with any exceptions

clearly stated and approved in advance by the parent or guardian. The total number of adults on each trip will be adjusted according to the requirement of the planned activities.

.02 Parent chaperons must complete an Application for Preschool, Children, or Youth Worker ([Form No. 12-13](#)) and Affidavit of Good Moral Character ([Form No. 12-15](#)) before supervising an event sponsored by Saint Matthew's Episcopal Church, but taking place off Church premises.

5.6 Children/Youth Protection Agreement

.01 Upon acceptance as a youth ministry worker, each new worker is required to sign and date a Children/Youth Protection Agreement ([Form No. 11-103](#)). This Agreement states that the worker has received a copy of the Church's Prevention of Children and Youth Abuse Policy; has read and understands it; and will comply with the guidelines set forth in it.

.02 This signed Agreement will be placed in the employee's personnel file or volunteer's file.

6.0 GUIDELINES REGARDING CHURCH FACILITIES

7.0 GUIDELINES REGARDING CHURCH WEBSITE

.01 Saint Matthew's Episcopal Church is committed to protecting the privacy and safety of children. If parents have any questions or concerns about the protection of children's privacy they can call the Church office.

.02 Saint Matthew's Episcopal Church shall never use the names, addresses, telephone numbers, e-mail addresses, or other information that identifies minors whose photos are used on the Church's website, even with permission from parents, since this information could be used by pedophiles to solicit or seduce children.

8.0 REPORTING AND INVESTIGATIONS

8.1 Reporting Requirements

.01 All workers shall immediately report and document any incident of abuse of which they have knowledge or which they have observed. Any person making such a report shall keep the information strictly confidential.

8.2 Incident of Abuse Defined

.01 An "incident of abuse" means any occurrence in which any person:

- Has threatened or inflicted physical injury upon a child, youth, or vulnerable adult, other than by accidental means, or is reasonably suspected to have done so.
- Commits or allows to be committed any sexual offense against a child, youth, or vulnerable adult, or engages in any sexual contact with a child, youth, or vulnerable adult, or is reasonably suspected to have done so.
- With respect to a child, youth, or vulnerable adult making any kind of sexual advance, or making a request for sexual favors, or engaging in sexually motivated physical contact, or engaging in other verbal, visual, or physical conduct of a sexual nature, or is reasonably suspected to have done so.

8.3 Reporting Procedure

.01 The person reporting an incident of abuse shall contact:

- The Rector if an incident of abuse involves a child (or in his/her absence the Senior Warden)
- The Youth Minister if an incident of abuse involves a youth (or in his/her absence the Rector or Senior Warden)
- The Rector if an incident of abuse involves a vulnerable adult (or in his/her absence the Senior Warden)

.02 The reporter shall inform him or her of all relevant facts with respect to the incident of abuse. Upon receiving a report of an incident of abuse, the person receiving the report, together with the reporter, shall complete the written Suspicion of Child Abuse Report ([Form No. 7-18](#)). However, in all cases where the alleged wrongdoer is the person to whom a report shall be made, he or she shall be considered absent for purposes of this reporting procedure.

8.4 Imminent Threat

.01 In all cases where an imminent threat of continued or additional abuse exists, any witness shall immediately contact the Church Office and request that immediate steps be taken to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured, the person witnessing the incident of abuse shall complete a written Suspicion of Child Abuse Report ([Form No. 7-18](#)).

8.5 Obligation to Report to the Child Abuse Investigators

.01 In all cases where any child or youth worker has reasonable cause to believe that a child or youth, known to the child or youth worker in an official or professional capacity, may be abused or neglected, the worker shall make a report to the local law enforcement agency's child abuse investigators. If the child or youth worker is in doubt regarding whether a report shall be made, he or she shall telephone the agency anonymously and discuss the situation with a counselor to determine whether a report shall be made. The child or youth worker shall make a written record of the name and title of the counselor with whom he or she spoke and the recommendation made by the counselor.

8.6 Responding to the Report

.01 When someone receives a report of an incident of abuse, he or she shall immediately take all steps necessary to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured and after the report has been appropriately documented (using [Form No. 7-18](#)), the person receiving the report shall:

- Immediately contact parents or guardian of the alleged victim to inform each one of them of the incident and shall ensure each parent or guardian has been notified. If one parent or guardian is the alleged wrongdoer, the person receiving the report shall contact the other parent or guardian and inform him or her of the incident individually.
- Immediately contact Saint Matthew's Episcopal Church's General Counsel, who shall within 72 hours of the report conduct an investigation (with the assistance of the Rector and the Youth Minister if the attorney requests such assistance) and determine whether there is reasonable cause to believe that the abuse may have occurred.
- Take all reasonable steps necessary to ensure that the alleged wrongdoer has no contact with the alleged victim pending investigation.
- Take all steps necessary to ensure that the alleged wrongdoer is barred from further work with children, youth, or vulnerable adults pending the investigation.

8.7 Investigation

.01 Upon learning of a reported incident of abuse, the attorney shall conduct the investigation under the supervision of a "Supervising Committee," which shall consist of the Rector, Senior Warden, Youth Minister, and attorney.

.02 The Supervising Committee shall ensure:

- That the investigation is kept strictly confidential and that all evidentiary privileges are maintained.
- That the investigation is thoroughly documented and that a confidential file is maintained.
- That all relevant witnesses are contacted and interviewed.
- That the interests of the alleged victim and alleged wrongdoer are protected during the investigative phase.
- That the attorney, within 72 hours of the report and in consultation with the Supervising Committee, reaches a conclusion whether there is reasonable cause to believe abuse may have occurred.

8.8 Conclusion of No Abuse

.01 If the attorney concludes that there is not reasonable cause to believe the abuse may have occurred, the attorney shall provide a written report to the Rector of Saint Matthew's Episcopal Church.

.02 The written report shall:

- Preserve the anonymity of the victim and the witnesses.
- Summarize the allegations and the steps taken to investigate them.
- Set forth the conclusion and the reasons supporting the conclusion.
- Set forth the temporary actions taken by the Supervising Committee and also set forth a recommendation of additional action to be taken by the Rector in response to the reported incident of abuse.

.03 Upon the request of the Rector, the attorney shall meet with the Vestry to discuss the written report. The Vestry shall have the right of access to the investigative file and the power to direct further investigation if advisable. The Vestry shall also have the power to take all reasonable action it deems appropriate in response to the reported incident of abuse.

8.9 Conclusion of Abuse

.01 If the attorney concludes that there is reasonable cause to believe abuse may

have occurred, the attorney shall provide a written report to the Rector and shall meet with the Rector to discuss the report.

.02 The written report shall:

- Identify the alleged victim, the alleged wrongdoer, and all witnesses identified and contacted.
- Set forth the allegations and the steps taken to investigate the allegations.
- Set forth the facts revealed by each significant witness.
- Set forth the conclusion and the reasons supporting the conclusion; and
- Set forth the temporary action taken by the Supervising Committee and also set forth a recommendation of additional action to be taken by the Rector.

.03 The Rector shall have the power to take all reasonable action it deems appropriate in response to the reported incident of abuse, upon consultation with the Vestry if such consultation is required.

.04 In addition, the attorney shall:

- Report the incident to the appropriate local law enforcement agency's child abuse investigators.
- Report the incident to all other appropriate governmental authorities.
- Send notice of a claim or potential claim to Saint Matthew's Episcopal Church general liability insurance carrier and, if appropriate, the sexual misconduct liability insurance carrier, as soon as possible, but in no event later than thirty (30) days after receiving the report of the incident or such shorter period of time as set forth in any applicable policy of insurance. The attorney shall also provide the carrier with all other information and cooperation such carrier shall lawfully require.
- Activate the Crisis Response Plan (see section 9 below).
- If the incident of abuse involves a member of the clergy, report the incident to the appropriate denomination office.
- Conduct all further investigations as directed by the Rector.

9.0 CRISIS RESPONSE PLAN

9.1 General Guidelines

.01 The Rector will be appointed spokesperson to handle dissemination of information to staff, media, and congregation. In his absence, the Associate Rector or Senior Warden will be the spokesperson.

.02 Have ready for release, a clear position statement stating Saint Matthew's Episcopal Church's policy regarding sexual abuse of minors and established safeguards.

.03 Select an attorney who will be present with the spokesperson while answering any investigative questions from the police or social service agencies.

.04 Use text or prepared public statement to answer press and inform congregation. At all times, the privacy and confidentiality of all those involved must be strictly maintained.

.05 Church spokesperson shall keep in mind that information given to or obtained by news media may have a bearing on the Church's liability, so careful judgment shall be exercised.

.06 Anticipate media questions.

.07 If the spokesperson does not know the answer to a question, he/she shall simply state, "I don't know, but I'll find out for you."

9.2 Guidelines for Spokesperson

.01 Be prepared.

.02 Define strategy.

.03 Be candid and honest.

.04 Never say "no comment".

.05 Be clear, concise and in context. Do not answer more than what is asked. Do not volunteer information.

.06 Take notes.

.07 Do not ask for quote review.

.08 Always respond to all calls and questions as quickly as possible.

Section F.

Date Approved/Revised:

Approved By:

SEXUAL MISCONDUCT OF MINISTERS

Statement of Policy:

Saint Matthew's Episcopal Church, in an effort to further the peace, unity and purity of the Church through the prevention and remediation of sexual misconduct within the Church, has developed this policy. In preparing the document, attention was given to setting and providing for enforcement of standards of ethical behavior consistent with Christian tradition and secular law. Ministers are considered as those who have been ordained, licensed, or commissioned for the works of ministry and called by the members of Saint Matthew's Episcopal Church to serve in a minister role; and lay individuals who have been ordained, licensed, or commissioned and to work in a ministry of Saint Matthew's Episcopal Church. This policy document shall be helpful in assuring consistency of practice and action within the Church, provide an information base for educating both ministers and Church members, and serve as a model in the development of leadership and management policies.

"Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach,"

1 Timothy 3:2

"No, I beat my body and make it my slave so that after I have preached to others, I myself will not be disqualified for the prize."

1 Corinthians 9:27

"Watch out that you do not lose what you have worked for, but that you may be rewarded fully." 2 John 8

Procedures:

1.0 DEFINING SEXUAL MISCONDUCT

.01 Sexual misconduct is the comprehensive term used in this policy to include: sexual abuse of children or adults, rape or sexual assault, and sexual harassment. Sexual misconduct is an abuse of authority and power, breaching Christian ethical principles by misusing a trust relationship to gain advantage over another for personal gratification in an abusive, exploitative, and unjust manner. Categories of

sexual misconduct are described below.

.02 Sexual abuse occurs whenever a person in a position of trust engages in a sexual act or sexual contact with another person to whom he or she owes a professional responsibility. Such abuse shall include, but not be limited to, the following:

- Sexual acts or sexual contact with a minor;
- Sexual acts or sexual contact involving inducement, threat, coercion, force, violence, or intimidation of another person;
- Sexual acts or contact between ministers and laity with whom they have a professional relationship. This includes consensual physical relationships. Sexual relationships even when consensual are not acceptable regardless of whether ministerial care is involved. The inherent imbalance of power between the minister and the lay person undermines the validity of such consent.
- Sexual acts or sexual contact with another person who is incapable of appraising the nature of the conduct or physically incapable of declining participation in, or communicating unwillingness to engage in, that sexual act or sexual contact; and
- Sexual acts or sexual contact arising from the administration to another person of a drug or intoxicant that substantially impairs the ability of that person to apprise or control the nature of the conduct.

.03 Child sexual abuse includes, 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. Child sexual abuse between an adult and a child is always considered forced whether or not consented to by the child. Child sexual abuse is a crime in all states and must be reported to civil authorities. For additional information regarding Saint Matthew's Episcopal Church's position on sexual abuse of a minor, please refer to the [Prevention of Children and Youth Abuse](#) policy as documented in this Leadership and Management Section of this Policies and Procedures Manual.

.04 Rape or sexual assault is a crime in every state and shall be reported to civil authorities and to the Vestry. A Crime Report ([Form No. 13-89](#)) shall always be completed if this event occurs.

.05 Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually offensive nature when: (1) submission to such conduct is made either explicitly or implicitly a term or

condition of an individual's employment or their continued status in an institution; (2) submission to or rejection of such conduct by an individual is the basis for employment decisions affecting that individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment. Sexual harassment can consist of a single intense or severe act or multiple persistent or persuasive acts. Sexual harassment may include, but is not limited to:

- sexually oriented jokes or humor;
- sexually demeaning comments;
- verbal suggestions of sexual involvement or sexual activity;
- questions or comments about sexual behavior;
- unwelcome or inappropriate physical contact;
- graphic or degrading comments about an individual's physical appearance;
- express or implied sexual advances or propositions;
- display of sexually suggestive objects or pictures; and
- repeated requests for social engagements after an individual refuses.

For additional information regarding Saint Matthew's Episcopal Church's position on sexual harassment, please refer to the [Sexual and Other Forms of Harassment](#) policy as documented in the Personnel Section of this Policies and Procedures Manual. This policy applies to all individuals who serve in any capacity at Saint Matthew's Episcopal Church.

2.0 GUIDELINES ON SEXUAL MISCONDUCT

.01 Sexual misconduct is never permissible. It is a violation of the principles set forth in Scripture as well as of ministerial, employment, and professional relationships.

.02 All ministers and ministerial inquirers and candidates shall be required to attend a seminar on the issues of sexual misconduct or to sign a statement of refusal to comply.

.03 Saint Matthew's Episcopal Church will apply the [Prevention of Children and](#)

[Youth Abuse](#) and the [Sexual and Other Forms of Harassment](#) policies, as noted above, to instances of sexual misconduct by ministers.

3.0 AVAILABILITY OF POLICY AND PROCEDURES

.01 All ministers shall be given copies of this policy and the two additional policies as noted in 2.0 (.03) above. Ministers are required to sign an Acknowledgement of Receipt of Policies ([Form No. 8-57](#)). This form acknowledges that the minister has received, read, understands and will comply with these policies.

.02 This policy shall also be available to all interested Church members and will be located in the official Policies and Procedures Manual of Saint Matthew's Episcopal Church.

4.0 MANAGEMENT OF ALLEGATIONS

.01 Resource Documents - The responsibilities, structures, and Church discipline procedures for responding to allegations of sexual misconduct of ministers are outlined in the [Conflict Resolution](#) policy as found in this Leadership and Management Section of the Policies and Procedures Manual.

.02 Liability and Insurance - The Junior Warden shall periodically obtain from the Church's insurance agents, written confirmation that the Church's liability insurance policy covers sexual misconduct liability for its programs and activities.

.03 Record Keeping – The Church Office will include in every employee's personnel file, including ministers, the application for employment, any employment questionnaires, reference responses, and other documents related to this policy including the signed acknowledgment receipt as noted above.

5.0 PRE-EMPLOYMENT SCREENING

.01 Pre-employment screening includes specific questions relating to possible sexual misconduct. Every minister who is being considered for employment with Saint Matthew's Episcopal Church is required to complete an Application for Preschool, Children, or Youth Worker ([Form No. 12-13](#)) and other required forms as stipulated in Church policies.

.02 The Rector or Vestry is responsible for making reference checks with prior served Churches to ascertain whether those persons had any knowledge of the applicant having any history of sexual misconduct. A written record of conversations and correspondence with references will be kept in the minister's

personnel file.

.03 Applicants shall be given an opportunity to correct or respond to information regarding sexual misconduct obtained from a reference check.

6.0 EDUCATION

.01 Saint Matthew's Episcopal Church has a commitment to offer, provide resources for, and to publicize educational opportunities to prevent sexual misconduct in the Church. Ministerial and support staff and any other persons, ministry teams, and committees working with this issue, including local congregation members are invited to read the resources and attend sexual misconduct prevention seminars. All personnel involved in ministry related to children and/or youth are required to attend these educational seminars.

7.0 RESPONSE TO ALLEGATIONS

.01 Known or suspected sexual misconduct by a minister shall be immediately reported to the Rector or Senior Warden and to other authorities where required in Church policies.

.02 The Rector or Senior Warden will contact the Church's General Counsel for advice and assistance.

.03 Sexual misconduct involving children shall be reported to the appropriate civil authorities.

.04 Ministers are subject to inquiry and Church discipline procedures as outlined in the [Conflict Resolution](#) policy. A final report, including any charges filed, and actions taken shall be documented in meeting minutes of the Vestry. A copy of the report will be filed in the permanent personnel file of the accused.

.05 A written complaint to the Vestry alleging sexual misconduct by a minister member of the Church subjects that minister to immediate administrative leave with pay.

.06 The minister may make a written confession of misconduct without a victim's complaint to the Vestry. The Vestry will proceed with Church discipline procedures.

.07 The Vestry will respect the rights of all parties involved: accusers/victims, accused, and any involved from the congregation. These rights include:

- To be heard and taken seriously. From the time that sexual misconduct is reported, all persons shall receive immediate attention and serious consideration from those representing the Church. A reasonable attempt to identify and to locate the victim(s) will be made in the case of self-accusal.
- To be informed about Church procedures with regard to the accusation. One member of the Vestry will be the council's contact for each party involved.
- To obtain legal advice.
- To be assured that justice will be pursued through the procedures set forth in the Church policies and discipline proceedings.
- To become engaged in work toward healing and reconciliation.

.08 The Vestry shall design a plan for provision of counseling or reimbursement of counseling fees for the victim(s) that involves the Rector, the victim's(s') insurance, the perpetrator, congregation, or its insurance for a reasonable period of time, up to a maximum of one year.

Section G.

Date Approved/Revised:

Approved By:

ORIENTATION OF VESTRY MEMBERS

Statement of Policy:

Every new Vestry member or committee chair will receive orientation training. The primary purpose for providing this training is to give an overview of the various ministries and operations of Saint Matthew's Episcopal Church. Specific areas to be covered in this training will be: Church governances, finances, personnel, facilities and general administration matters. The Vestry will develop and conduct these orientation sessions. A review of standards of conduct and personal commitment of service will also be part of the orientation process.

Effective orientation will give new Church leaders the specific information necessary to enable them to perform effectively as an overseer of Saint Matthew's Episcopal Church, and to assist the new leader in gaining a working knowledge of the Church's ministry goals and program services on a current and efficient basis.

"Paul and Barnabas appointed elders for them in each Church and, with prayer and fasting, committed them to the Lord, in whom they had put their trust." Acts 14:23

"It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be ministers and teachers, to prepare God's people for works of service, so that the body of Christ may be built up..." Ephesians 4:11-12

Procedures:

1.0 ORIENTATION MEETINGS

.01 An annual orientation meeting of all new Church leaders will occur in the first quarter of each year as soon after the annual meeting as practical. This meeting is designed to assist all new ministry leaders who have been appointed or elected to serve in the new year. Special orientation meetings can also be called to give updates to existing ministry leaders on important ministry or operational matters, or provide initial training to new leaders who have been elected or appointed to serve out the remaining terms for individuals who have resigned from their positions.

.02 At the start of this meeting, the Rector and Senior Warden will provide a brief overview of Saint Matthew's Episcopal Church's ministry philosophy, distinctive of ministry and specific ministry objectives and goals for the upcoming year as well as accomplishment from last year.

3.0 ORIENTATION MANUAL

.01 At the beginning of the orientation meeting each new ministry leader will be provided an Orientation Manual that will include, but not limited to, the following information:

- Philosophy of Ministry
- Organizational Charts:
 - Leadership and ministries
 - Staff
- Ministry Descriptions
- Current year meeting schedule
- Church Calendar of Events
- Strategic Ministry Plan for the Current Year
- Previous Year's Accomplishments (Annual Report)
- Financial Matters:
 - General Operating Budget for the current and previous year
- Policies and Procedures relative to their specific area of ministry (this can be given in CD form)
- Meeting minutes for the current and prior year

4.0 STANDARDS OF CONDUCT

.01 Saint Matthew's Episcopal Church desires that all works of ministry be done in a "decent and orderly" manner which will please Christ who is the Head of Saint

Matthew's Episcopal Church. In an effort to hold Saint Matthew's Episcopal Church leaders accountable to the highest integrity standards, the Vestry has adopted a formal Code of Ethics for its leaders to follow. The [Saint Matthew's Episcopal Church Code of Ethics](#) is located in this Leadership and Management Section of the Policies and Procedures Manual.

.02 This Code of Ethics will be distributed to each leader at the Orientation Meeting and the Executive Minister will provide an overview of its content.

Section H.

Date Approved/Revised:

Approved By:

CONTINUING EDUCATION TRAINING AND RESOURCES

Statement of Policy:

Lay ministry leaders of Saint Matthew's Episcopal Church are encouraged to stay current on issues and trends that directly impact their area of service. Fulfilling the fiduciary responsibilities for each ministry leader is a key ministry objective of Saint Matthew's Episcopal Church. Attending continuing education training opportunities and reading professional resources are two important means for accomplishing this objective. Saint Matthew's Episcopal Church will assist with the needed financial resources to assist with such training and resources.

"Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up." Galatians 6:9

"I know your deeds, your love and faith, your service and perseverance, and that you are now doing more than you did at first." Revelation 2:19

Procedures:

1.0 CHURCH SPONSORED TRAINING

.01 Church sponsored training will be coordinated by a clergy member or the appropriate ministry.

.05 All training sessions must be documented.

.06 All workshops conducted for Saint Matthew's Episcopal Church must be evaluated by all those attending by completing a Workshop Feedback ([Form No. 8-44](#)). The results of these forms will assist in the planning of future workshops and use of workshop leaders.

2.0 OTHER PROFESSIONAL TRAINING OPPORTUNITIES

.01 As part of the annual budgeting process, the Vestry discuss areas of needed training for their members for the upcoming year.

.02 Examples of several professional and ministry educational training opportunities, which might be appropriate for Vestry and ministry members, are as follows:

- Christian Ministry Resources Legal and Tax Workshops
- National Association of Church Business Administration Conferences
- Christian Management Association National or Regional Conferences
- InJoy Leadership Conferences
- Willowcreek Church Conferences
- Denominational Sponsored Events

.03 The Vestry and the ministries will select from their membership, those whom they feel would benefit the most from attending such training opportunities. The attendance of multiple members might be considered appropriate.

.04 Registration fees, travel, lodging, meals and any other necessary out-of-pocket expenses will be paid by the Church for such training. However, if individuals feel called to pay for part or all of their training that is allowable.

Section I.

Date Approved/Revised:

Approved By:

CHURCH MEETINGS AND RECORD KEEPING

Statement of Policy:

As Scripture states, "there is wisdom in the abundance of counsel." The Vestry recognizes the need for having regular and special called meetings. These meetings allow for the effective communication of information and feedback from its members. They also understand the importance of maintaining permanent records of all such meetings. Documentation forces accountability and accountability brings needed levels of protection. Therefore, all congregational, Vestry, and ministerial committee meetings of Saint Matthew's Episcopal Church will be held on a regular basis and their proceedings will be adequately documented for permanent record.

"Every matter must be established by the testimony of two or three witnesses." 2 Corinthians 13:1

"Therefore, since I myself have carefully investigated everything from the beginning, it seemed good also to me to write an orderly account for you..." Luke 1:3

"Esther's decree confirmed these regulations about Purim, and it was written down in the records." Esther 9:32

Procedures:

1.0 MEETINGS

1.1 Congregational Meetings

.01 There will be at least one meeting each year.

.02 The minutes shall include who presided over the meeting, quorum of members and a summary of actions taken at the meeting, in sufficient detail, to clearly describe what was discussed and agreed upon to avoid any subsequent disputes. The Memorandum of Meetings ([Form No. 6-11](#)) can be used to record such minutes.

.03 The meeting is to be conducted through formal proceedings according to parliamentary procedures of *Roberts Rules of Order*. As such, any items of action shall be properly introduced by a motion and seconded by members of the group. Unless otherwise stated in these policies & procedures, the item may then be voted upon by either written ballot or by polling the group (e.g. raising of hands) as long as a clear majority of voting members is demonstratable to the group as either in favor or opposed to the item.

.04 The initial item of each meeting shall be the reading and approving of the minutes of the previous meeting, or to make a motion to dispense with reading the minutes and to approve them "as is."

.05 Other items of business as listed on the agenda, including the Annual Church Report, the election of new Vestry members, and any other business that comes before the meeting shall be discussed and acted upon. At the conclusion of the meeting, a motion shall be made and carried to adjourn the meeting.

1.2 Vestry Meetings

.01 Standing Vestry meetings are the third Tuesday of each month. The Vestry has the right to move the meeting or cancel a meeting.

.02 Notification - Upon decision of the Senior Warden of the Vestry or by the Senior Minister of the Church to hold a meeting, or by the calling of a special meeting, each Vestry member of the Church is required to be given proper notice of the date, time, place of the meeting, agenda of the meeting and who is calling the meeting. Vestry members are to be given notice at least three days prior to the meeting. Notice can be given by mail, phone message or e-mail. If verbal notification becomes ineffective, written notification will be required.

.03 Quorum - In order to properly conduct business, a minimum number of Vestry members must be present at the meeting to form a quorum. A quorum is defined as two-thirds of the members.

.04 terms of Business - The notification shall include any specific items of business to be discussed and/or resolved at the meeting.

.06 Meeting Procedures - The procedures for conducting the meeting shall include the following areas:

- The Senior Warden of the Vestry will preside over the meeting and the secretary will be responsible for recording the minutes of the meeting. All

meetings require a well-constructed agenda. This agenda shall be sent to all Vestry members prior to the meeting. The minutes shall include who presided over the meeting, the Vestry members attending, and a summary of resolutions passed at the meeting, in sufficient detail, to clearly describe what was discussed and agreed upon.

- The meeting is to be conducted through formal proceedings according to parliamentary procedures such as *Roberts Rules of Order*. As such, any item of action shall be properly introduced for discussion by a motion and seconded by members of the group. At the conclusion of discussions regarding an item, a motion for a resolution shall be properly made and then voted upon by polling the group for all those in favor of the resolution, those opposed and those abstaining from voting. All abstentions must be so noted in the minutes.
- Any Vestry member with a personal or financial interest in an item to be voted upon by the Vestry, shall abstain from voting on the item. Further, the Vestry member shall disclose to the other members of the Vestry all material information concerning their interest(s) prior to any discussions and voting on the matter (Refer to the separate [Conflict-of-Interest](#) policy for additional details).
- The initial business item of the meeting shall be to approve the minutes of the previous meeting. Other items of business listed on the meeting agenda and any other business that comes before the Vestry shall then be discussed and acted upon. At the conclusion of the meeting, a motion shall be made and carried to adjourn the meeting.

1.3 Ministerial Staff Meetings

.01 Ministerial staff meetings will be held from time to time as established by the Rector. The Rector will establish who shall attend such meetings, what notification procedures need to exist and the agenda format.

.02 The Rector must appoint someone for recording staff meeting minutes. This individual could be his personal secretary or another staff person.

.03 The Rector will preside over the meetings and the secretary will be responsible for recording the minutes of the meeting. The minutes shall include who presided over the meeting, the staff attending, and any actions taken at the meeting, in sufficient detail, to clearly describe what was discussed and agreed upon. The Memorandum of Meetings ([Form No. 6-11](#)) can be used to record such minutes.

1.5 Committee Meetings

.01 Refer to [General Guidelines for Committees](#) policy as found in this Section of the Policies and Procedures Manual.

2.0 ATTENDANCE RECORDS

.01 Ministries Oversight Team, Stewardship Oversight Committee and Standing Committee members are required to attend at least 75% of scheduled and special called meetings. If a member cannot meet this participation requirement, then the member shall resign. Leadership strongly feels that each council/committee member must be well informed to discharge the fiduciary duties that have been assigned to him or her.

.02 The appointed secretaries of the oversight groups or committees are responsible for maintaining attendance records as part of their minute taking. A report of attendance will be made annually at the December meeting.

.03 The Nominating Committee shall be responsible for reviewing the annual attendance reports and notify the Vestry of any individuals who have not met the 75% requirement. This information will also be taken into consideration for future nominations.

3.0 FILING OF MEETING MINUTES AND OTHER DOCUMENTS

.01 The original minutes and attached documentation of all congregational, Vestry, ministerial staff, and committee meetings of Saint Matthew's Episcopal Church must be submitted to the Church Office to be included in Saint Matthew's Episcopal Church's Annual Minutes Binder. This binder will contain all official actions of the Church for the year. Each Annual Minutes Binder shall be maintained in a permanent, fireproof file cabinet maintained on the Church premises. It is the responsibility of the Church Office to review and assure that all minutes, resolutions, policies and documentation are being properly maintained.

.02 Additionally, the Church Office will be responsible for filing Church documents which include, but are not limited to, the Saint Matthew's Episcopal Church's Organizational Manual, Articles of Incorporation, and Policies and Procedures Manual

Section J.

Date Approved/Revised:

Approved By:

OVERSIGHT RESPONSIBILITIES OF VESTRY

Statement of Policy:

The Vestry is responsible to oversee the financial aspect of the church. It also will help the Rector lead, shepherd, and care for the spiritual condition of the Church.

Procedures:

1.0 RECTOR'S ANNUAL PERFORMANCE EVALUATION

.01 In November of each year the Vestry will conduct their annual evaluation of the Rector. If the Rector was hired in the current year, a six-month period must have lapsed before his first evaluation. The reason for performing the evaluation in November, instead of on his anniversary date, is to ensure that the results of the performance evaluation will be considered in the annual budget process.

.03 The Senior Warden will provide evaluation forms to the members of the Vestry and at his/her discretion selected members of the ministries, staff, congregation and other individuals whom the Senior Warden feel have a significant ministry relationship with the Rector. Following, are the various evaluation forms that will be used in this evaluation process:

- Performance Evaluation ([Form No. 12-53](#))
- Pastoral/Department Head Effectiveness Evaluation ([Form No. 12-54](#))
- Ministry Leader Evaluation ([Form No. 12-55](#))
- Pastor/Teacher Evaluation ([Form No. 12-56](#))

.04 These evaluation forms will allow the users to evaluate the Rector on such items as:

- relating to others
- dependability
- use of judgment
- ability to plan and organize
- knowledge of ministry responsibilities
- initiative

- communication skills
- leadership skills
- effective delegation
- preaching and teaching skills
- effective use of staff and their development
- Administrative skills
- financially responsible
- effective use of councils and committees
- vision casting

.05 Statistical facts and information (i.e. membership, visitors, giving, building campaigns, etc.) will also be reviewed, but such information will not take precedence over spiritual growth considerations (i.e. spiritual health of body, individuals being lead to the Lord, membership growth in discipleship, mission emphases, etc.).

.07 The entire Vestry will meet to address the assessment of the Rector.

.08 The entire Vestry and the Rector will then meet to discuss his/her personal assessment. During this meeting, recognition of accomplishments shall be mentioned, areas of improvements shall be noted, and identification of strengths and weaknesses mentioned. The Rector's Position Description shall also be reviewed and updated, and personal and ministry goals and objectives established for next year. The Rector will also be given the opportunity to share his personal views regarding the effectiveness of, and personal support received from the Vestry over the past year.

.09 The results of the Rector's performance evaluation will be thoroughly documented in a report noting all findings and recommendations. This report shall be distributed to the Rector and all elders for their review as to its reasonableness and fairness. Once agreed upon, the report would be signed by the Rector and the Senior Warden. The signed report would be placed in the Rector's personnel file.

.10 The Vestry will share the results of this annual evaluation process with the Church membership at its annual meeting.

2.0 EVALUATION OF OTHER STAFF MEMBERS

.01 The Rector is the primary link to ministry and operational achievement and conduct, so that all authority and accountability of staff, as far as the Vestry is concerned, is considered the authority and accountability of the Rector.

.02 Accordingly, the Vestry will never give instructions to persons who report directly or indirectly to the Rector.

.03 The Vestry will refrain from evaluating any staff member other than the Rector.

.04 It is the responsibility of the Rector to establish procedures to adequately evaluate the performance of his staff in light of the ministry objectives and goals that have been established for each ministry year. These procedures have been documented in the [Performance Evaluations](#) guidelines as documented in the Personnel Section of this Policies and Procedures Manual.

3.0 FORMING COUNCIL ADVISORY COMMITTEES

.01 The Vestry can establish special Advisory Committees to assist them in fulfilling the vision God has placed before them for the body of Saint Matthew's Episcopal Church.

.02 Following, are three Advisory Committees which can be established by the Vestry.

3.1 Nominating Committee

3.1.1 Ministry Purpose

.01 The Nominating Committee is responsible for maintaining a current file of prospective members who could serve in positions of leadership when a vacancy occurs. The Committee will also make recommendations for placement of ministry leaders.

3.1.2 Specific Responsibilities

.01 Be alert throughout the year to recognize those among Church membership with potential leadership and service abilities. Use the Prospective.

.02 Work closely with the Volunteer Coordinator in matching member's spiritual gifts, abilities, and interests with needs in leadership.

3.2 Strategic Ministry Planning Committee

3.2.1 Ministry Purpose

.01 Analyze Saint Matthew's Episcopal Church's ministry plan over a period of several years. The focus of the committee's work shall be ministry centered rather than just facility centered. The responsibility of the committee shall be much

broader in scope and look at all parts of the Church's life and work.

.02 Under certain circumstances, a task force or ad hoc committee may be formed to assist this committee in investigating specific long-range plans, goals and activities.

3.2.2 Specific Responsibilities

.01 Discover the planning needs.

.02 Lead in setting Church goals.

.03 Plan strategies for reaching the goals.

.04 Complete the long-range planning process.

.05 Establish an evaluating and implementation process.

3.3 Risk Assessment/Internal Auditing Committee

3.3.1 Ministry Purpose

.01 Provide assurance that the Church is operating its activities in an effective and efficient manner which demonstrates the wise stewardship of time and material resources.

.02 Provide assurance that key financial risk areas of the Church are being managed by the use of adequate internal controls in its operational systems.

.03 Provide assurance that the financial disclosures, made by the management of the Church, reasonably portray the ministry's financial condition, results of operations, cash flow needs, and long-term commitments.

.04 Provide assurance that the Church is in reasonable compliance with pertinent laws and regulations, is conducting its affairs ethically, and is maintaining effective controls against leadership and employee conflicts of interest.

.05 Develop a risk management strategy to protect Saint Matthew's Episcopal Church ministries and resources. Develop and implement risk reduction plans, and communicate these plans to Church leaders and the congregation as a whole. Conduct risk audits throughout the year and present results and recommendations to the elders.

.06 Investigate reported claims and suspensions of possible fraudulent activity.

3.3.2 Specific Responsibilities

.01 Review with Church staff employees and other lay ministry leaders the importance of assessing material risk within the Church's operations.

.02 Throughout the year, ask management about any possible risks or exposures they are aware of, which might be negative to the Church.

.03 Review and update the committee's responsibilities and duties annually.

.04 Review the organizational structure and operational systems of the Church to determine which areas shall be reviewed for material risk and exposure. The following areas shall be reviewed without exception:

- Governance and legal
- Management and leadership
- Finances and accounting
- Personnel
- Facilities
- Computer information systems
- Other significant organizational structures and operational systems which might be unique to your Church

Note - Prioritize areas with the highest degree of risk exposure first, for review.

.05 Review and update each internal audit checklist which is to be used in auditing the assigned area. Assure completion of coverage, reduction of redundant efforts, and the effective use of other audit resources. Consider scope of audit work for each area to be reviewed. Assignment of audit areas shall be based on the committee member's area of expertise.

.06 Perform internal audits on each of the areas as determined above. Review the reliability and integrity of financial and operational information; ensure compliance with Church policies, plans, procedures, laws, and regulations which could have a significant impact on the Church's operations and reports; review safeguards over Church owned assets; and ascertain whether results of operations or programs are consistent with established ministry objectives and goals and whether the operations or programs are being carried out as planned.

.07 Inquire of management regarding your findings in the internal audits and assist management in developing steps to be taken to eliminate or reduce such risks or exposures to the Church in the future.

.08 Work in conjunction with management's requests to the committee for

assistance in special reviews or studies.

.09 Review the Church's monthly financial reports for irregularities. Obtain explanations of variances from appropriate staff.

.11 Review legal and regulatory matters which could have a significant impact on the Church's finances and related Church compliance procedures. Correspondence received from governmental agencies shall always be reviewed.

.12 Report audit committee actions and findings to the Vestry with such recommendations as the committee may deem appropriate.

.14 Communicate to the Church membership annually as to what procedures were performed during the year and what improvements were implemented.

.17 The audit committee shall have the power to conduct or authorize investigations into any matters within the committee's scope or responsibilities. The committee will perform any other functions as assigned by the Vestry.

.18 If Saint Matthew's Episcopal Church has had an external audit performed by an independent certified public accounting firm, the Risk Assessment/Internal Auditing Committee's responsibilities and duties will include these additional responsibilities and duties:

- Recommend to the Vestry the independent accountants to be nominated, approve the compensation of the independent accountants, and review and approve the discharge of the independent accountants.
- Confirm and assure the independence of the independent accountant, including a review of management consulting services and related fees.
- Work with the independent accountants in planning the audit scope of work. Determine what work the Risk Assessment/Internal Auditing Committee has performed that the independent accountants can rely upon to perform their work.
- Review with management and the independent accountant at the completion of the annual examination, the audited financial statements and accountants report and recommendations.
- Inquire about significant accounting and reporting issues which may affect the Church.

.19 Review adequacies of insurance coverages against possible risks which could face the ministries of Saint Matthew's Episcopal Church.

.20 Identify non-financial areas of risk and develop plans to reduce the frequency of risk occurrences through appropriate preventive measures.

.21 Review avenues to reduce the severity of known risks and develop strategies to appropriately respond to risks when they do occur.

.22 Review that appropriate policies and procedures are in place to segregate Church assets so that no single event could occur which would negatively impact the ministry objectives and goals of the Church.

.23 Develop strategies that allow for duplication and back-up procedures in the event of a disaster occurrence.

7.0 COMPENSATION OF LAY MEMBER SERVING ON THE VESTRY

.01 In order to avoid a conflict-of-interest situation between an individual and Saint Matthew's Episcopal Church, the following procedures will be observed:

- If the Vestry member is asked or volunteers to perform a service in his capacity as a Vestry member, the Vestry member will not charge or be reimbursed for the service. Example: A Vestry member who is an attorney by profession is requested by the Vestry to research and/or give an opinion regarding director liability. That task will be done by the attorney as a volunteer at "no charge".

10.0 CONFIDENTIALITY

.01 Saint Matthew's Episcopal Church Vestry members may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with Saint Matthew's Episcopal Church to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom Saint Matthew's Episcopal Church has authorized disclosure. Vestry members shall use confidential information solely for the purpose of performing services as a Vestry member for Saint Matthew's Episcopal Church. This policy is not intended to prevent disclosure where disclosure is required by law.

.03 At the end of a Vestry member's term in office, he/she shall return, at the request of Saint Matthew's Episcopal Church, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his possession.

Section L.

Date Approved/Revised:

Approved By:

CONFLICT-OF-INTEREST

Statement of Policy:

No Church insider (Vestry member, immediate family member of a Church leader, staff employee, or any other person who is acting on the Church insiders behalf) shall use his or her position, or knowledge gained there from, in such a manner that a conflict between the interest of the Church or any of its integrated ministry auxiliaries and his or her personal interests arise.

Effective ministry service and wise stewardship depends on deliberate, thoughtful, and prayerful fiduciary decision making which will always be in the best interest of Saint Matthew's Episcopal Church--whether the decisions involve far-reaching matters of organizational policy, approval of major transactions, or the management and reporting of Church finances. All actions of the Church must be performed in a manner which will not only be pleasing to the Lord, but also in a manner which would avoid any criticism by Church members. Leadership strongly feels that even the appearance of a possible conflict-of-interest must be avoided. Conflicts-of-interest, if not handled appropriately and sensitively, can do lasting damage to the Church's governances and its reputation, credibility, and ability to fulfill its mission. Each Church insider has a duty to place the interest of the Church foremost in any dealings with the Church and has a continuing responsibility to comply with the requirements of this policy.

The conduct of personal business between any Church insider and the Church, or any of its integrated ministry auxiliaries, is prohibited. Church insiders may not obtain for themselves, their relatives, or their friends a material interest of any kind, except for reasonable levels of compensation and benefits paid to staff, from their association with the Church.

"The man of integrity walks securely, but he who takes crooked paths will be found out." Proverbs 10:9

"The integrity of the upright guides them, but the unfaithful are destroyed by their duplicity." Proverbs 11:3

Procedures:

1.0 EXAMPLES OF POSSIBLE CONFLICTS

.01 All ministry insiders shall avoid their involvement in any of the following circumstances. This list is not intended to be all-inclusive but is made to disclose areas of possible conflicts-of-interest:

- Receive unreasonable levels of compensation
- Receive excessive travel and entertainment expenses
- Receive excessive perks
- Receive personal loans from Church funds
- Use of Church printed materials to promote personal products or services
- Purchase of donated noncash gifts from the Church
- Receive premiums, products, discounts, etc. from the Church
- Personal use of Church credit cards/charge accounts
- Receive scholarship/benevolence gifts personally or for family members
- Hold a financial interest in, or will receive, any personal benefit from a business firm which furnishes services, materials or supplies to the Church
- Seek staff assistance, or the use of Church property or facilities, to an extent greater than that available to a Church member in similar circumstances or with similar need
- Use information received while serving the Church, for personal use that would be detrimental in any way to the Church

.02 Outside employment or personal business transactions or interests which occur during or interfere with the performance or work duties for Saint Matthew's Episcopal Church.

2.0 AWARENESS OF POLICY

.01 The Senior Warden is responsible to ensure that all Vestry members, committee members, and employees of the Church are made aware of the Church's policy with respect to conflicts-of-interest.

3.0 DISCLOSURE STATEMENTS

.01 All newly appointed Church insiders will complete and submit a Conflict-of-Interest Questionnaire ([Form No. 8-28](#)).

.02 All existing Church insiders will complete and submit an annual Conflict-of-Interest Statement ([Form No. 8-29](#)).

.03 If not previously disclosed, any real or apparent conflicts must be documented for leadership consideration on the Conflict-of-Interest Disclosure Annual Reporting Statement ([Form No. 8-30](#)).

.04 These Questionnaires and Statements will be reviewed by the Vestry which will attempt to resolve any action or potential conflict(s).

4.0 DUTY TO DISCLOSE AND ABSTAIN FROM TRANSACTION

.01 If a Church insider has an interest in a proposed transaction with the Church in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as trustee, director, or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction. These disclosures must be adequately documented in the appropriate Vestry minutes.

.02 Any Church insider who believes that he or she, or an immediate member of his or her family, is aware of a potential conflict-of-interest, in addition to filing a notice of disclosure, must abstain from:

- participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or answer questions)
- using their personal influence to affect deliberations
- making motions
- voting
- executing agreements
- taking similar actions on behalf of the organizations where the conflict-of-interest might pertain by law, agreement or otherwise.

.03 The responsible council, team and/or committee minutes shall fully disclose

the abstention of the affected Church insider.

5.0 EXAMINATION PROCEDURES

5.1 Determining Whether a Conflict-of-Interest Exists

.01 After disclosure of the financial interest, the Church insider shall leave the Vestry meeting while the financial interest is discussed and voted upon. The remaining Vestry shall decide if a conflict-of-interest exists.

5.3 Violations of the Conflict-of-Interest Policy

.01 If the Vestry has reasonable cause to believe that a member has failed to disclose actual or possible conflicts-of-interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

.02 If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Vestry determines that the member has in fact failed to disclose an actual or possible conflict-of-interest, it shall take appropriate disciplinary and corrective action.

.03 Noncompliance with the instruction to remove oneself from a situation of conflict-of-interest within a specified amount of time and return any gifts that may have been received by a staff person or employee may result in immediate dismissal. Noncompliance by an officer, trustee, or elected representative shall be grounds for removal from their position of service.

6.0 RECORDS OF PROCEEDINGS

.01 The minutes of the Vestry meeting shall contain the following:

- the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict-of-interest, the nature of the financial interest, any action taken to determine whether a conflict-of-interest was present, and the Vestry's decision as to whether a conflict-of-interest in fact existed.
- the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.