**Administrative Manual**

**First Presbyterian Church of High Springs**

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**18711 Main Street**

**High Springs, FL 32643**

**PREFACE**

In accordance with Constitution of Presbyterian Church (USA), Part II, this manual has been prepared to provide guidance in the administration of the ministries of First Presbyterian Church of High Springs (FPCHS). In the event that there is a conflict between any of the following and this manual, the following shall prevail in descending order:

1. The Holy Bible
2. The Constitution of the Presbyterian Church USA – Book 1, The Confessions
3. The Constitution of the Presbyterian Church (USA) – Book 2, the Book of Order
4. The By-Laws of FPCHS
5. The Administrative Manual (this text)

**BACKGROUND**

FPCHS functions has a unicameral board (where the functions of the Deacons and Trustees are assumed by the Session). There are no committees as the session functions as a committee of the whole.

**Chapter 1 – General**

**1000 Responsibilities of Session**

The Session, through its direct action or as delegated, shall

a. provide opportunities for evangelism to be learned and practiced in and by the church, that members may be better equipped to articulate their faith, to witness in word and deed to

the saving grace of Jesus Christ, and to invite persons into a new life in Christ;

b. receive members into the church upon profession of faith, upon reaffirmation of faith in Jesus Christ, or upon satisfactory certification of transfer of church membership, provided

that membership shall not be denied any person because of race, economic or social circumstances, or any other reason not related to profession of faith;

c. lead the congregation in participation in the mission of the whole Church in the world;

d. provide for the worship of the people of God, including the preaching of the Word, the sharing of the Sacraments, and for the music program, in keeping with the principles in the Directory for Worship, and to appeal to the presbytery for a duly trained and authorized elder in those extenuating circumstances where an ordained minister of the Word and Sacrament is not

available to meet the needs for the administration of the Lord’s Supper;

e. provide for the growth of its members and for their equipment for ministry through personal and pastoral care, educational programs including the church school, sharing in fellowship

and mutual support, and opportunities for witness and service in the world;

f. develop and supervise the church school and the educational program of the church;

g. lead the congregation in ministries of personal and social healing and reconciliation in the communities in which the church lives and bears its witness;

h. challenge the people of God with the privilege of responsible Christian stewardship of money and time and talents, developing effective ways for encouraging and gathering the

offerings of the people and assuring that all offerings are distributed to the objects toward which they were contributed;

i. establish the annual budget, determine the distribution of the church’s benevolences, and order offerings for Christian purposes, providing full information to the congregation of its decisions in such matters;

j. lead the congregation continually to discover what God is doing in the world and to plan for change, renewal, and reformation under the Word of God;

k. engage in a process for education and mutual growth of the members of the session;

l. instruct, examine, ordain, install, and welcome into common ministry elders and deacons on their election by the congregation and to inquire into their faithfulness in fulfilling

their responsibilities;

m. delegate and to supervise the work of the board of deacons and all other ministry teams, organizations and task forces within the congregation, providing for support, report, review, and control;

n. provide for the administration of the program of the church, including employment of non-ordained staff, with concern for equal employment opportunity, fair employment practices,

personnel policies, and the annual review of the adequacy of compensation for all staff, including all employees;

o. provide for the management of the property of the church, including determination of the appropriate use of church buildings and facilities, and to obtain property and liability insurance

coverage to protect the facilities, programs, and officers, including members of the session, staff,

and deacons;

p. maintain regular and continuing relationship to the higher governing bodies of the church, including

(1) electing commissioners to presbytery and receiving their reports

(2) nominating to presbytery ruling elders who may be considered for election to synod or General Assembly;

(3) in both the above responsibilities, implementing the principles of participation and inclusiveness to ensure fair representation in the decision making of the church;

(4) observing and carrying out the instructions of the higher governing bodies consistent with the Constitution of the Presbyterian Church (U.S.A.);

(5) welcoming representatives of the presbytery on the occasions of their visits;

(6) proposing to the presbytery and, through it, to the synod and the General Assembly

such measures as may be of common concern to the mission of the whole church;

(7) sending annually to the stated clerk of the presbytery statistical and other information according to the requirements of the presbytery.

q. establish and maintain those ecumenical relationships necessary for the life and mission of the church in its locality;

r. serve in judicial matters in accordance with the Rules of Discipline;

s. keep an accurate roll of the membership of the church and to grant certificates of transfer to other churches, which when issued for parents shall include the names of their children specifying whether they have been baptized, and which when issued for an elder or deacon shall include the record of ordination.

**1010 Quorum**

The quorum of Session shall be one third of its members or, in the case of the receiving or dismissing of members, the quorum shall be at least 2 active ruling elders plus the Moderator.

**1020 Clerk of Session**

1. The Clerk of Session shall maintain the minutes of the Session and corporation of the

congregation and shall ensure that the membership rolls are current and justly managed.

1. The term for the Clerk shall be one year. The Session, with the input of the Pastor, is

responsible for completing the search and selecting the Clerk. The Clerk must be a Ruling Elder however the Clerk may or may not be an active elder currently serving on Session.

1. Re-election of the Clerk of Session is not automatic and shall be completed every year.

**1030 Treasurer**

1. The term for the Treasurer shall be one year. The Session is responsible for the search

and selection of the Treasurer.

1. The Treasurer works for, and reports to, the Session. The Treasurer shall have voice but

no vote (unless an active Ruling Elder) at all Session meetings. Exception: if the Treasurer is not an active Ruling Elder, the Treasurer shall excuse himself/herself from Session if it in executive session or if the Session asks the Treasurer to be excused.

1. Re-election of the Treasurer is not automatic and shall be completed every year.

**1040 Congregational Meetings**

Congregational meetings shall be held in accordance with the Book of Order. Notice of an upcoming meeting shall be given on at least 2 consecutive Sundays. The meeting may be conducted on the second Sunday. All congregational meetings shall be conducted in accordance with *Robert’s Rules of Order* and the quorum shall be one tenth (1/10) of the active membership of the church.

**1050 Terms, Training and Examination of Ruling Elders and Deacons**

1. In accordance with the Book of Order, the Session shall ensure that elected Elders are

trained and examined prior to being ordained and/or installed. In so doing, the Session shall also review the inclusiveness and representation of the officers, ensuring that the elected leadership accurately reflects the make-up of the church in race, color, sex, and age.

1. Ruling elders shall be elected to a term of not more than three years and are eligible for

reelection for another term, provided that they do not serve for more than six (6) consecutive years. Normally, ruling elders are elected to a three (3) year term.

**1060 Meetings of the Session**

1. The Session meetings shall open and close with prayer and shall include an opportunity

for spiritual growth and reflection.

1. In the case of a stated Session meeting, an agenda (docket) shall be prepared in advance,

shall include reports from the Treasurer (as appropriate), and shall be made available to the Session at least two (2) days in advance of the meeting.

1. Special meetings of the Session shall have an agenda and shall be restricted to the

purpose for which it was called.

**1070 Participation in Councils Above the Session**

1. The Session shall elect a Ruling Elder to serve as commissioner at Presbytery meetings.

The Ruling Elder does not have to be actively serving on Session.

1. The Session shall ensure participation by Ruling Elders in the committees and work of

Councils above the level of the Session.

**1100 Review**

The Session shall review this manual on at least an annual basis, making changes as the situation dictates.

**Chapter 2 – Membership & Human Resources**

**2000 Membership**

The Session shall review the roll of active members on a calendar year basis, preferably during the end of the month of December (to allow maximum opportunity for participation in the life of the church). Members who have not attended worship in the previous 2 years and have not participated in any way in the life of the congregation (e.g., through the use of time, talent and treasure), shall be removed from membership. Members serving in the armed forces, who are shut-in or have a valid reason for not having participated in the life of the church (e.g., serving in an overseas mission capacity) may be included on the roll as an active member.

**2010 Employment**

Prospective new employees shall complete an employment background check as well as references. A full background check, meeting the standards of St. Augustine Presbytery, including a clean clearance of any prior arrests or convictions for child or sexual abuse, shall be completed before the start of employment.

**2020 Volunteers**

Criminal background checks shall be successfully completed before any volunteers are authorized to work with children, juveniles or at-risk adults. Background checks shall be completed at least once every two (2) years. From time to time it is recognized that there may be others who may be present around children, juveniles and at risk adults (e.g., during Sunday worship, Vacation Bible School, church dinners, etc.), these individuals shall not be left alone with a child, juvenile or at risk adult without some present who has received a clearance.

**Chapter 3 – Sexual Misconduct Policy, Harassment and**

**Child Protection Policy**

**3000 POLICY.** In an effort to further the peace, unity and purity of the church through the prevention and remediation of sexual misconduct within the church, the Session has developed policy to be used by all staff and volunteers. In preparing the document, attention was given to setting and providing for enforcement of standards of ethical behavior consistent with Reformed tradition, insurance requirements and secular law. Requirements and protections guaranteed under the Form of Government and the Rules of Discipline were particularly noted. This policy document should help in assuring consistency of practice and action within the congregation, providing an information base for educating both ordained leaders of the church as well as lay persons.

**3010 SEXUAL MISCONDUCT AND CHILD PROTECTION POLICY**

Appendix C contains the sexual misconduct and child protection policy of FPCHS known as the SafeConduct Policy. All staff, members and guests shall adhere to the SafeConduct policy.

**3020 HARASSMENT**

FPCHS is committed to providing a safe, welcoming, and respectful environment for all its members, visitors, and staff. In alignment with our Christian values and beliefs, we strive to ensure that everyone can worship, work, and participate in church activities without fear of harassment. This policy outlines our commitment to preventing harassment and the procedures for addressing any incidents that may occur.

### **a. Definition of Harassment**

### Harassment includes, but is not limited to, any unwelcome conduct, whether verbal, physical, or visual, that creates an intimidating, hostile, or offensive environment. This includes, but is not limited to:

* **Verbal Harassment**: Insults, jokes, or derogatory comments based on race, gender, age, sexual orientation, disability, or any other characteristic.
* **Physical Harassment**: Unwanted physical contact, such as touching, hugging, or patting.
* **Visual Harassment**: Display of derogatory or offensive posters, pictures, or drawings including text or images that might be shared via an electronic device (phone, tablet, computer).
* **Sexual Harassment**: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

### **b. Scope of the Policy**

### This policy applies to all members, visitors, staff, volunteers, and any individuals participating in church activities, whether on or off church premises.

### **c. Reporting Procedures**

1. **Immediate Action**: Any individual who believes they have experienced or witnessed harassment should report the incident immediately to the Pastor, the Clerk of Session or ruling elder.
2. **Confidentiality**: Reports of harassment will be handled with the utmost confidentiality to protect the privacy of all parties involved.
3. **Investigation**: The Session shall promptly and thoroughly investigate all reports of harassment. This may involve interviewing the parties involved and any witnesses.
4. **Resolution**: If harassment is found to have occurred, appropriate disciplinary action will be taken. This may include mediation, counseling, warnings, or dismissal from church activities, depending on the severity of the incident.

### **d. Support and Resources**

### FPCHS is committed to supporting individuals who have experienced harassment. Counseling and pastoral care will be available to those in need.

### **e. Non-Retaliation**

### Retaliation against anyone who reports harassment or participates in an investigation is strictly prohibited. Any acts of retaliation will be subject to disciplinary action in accordance with the Constitution of the Presbyterian Church (USA).

**3030 MANAGEMENT OF ALLEGATIONS OF SEXUAL MISCONDUCT BY RULING ELDERS**

a. Resource Documents - The responsibilities, structures, and procedures for responding to allegations of sexual misconduct are mandated by the Constitution of the Presbyterian Church (USA).

b. Liability and Insurance – The Session shall periodically obtain from their insurance

agents confirmation that their liability insurance policy covers sexual misconduct liability for their programs and activities.

**3040 POLICY ON RESPONSE TO ALLEGATIONS OF SEXUAL MISCONDUCT BY RULING ELDERS**

a. Known or suspected sexual misconduct by a Ruling Elder shall be reported to the Clerk of Session or Pastor. The Clerk of Session shall follow the process outlined in Appendix C and in the Constitution of the Presbyterian Church (USA).

Known or suspected sexual misconduct by a pastor/teaching elder shall be reported to the Clerk of Session who shall immediately notify the Stated Clerk of St. Augustine Presbytery. The Presbytery has oversight of all pastors/teaching elders and will follow their process for follow-up investigation and action.

b. In addition to the above, known or suspected sexual misconduct involving children shall be reported to civil authorities.

c. A written complaint to the Clerk of Session alleging sexual misconduct by a ruling elder may result in a removal from that function (administrative leave) until the investigation is completed.

**3050 TRAINING**

All employees and volunteers shall receive training on FPCHS and PCUSA policies prior to working with children. In accordance with the Constitution of the Presbyterian Church (USA) the Session shall ensure boundary training on sexual misconduct and child sexual abuse prevention training shall be conducted for the members at least once every thirty-six (36) months.

**Chapter 4 –Worship**

**4000 Baptism**

The Session shall ensure that a preparation for baptism is conducted by the pastor prior to an adult or child being baptized and approve all baptisms inside of FPCHS.

**4010 The Lord’s Supper**

The Lord’s Supper shall normally be celebrated on the first Sunday of every month, the first Sunday of Advent, and Maundy Thursday. When the first Sunday of Advent falls on a day other than the first Sunday of December, the Lord’s Supper shall be celebrated on the first Sunday of Advent in lieu of the first Sunday of December.

Additionally, the pastor of the church is authorized to serve the Lord’s Supper as needed in hospitals, nursing facilities, shut-ins or in other places and times as fitting to the situation (e.g., church retreats). The pastor shall report to the Session at the next Session meeting whenever the Lord’s Supper has been served outside of the confines of FPCHS.

**CHAPTER 5 – Hurricane and Disaster Preparedness**

**5000 Purpose.**  This plan outlines actions to be taken in the event that a hurricane or other natural disaster is expected to directly impact the building and grounds of either FPCHS as well as the members who reside within the surrounding community.

The PRIMARY goal of the plan is to mitigate any damage from the disaster to the church and members with first priority being given to the preservation of life. No plan can cover every incident so this is just a guide and is designed to be modified should the situation dictate it.

**5010 When a hurricane is forecasted to directly impact the church:**

The Pastor and Clerk will work with the Session to make a determination of the level of impact and action to be taken (e.g., a glancing blow by a category 1 storm is very different from a direct hit by a category 5 storm).

* 1. ours Before Impact
1. The Session shall ensure that any loose debris on the property are secured (e.g., chairs,

lawn ornaments, etc.).

b. The Pastor and Clerk will make a determination regarding the church books (the formal records of the church) as to whether or not to remove them from the property during the storm and take appropriate action.

* 1. Hours Before Impact
1. If deemed appropriate, the Pastor and Clerk will work with the Session to make a

determination about cancelling any worship celebrations or other church activities. Alternative means of worship may be utilized, as available (e.g., a recorded worship celebration via the web).

1. If deemed appropriate, the Session, staff and any available volunteers will meet to call

every member of the church to determine their desire to stay or leave. The purpose is after the storm to check in with the members and discern if they are safe and if they have any urgent needs.

NOTE: It is not expected that the leadership and staff of FPCHS will meet all (or even most) of the needs of members in a hurricane. But they may be able to assist in coordinating help from family, friends, or disaster response networks.

**5020 Immediately Before, During and Immediately Post Storm**

1. All members and staff are asked to remain safe and pray for God’s providence.

As Soon As Safe and Possible

1. A member of the Session shall visit the church property to determine any damage,

informing the Session of their findings.

1. The Session, staff and any available volunteers shall contact all of the members of the

church that chose to remain in town and ascertain as to their needs and safety. If they are unable to be reached by phone, to the extent possible, someone should visit their home to ensure their safety and needs, informing the others as to what they learned. If there is catastrophic/structural damage, they are NOT to enter the premises but inform rescue or disaster authorities of what they have found and their concern.

**5030 Within 48 Hours**

1. Session shall ensure the church building is ready to resume worship and other ministries.
2. If there is catastrophic damage to the church building, the available Session members will

meet to make arrangements for an alternative means/place of worship.

**5040 Presbytery**

There is a separate disaster plan within St. Augustine Presbytery. The Pastor will coordinate with the appropriate parties for pre and post storm meetings.

**5050 When a Tornado or damaging Severe Storm is Expected:**

1. As far as is possible, move all occupants to an interior room without a window. This

would include the choir room in the annex and the men’s and women’s room in the fellowship hall.

1. If space does not hold all of the occupants, move to a hall or area as far away from

windows as is possible.

1. Unless there is an imminent collapse of the building, DO NOT GO OUTSIDE! The

building will offer you more protection than being in the open (or being in an automobile) during a tornado or severe storm.

1. Once the storm has passed, assess for any injuries and damage and make the

appropriate 911 calls. After you have ensured the safety of all involved, if there is damage to the building, notify the Session.

**5060 Sink Hole**

Sink holes can occur at any time in North Central Florida. While unlikely in High Springs, it could conceivably happen. If a sink hole is detected, all parties shall immediately evacuate the impacted buildings and areas, not returning until public authorities have determined it is safe to return. Call 911 and, if appropriate, Session shall ensure the insurance agent is informed. Take pictures but only from a safe location.

**5070 Flooding**

If a flood is known or expected, if it is safe to do so, the Clerk of Session or any member of Session shall remove the church records and move them to a location that is anticipated to be high and dry. Once it is safe to return, Session shall assess the damage and take an appropriate course of action.

It is safe to assume that if the church gets flooded that members will also be impacted. Session, the pastor and/or volunteers shall contact every member of the church to ensure their safety and to offer help and prayers, as needed.

**CHAPTER 6 – Financial Management Policy**

**6000 Background**

A financial management policy is created in order to protect all parties, to follow industry and insurance standards, and to adhere to the Constitution of the Presbyterian Church (USA). It is never the intent of the policy to imply distrust in any way, shape or form. But as Christians, we are held to the highest standards on how we handle the Lord’s resources. Having a policy and standards in place helps to ensure donors and the wider church that we take that responsibility seriously and will protect their donations. Further, having sound policies in place actually helps prevent situations where someone could make unfounded allegations. Succinctly, it protects everyone involved from the ushers to the treasurer to the congregation.

These policies supplement the broader direction provided in the Book of Order.

1. **Sunday Offering**
2. In accordance with the Constitution of the Presbyterian Church (USA), two people shall

count the offering normally on Sunday morning immediately after worship, completing and signing a form indicating how much cash and checks were received. The form shall be retained by the church for a period not to exceed 7 years.

1. Normally, the Sunday offering will deposited into the church bank account by the end of

the next business day following receipt of the funds.

1. The treasurer shall track donations that are traceable to a donor, keeping an appropriate

record. Per Internal Revenue Service requirements, the treasurer shall inform the donor of their yearly donations by January 31 in the year following the donation (e.g., January 31, 2025 for donations in calendar year 2024).

**6020 Check Signing**

1. Checks of less than $750 require only one signature. Checks of $750 or more require

two signatures. The only exception is for routine payroll checks that have been approved in advance by the Session as contained in Session minutes.

1. A check signer shall not write out a check to themselves. Should they need to be

reimbursed or paid, an unrelated check signer must sign their check.

1. To the extent possible, all disbursements shall have a written invoice, receipt or minutes

from Session that support the expenditure.

1. There shall be at least three (3) authorized check signers.

**6030 Annual Fiscal Review**

In accordance with the Constitution of the Presbyterian Church (USA), an annual review of the financial records (or audit) shall be conducted annually by a team appointed by the Clerk of Session or the Session and must be unrelated to the treasurer. Normally, this review shall be done in late summer or early fall so as to be available for the annual mandatory review of the books by the Presbytery.

**APPENDIX A BY-LAWS**

FULLY AMENDED AND RESTATED BYLAWS OF

THE FIRST PRESBYTERIAN CHURCH OF HIGH SPRINGS, INC.

A Non-Profit Corporation

PREAMBLE

The First Presbyterian Church of High Springs, Inc. (hereinafter "Corporation") has been organized as a non-profit corporation under the laws of the State of Florida. The purpose for which the Corporation has been organized is to operate exclusively for religious, scientific, educational and other charitable purposes from a Christian perspective for transacting all functions and activities permitted by Chapter 617 of the Florida Statutes and such powers as corporations not for profit may otherwise now or hereafter have or acquire provided, however, that this corporation in exercising any one or more of such powers shall do so in furtherance of the purposes which will qualify it as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code or the corresponding section of any future federal tax code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code,

Such purposes shall include, but not be limited to, operating for the advancement of religion and for other charitable purposes, by the distribution of its funds for those purposes.

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Article Ill. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

These Bylaws are adopted for the governance of the Corporation in fulfilling its purpose.

ARTICLE I - ORGANIZATIONAL GOALS

To carry out its purpose, the Corporation has the following organizational goals (mission statement):

The good news of the Gospel is that the triune God—Father, Son, and Holy Spirit— creates, redeems, sustains, rules, and transforms all things and all people. This one living God, the Scriptures say, liberated the people of Israel from oppression and covenanted to be their God. By

the power of the Spirit, this one living God is incarnate in Jesus Christ, who came to live in the world, die for the world, and be raised again to new life. The Gospel of Jesus Christ announces the nearness of God's kingdom, bringing good news to all who are impoverished, sight to all who are blind, freedom to all who are oppressed, and proclaiming the Lord's favor upon all creation. The mission of God in Christ gives shape and substance to the life and work of the

Church. In Christ, the Church participates in God's mission for the transformation of creation and humanity by proclaiming to all people the good news of God's love, offering to all people the grace of God at font and table, and calling all people to discipleship in Christ. Human beings have no higher goal in life than to glorify and enjoy God now and forever, living in covenant fellowship with God and participating in God's mission.

ARTICLE II - OFFICES

The principal office of the Corporation in the State of Florida shall be located at 18711 Main St., High Springs, Florida 32643, and may be relocated from time to time as determined by the Board of Directors. The Corporation may have such other offices as the Board of Directors may determine from time to time.

ARTICLE III - MEMBERSHIP

Those persons who, from time to time, serve as elected members of the Board of Directors of the Corporation shall be members of the Corporation and shall have the full right to vote (with the exception of the pastor who by Book of Order cannot be a member of the Corporation but is considered a voting member of Session/Board of Directors).

ARTICLE IV - SESSION (BOARD OF DIRECTORS)

Section One - Membership

Number: The number of members of the Session shall never be less than five or more than eleven. The Session shall be the board of directors of the Corporation. The Session may be referred to as the Board of Directors.

Nomination and Election of Members: Directors and Deacons shall be nominated by a church officer nominating committee and shall be elected by the congregation.

Term: The term of membership on the Board of Directors shall be three ~~two~~ years and no more than 6 consecutive years (without a year off of the Board). To the maximum extent possible, terms shall be staggered so that approximately one-third of the Board members are elected each year.

Absences and Terminations: Any member of the Board who has two or more unexecused absences will be deemed as having submitted their resignation from the Board, effective on the first meeting following the second unexcused absence. Should any member of the Board have neglect of duty, misconduct, or malfeasance of office, it shall be handled in accordance with the Book of Order, Form of Government and Rules of Discipline.

Conflict of Interest. Every member, director and officer shall comply with the Conflict of Interest Policy passed by Resolution of the Board.

Voting Procedures. In order for any member's vote to be valid, the member must be present at the meeting at which such vote is taken.

The Session may vote by telephone or polling by mail or e-mail, provided that a majority of the Session, as the case may be, approves such procedure at the time it is used.

The vote will carry by a majority of the votes cast. The minister (moderator) is a voting member of the Session.

Vacancies. Vacancies existing on the Board of Directors from time to time shall be filled by the same process as nominating and electing new Board members. The member elected to fill the vacancy shall hold office for the unexpired portion of the term.

Moderator. The minister shall be the Moderator of the Board of Directors and conduct all meetings. In the event of an absence of the minister, the Board of Directors shall consult with the Presbytery to obtain a temporary moderator.

Section Two - Duties.

The Board of Directors shall supervise and approve the annual budget and all major budget revisions.

The Board of Directors shall establish policy and program direction for the Corporation.

The Board of Directors shall establish such administrative structure as is necessary for operation of the corporation.

The Board of Directors shall establish necessary committees, authorize necessary studies, and approve all grants and agreements which are to be a part of the corporation's programs.

The Board of Directors shall review the program operations of the Corporation on an annual basis.

The Board of Directors shall adopt and amend bylaws of the Corporation as needed.

The Board of Directors shall amend the Articles of Incorporation as needed.

The Board of Directors shall fulfill all of the requirements for a Session as contained in the current PCUSA Book of Order.

Section Three - Meetings.

Regular Meetings. Unless otherwise changed, the Board of Directors shall meet in regular session~~,~~ at a time and place designated by the Board.

Special Meetings. Special meetings of the Board of Directors for any purpose, may be called by the Moderator, or may be called at the request of at least two (2) voting members of the Board.

Annual Meetings. The Board of Directors shall meet once annually in the month of February for the purposes of: (l) reporting to the Corporation on the prior year's activities and next year's proposed activities, and (2) conduct the election of officers.

Notice of Meetings. (I) Notice of any regular meetings shall be given to all voting members of the Board at least seven days prior to such meeting, stating the time, place, date and day of the meeting; (2) Notice of special meeting shall be given at least twenty-four hours in advance. Notice of a special meeting shall also include the purpose or purposes of the meeting.

Quorum. No official business may be transacted in the absence of a quorum. (1) The presence of a majority of the voting directors shall be necessary at any meeting of the Board to constitute a quorum to transact business; (2) The act of a majority of directors present at a meeting when a quorum is present shall be the act of the Board of Directors.

Section Four - Compensation.

No member of the Board of Directors shall receive compensation for service as such; however, the Board of Directors may reimburse members for reasonable expenses actually incurred by a member in the discharge of duties as a member of the Board of Directors.

If a member of the Board of Directors is employed by the Corporation in another capacity, such member shall be entitled to receive such compensation for services rendered as may be determined by the Board of Directors, but in no event shall compensation be paid for services as a member of the Board.

ARTICLE V – DEACONS

The ministry of deacon as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress. Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment should be chosen for this ministry. In essence, they are to assist the pastor in extending pastoral care to those in need.

At the direction of the Session, and with election by the congregation, up to 3 Deacons may be ordained and installed for terms not to exceed 3 years and may not exceed 6 consecutive years (without a year off of the board of Deacons). Their ministry is under the supervision and authority of the Session. Deacons shall assume other duties as may be delegated to them by the Session, including assisting with the Lord’s Supper. Should there be no installed Deacons, the function of this ordered ministry shall be the responsibility of the ruling elders and the Session.

ARTICLE VI - OFFICERS

Section One - Executive Committee

The officers of the Corporation shall be a president, secretary and treasurer. The officers shall compose the executive committee of the Board of Directors and shall serve two-years terms as officers. Board members may stand for election to the same officer position for multiple terms.

President: A President of the Corpoeration shall be elected by the Board. The president shall perform all duties set forth in Florida Statutes, all duties set forth in the bylaws of the Corporation, and such duties assigned from time to time by the Board of Directors.

Secretary: The Clerk of the Session shall be the secretary of the Corporation. The secretary shall supervise the recording of minutes of all meetings, shall supervise the maintenance of general records of the organization and shall assume other duties as may be requested by the Board of Directors.

Treasurer: The treasurer shall supervise the preparation of the annual budget, all budget revisions, and all fund-raising activities of the organization; shall serve as custodian of funds; shall be responsible for assuring compliance with all IRS reporting requirements; and shall assume other duties as may be requested by the Board of Directors.

Vacancies: A vacancy in any principal office shall be filled by the Session to serve the unexpired term.

Election and Removal of Officers: The Board of Directors shall elect corporate officers annually at the January meeting. Officers of the corporation may be removed from office for neglect of duty, misconduct, malfeasance of office, or for two absences from Board meetings within the calendar year. The officer in question must be informed in writing of the cause for removal and afforded an opportunity to a hearing by the Board, at its next regular or special meeting, if so requested.

Section Two - Committees and Board of Directors

Except for the Executive Committee, the Moderator may appoint, with Board confirmation, standing committee chairs from among Board members as needed. Ad hoc committees and task forces may be established as needed. The Moderator shall serve, ex-officio, on all committees.

ARTICLE VII - CONTRACTS, LOANS, CHECKS, DEPOSITS

Section One - Contracts

The Board of Directors may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authorization may be general or confined to specific instances.

Section Two - Loans

No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by, or under the authority of, a resolution of the Board of Directors. Such authorization may be general or confined to specific instances. Should the loan involve the encumbering of any property, the loan must first receive approval by a majority vote of the congregation and the approval of St. Augustine Presbytery.

Section Three - Checks, drafts, etc.

All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by or under the authority of a resolution to the Board of Directors.

Section Four - Deposits

All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as may be selected by or under the authority of the Board of Directors.

ARTICLE VIII - PROCEDURE

In all matters of procedure, the Board of Directors shall establish and may amend, from time to time, rules of procedure for the conduct of meetings.

ARTICLE IX- LIABILITY

Members of the Board of Directors and officers shall not be personally liable for court awarded damages against the Corporation or the legal cost thereof when acting in good faith and within the authority granted by the Bylaws. Any such legal costs and damages shall be the responsibility of the Corporation, which at all times shall maintain liability insurance covering good faith, authorized acts of the Board of Directors and its officers.

ARTICLE X - AMENDMENTS

These Bylaws may be altered, revised, or repealed and new Bylaws may be adopted by the Board of Directors at any regular or special meeting of the Board called for that purpose, by two-thirds vote of the Board, present and voting, provided that a quorum is present; and provided further, that the proposed amendment shall have been introduced, read and entered in the minutes of the preceding regular or special meeting of the Board and provided to each member of the Board (via mail or email) at least ten days prior to the meeting at which final action is to be taken.

ARTICLE XI - BOOK OF ORDER

The Corporation shall be governed by the Constitution of the Presbyterian Church (U.SA.) Part 11 Book of Order.

WE HEREBY CERTIFY that the foregoing Bylaws of The First Presbyterian Church of High Springs, Inc. were passed by at a special meeting of the Board of Directors on **Sunday, August 14, 2025**.

***(Signed Original on File)***

Ruling Elder Tish Waters, Clerk of the Session (Secretary)

***(Signed Original on File)***

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The Rev. Dr. Clinton Cottrell, Moderator of Session

**APPENDIX B**

**FIRST PRESBYTERIAN CHURCH HIGH SPRINGS**

**PERSONNEL MANUAL**

**EMPLOYMENT WITH FIRST PRESBYTERIAN CHURCH HIGH SPRINGS**

INTRODUCTORY STATEMENT

This Personnel Manual applies to all employees and is intended to provide information about FPCHS’s personnel policies, procedures, and standards. All employees are expected to read, understand, and become familiar with the manual and comply with the standards that have been established. FPCHS reserves the right to modify, supplement, rescind, or revise any policy or procedure, in whole or in part, at any time.

While FPCHS believes wholeheartedly in the policies, practices, programs and procedures described in this Personnel Manual, they are not conditions of employment, and they are merely intended as guidelines. The language used in this Personnel Manual is not intended to create a contract between FPCHS and any one or all of its employees.

If there is a conflict between this Personnel Manual and the *Book of Order* of the Presbyterian Church (U.S.A.), the Book of Order shall prevail. If there is a conflict between the provisions of this Personnel Manual and those set forth in the terms of an ordained staff member's call, the terms of the call shall prevail.

Benefits include only salary, FICA and authorized vacation or sick leave, no health or other benefits are provided (unless specifically covered by a separate agreement). For pastors, they are subject to SECA and that expense is to be borne by the pastor. In instances where the Personnel Manual and FPCHS personnel policies or plan documents, including insurance policies, may disagree, the policies and plans will always prevail. The final decision on any questions regarding interpretation of FPCHS’s policies rests with the Session subjest to Presbytery oversight.

Except by prior written agreement, employment at FPCHS is on an "at-will" basis. This means that the employment relationship may be ended at the choice of either party, with or without notice, and with or without cause, at any time.

NON-DISCRIMINATION POLICY

FPCHS is an equal opportunity employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, promotion or compensation, layoff or termination, and selection for training in a nondiscriminatory manner without regard to age, color, gender, marital status, national origin, disability, race, religion, or on any other basis prohibited by federal, state, or local law, except where FPCHS has determined religious affiliations to be a bona fide occupational qualification. Because FPCHS is a religious employer, under the First Amendment to the U.S. Constitution and state provisions, some federal, state, and local laws may not be applicable to FPCHS.

COMPLIANCE WITH IMMIGRATION REFORM AND CONTROL ACT OF 1986

FPCHS complies with the Immigration Reform and Control Act of 1986 by refraining from discrimination against any applicant or employee on the basis of citizenship status as defined in the Act and regulations issued under it.

FPCHS also complies with the Act's prohibition against employing any person who fails to present appropriate documentation establishing identity and eligibility for U.S. employment within designated time limits following acceptance of an offer of employment. This places an affirmative obligation on all new employees to obtain and present such documentation within those time frames designated in the Act and regulations, or within such lesser time frames and under such conditions as FPCHS may, by written rule, designate.

INITIAL ORIENTATION PERIOD

All new employees will undergo a 90 calendar day initial evaluation period permits both the employee and FPCHS the opportunity to review job performance. FPCHS may dismiss an employee at any time without notice or stated cause. This initial review period does not prevent the employee or the employer from terminating this employment "at will".

PART-TIME AND TEMPORARY EMPLOYEES

All employees of the church are normally considered to be part time employees. From time to time, as needs dictate, the church may choose to employee temporary employees. Additionally, should needs change in the future, the Session could always choose to hire a full-time employee.

OPEN DOOR POLICY

Communication is very important. For this reason, FPCHS maintains an "open door" policy to encourage all employees to seek answers to their questions about general procedures or specific job situations from the Pastor or Clerk of Session.

EMPLOYING BODY

In accordance with the Book of Order, all employees work at the pleasure and will of the Session. The only exception would be a called and installed pastor which, per the Book of Order, would require action of the Congregation as well as the Presbytery.

PROFESSIONAL CONDUCT AND APPEARANCE

To project a conservative and professional image to our members and visitors, appropriate appearance is important. employees are our representative to the public and should reflect FPCHS's professional image. Cleanliness, neatness, good personal hygiene and appropriate dress are expected at all times. Consult the Pastor or Clerk of Session if you have questions as to what constitutes appropriate attire and workplace conduct.

PARKING AND PERSONAL PROPERTY LIABILITY

FPCHS assumes no responsibility for damage or loss to your car or personal property while on FPCHS’s premises.

**TIMEKEEPING, BREAKS, AND TIME OFF**

WORK WEEK

Due to the nature of FPCHS, there are no office hours. Employees are expected to be present for worship or other appropriate duties. Employees are responsible for knowing when they are scheduled to work.

If for any reason an employee may be absent or late to work, he/she should notify the Pastor, or if unavailable, the Clerk of Session prior to their scheduled shift and indicate the reason for their absence.

Failure to report to work or notify the Pastor or Clerk of absence may result in disciplinary action up to and including termination. Repeated tardiness indicates a lack of responsibility and shall be the cause for disciplinary action up to and including dismissal.

OVERTIME

Except where approved in advance by the Session, overtime is not authorized.

VACATION

Vacation is set in advance by the Session and must be approved by the Pastor or, in his/her absence, the Clerk of Session. Any vacation that is authorized and not used in the calendar year shall become null and void. Upon termination of employment, employees will be paid for unused vacation time that has been provided through the last day of work. FPCHS will not pay for vacation time accrued more than 1 year after being earned or for unearned partial years**.**

SICK LEAVE

FPCHS through the Session may, at its discretion, approve sick leave for an employee that will be unable to work due to illness or injury. Employees who are unable to report to work due to illness or injury should notify Pastor, or in his/her absence, the Clerk of Session, before the scheduled start of their workday if possible.

Unused sick leave will not be paid to employees either during employment or following termination.

COMPENSATORY TIME OFF

Employees are not authorized to earn compensatory time off.

DEATH IN THE FAMILY

Family includes employee’s spouse, child, parents, legal guardian, brother, sister, mother-in-law or father-in-law, grandparents, grandchild, or other close relatives as deemed appropriate by the Pastor or Clerk of Session. Employees may receive time off, as appropriate and approved by Session, to grieve.

JURY DUTY

Employees summoned for jury duty shall give a copy of the notice to the Pastor or Clerk of Session. Employees will be paid the difference between your jury pay and your regular rate of pay by FPCHS.

MILITARY LEAVE

All employees are eligible for military leaves of absence in accordance with applicable laws. Employees called for military duty should contact the Pastor or Clerk of Session as soon as possible.

EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt FPCHS operations. When worship or the church is officially closed due to emergency conditions, the time off from scheduled work will be paid.

**WAGE, SALARY, AND BENEFIT ADMINISTRATION**

PAYDAYS

Employees are paid once a month. Payday is normally on the last Sunday of the month.

PAYROLL DEDUCTIONS

FPCHS is required to make certain deductions from the employee’s paycheck. Social Security, Medicare and Federal Income Taxes are automatically deducted from paychecks.

Paycheck Errors

Every precaution will be taken to avoid errors in your paycheck, but occasionally an error may occur. If this happens, contact the Treasurer.

PERFORMANCE REVIEW

Job performance evaluations may be performed once a year in order to communicate to employees any changes in their position description or discuss performance improvement to allow them to succeed in their position.

CHANGES IN COMPENSATION

FPCHS’ Session, in its sole discretion, will decide whether and when to provide wage or salary increases. Pay increases are not guaranteed for any reason, but may be given based on cost of living recommendations or merit. A change in position, number of hours worked, responsibilities, or a demotion may result in a change in compensation.

**PRIVACY AND CONFIDENTIALITY**

PERSONNEL RECORDS

New employees are required to complete an application form providing facts about yourself. This information will be transferred to a permanent and confidential personnel file. Keeping this record correct and up to date is important in an emergency and to compute your payroll deductions. FPCHS’s Clerk of Session and Treasurer should be notified promptly of the following changes:

Address and telephone number

Names of dependents

Name

Person to notify in case of an emergency

Employees may inspect the contents of their personnel file in the presence of the Pastor or Clerk of Session by making an appointment with him or her. Personnel files are the property of FPCHS and access to the information they contain is restricted.

CONFIDENTIAL INFORMATION

In the course of FPCHS work, employees may have access to confidential information regarding FPCHS, its members, or fellow employees. It is the employee’s prime responsibility not to reveal or divulge any such information and that it only be used in the performance of their duties. Violation of this policy is grounds for immediate dismissal.

WORK AREA ACCESSIBILITY

FPCHS reserves the right to retrieve work related materials or information from workspace with or without notice at any time. Do not leave personal information in your workspace.

USE OF COMPUTERS/TECHNOLOGY AT CHURCH

The display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Employees should not use a password, access a file, or retrieve any stored communication without authorization.

**POTENTIAL CONFLICTS OF INTEREST**

PERSONAL INTEREST

No staff member shall participate in a decision in which the interests of the FPCHS conflict with her or his personal interests, including but not limited to selection, employment review or compensation, and shall abstain in every respect from participating in the decision. If a staff member discovers that she or he may be in a position of violating these policies, she or he shall report this conflict to the FPCHS or Clerk of Session for clarification and, if deemed necessary, for resolution.

HONORARIA

FPCHS personnel will not retain honoraria for any services rendered as a part of their normal job function. However, employees may accept honoraria for service beyond their normal duties; for example, Sunday supply preaching, weekend conferences, funerals, weddings, etc.

OUTSIDE EMPLOYMENT

Staff members who hold other paid positions shall ensure that such outside employment will not interfere with the performance of their FPCHS duties or produce a conflict of interest in the pursuit of those duties.

**USE OF FPCHS EQUIPMENT**

EQUIPMENT AND VEHICLES

Equipment essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the Pastor or Clerk of Session if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

PERSONAL AUTOMOBILE INSURANCE REQUIREMENTS

When you use a personal automobile for FPCHS business there is the possibility that FPCHS could be held responsible for any liability arising out of such use. Consequently, it is important for FPCHS to know that you have adequate automobile liability insurance coverage.

The insurance carrier for FPCHS has advised us that anyone who uses a personal automobile for FPCHS business purposes should have personal liability insurance with limits of at least $100,000. All personnel who use a personal automobile for any FPCHS business will be expected to maintain that minimum insurance coverage.

PROPERTY AND MATERIALS

Employees are responsible for all FPCHS property, materials, or written information issued to them or in their possession or control. Employees must return all FPCHS property immediately upon request or upon termination of employment. Where permitted by applicable laws, FPCHS may withhold from the employee's paycheck the cost of any items that are not returned when required. FPCHS may also take all action deemed appropriate to recover or protect its property.

RECYCLING

FPCHS supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

**SAFETY**

COMMITMENT TO SAFETY

FPCHS is committed to providing safe working conditions for all its employees. Every precaution is taken to ensure that you perform your duties in a safe environment; however, the ultimate responsibility for safety lies with you. If a condition exists in your area that might cause harm to you or a co-worker, it should be reported immediately to the Pastor or, if he or she is unavailable, any member of the Session. If you are injured or become ill while at work, report it immediately to Pastor or Clerk of Session.

SAFETY RULES AND REGULATIONS

Certain rules must be followed in order to maintain safe working conditions. Employees who do not obey these rules will be disciplined and may be discharged. Avoid a possible injury — observe the following safety rules:

THINK before taking any chances.

BE ALERT — Inattention is a major cause of accidents.

WATCH WHERE YOU WORK AND WALK.

REPORT ALL THINGS THAT ARE NOT SAFE. When you see someone acting unsafely, talk to him or her. If they keep on, report it as soon as possible..

PRACTICAL JOKES CAN HURT — NO HORSEPLAY — Do not play jokes on anyone. They could be injured.

FIRE EXTINGUISHERS — You must not tamper with fire extinguishers. Report the use of any fire extinguishers to the Pastor or Clerk of Session, or if he or she is unavailable, a member of the Session.

FIRE EXITS – Be aware of the location of and never block fire exits.

WHAT TO DO WHEN AN INJURY OCCURS

When an accident occurs anywhere on FPCHS campus that results in either personal injury or property damage, a FPCHS *Accident Report* should be completed within 24 hours and filed with the Pastor or Clerk of Session.  If it is probable that the accident will result in medical treatment or upon hearing that treatment was performed, notice of the incident must be supplied to our Insurance Agent. If a claim for damages or notice of such becomes evident, a copy of the *Accident Report* and a copy of the claim, if available, should be supplied to our Insurance Agent within 48 hours.

In the event of an on-the-job injury, employees are required to abide by the following procedures. Failure to follow any of these policies could result in the loss of any benefits for which you might be eligible.

In a life-threatening emergency, call 911 as soon as possible.

In a non-life threatening emergency, contact the Pastor or, if he or she is unavailable, any member of the Session. That person may decide the injury requires medical attention even if the employee resists. Any injured employee must be directed to professional medical care if requested.

All injury or illness, however minor, should be reported to the Pastor or, if he or she is unavailable, the Clerk of Session as soon as possible to ensure all Workman's Compensation benefits are paid without delay.

After the Pastor or Clerk of Session are notified of the expected time of recovery or the seriousness of the injury, it will be determined if you will be required to report to FPCHS for light duty or rest at home. FPCHS wants to have each employee back to work as soon as possible after any accident.

An employee injury report needs to be filled out as soon after the injury as possible. Witnesses to the injury are also required to fill out a form regarding the injury. These forms may be obtained from the Clerk of Session.

PERSONAL SECURITY

You are responsible for the safety of your personal belongings; therefore, you are strongly advised to keep purses, money, keys, and other valuables with you.

VISITORS IN THE WORKPLACE

Employees are responsible for the conduct and safety of their visitors.

SMOKING

Smoking is not permitted inside the building or near the main entrance.

DRUGS AND ALCOHOL

Abuse of drugs and alcohol is a serious problem in our society today. To the extent that such abuse impacts on the workplace and affects our employees and our ability to provide the highest level of confidence and services to our members, FPCHS is committed to dealing with the problem in an appropriate and effective manner. The following activities are contrary to the standards of behavior we expect of our employees:

***Reporting for work or working while under the influence of: (a) prescribed medication or over-the-counter medication which may lead to drowsiness or have other side effects that may pose a safety problem or tendency toward errors, unless prior approval has been obtained from the Pastor or Session; (b) intoxicating beverages; or (c) controlled substances.***

***Doing any of the following while on the job, during working hours (including lunch or other break periods), while on FPCHS premises or while on FPCHS business: (a) possession, transmittal or receipt of intoxicating beverages or (b) unlawful manufacture, distribution, dispensing, receipt, possession or use of controlled substances or drug paraphernalia is strictly prohibited.***

***Use of alcohol or illegal sale, transmittal, receipt, possession or use of controlled substances off premises that adversely affects work performance, or safety, or illegal use of controlled substances off premises and off duty.***

***Alcohol consumption during business hours is strictly prohibited.***

The only exception to this policy would be the sharing or consumption of alcohol as part of the Lord’s Supper (e.g., the wine in the cup) or when part of a Session approved activity (e.g., Octoberfest). However, intoxication as defined by a blood alcohol level too high to legally drive is never permitted.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Pastor or Clerk of Session without fear of reprisal.

**POLICY STATEMENT PROHIBITING HARASSMENT**

FPCHS has a long-standing policy to offer fair and equal employment opportunity to every person regardless of age, race, color, creed, religion, handicap, disability, marital status, gender, national origin, ancestry, citizenship, membership in the National Guard, State Defense Force or any other reserve component of the military forces of the United States. FPCHS seeks to provide a work environment that is free from intimidation and harassment based on any of these characteristics and FPCHS specifically prohibits such intimidation and harassment.

Intimidation and harassment can arise from a broad range of physical or verbal behavior (by employees or by non-employees such as members or outside contractors) that can include, but are not limited to, the following:

 Physical or mental abuse

 Racial, ethnic or religious insults or slurs

 Unwelcome sexual advances or touching

 Sexual comments, jokes, stories or innuendos

 Requests for sexual favors used as a condition of employment or affecting any personnel decision

 such as hiring, promotion, compensation or termination

 Display of sexually explicit or otherwise offensive posters, calendars or materials

 Referring to another employee with language such as "doll", "babe" or "honey"

 Making sexual gestures with hands or body movements

 Intentionally standing close or brushing up against another employee or member

 Inappropriately staring at another employee or member or touching his or her clothing, hair or body

 Whistling at another employee or member, cat calls

 Asking personal questions about another employee's or member's sexual life

 Repeatedly asking out an employee who has stated that he or she is not interested

 Looking another employee up and down ("elevator eyes")

These activities are offensive and are inappropriate in the workplace. This is a serious issue not just for FPCHS but also for each individual. This policy against harassment applies throughout our work environment, whether in the FPCHS, at work assignments outside the FPCHS, at FPCHS-sponsored social functions, or otherwise.

In addition, no employee of FPCHS should have to tolerate harassment from any member, vendor or other person doing business with FPCHS or others with whom we come in contact in the course of our work-related duties. While our ability to influence the conduct of members, vendors or others who engage in such behavior may be limited, we are committed to taking appropriate action to the extent practical, to protect and assist each of us.

Any employee who engages in harassment, or retaliates against another employee because the employee made a report of harassment or participated in an investigation of a claim of harassment, is subject to immediate discipline, up to and including discharge.

It is the responsibility of all employees to work to ensure that these prohibited activities do not occur.

If you are harassed, and are not comfortable first speaking to the offender directly, you should notify the Pastor or, if he or she is unavailable, the Clerk of Session. If you are comfortable speaking to the offender directly, and do not feel you are in danger, you may choose to first speak to the person who has engaged in the inappropriate behavior about his or her conduct. Explain that you do not like the conduct. The offensive conduct may have been thoughtless or based on a mistaken belief that it was welcome. In any event, we suggest that you respond immediately and do not ignore the problem. If the inappropriate behavior does not stop or you are not satisfied with the result of your discussion with the offender you should notify the Pastor or, if he or she is unavailable, the Clerk of Session. It is important that you inform us about the inappropriate conduct as soon as possible, because we cannot do anything to remedy the problem if we do not know that it exists.

Any employee (or any other person performing services for us) who believes that he or she has been the subject of prohibited harassment, retaliation, or discrimination should report the matter immediately to the Pastor or the Clerk of Session. Any such reports will be investigated promptly and be kept confidential within the bounds of our investigation and the law. Please retain any notes, letters or other written material that relate to your complaint.

This policy reinforces FPCHS's tradition of developing and maintaining a professional environment comprised of people who respect one another and who believe in FPCHS's high ideals. It is the responsibility of all of us to uphold that tradition.

WORKPLACE VIOLENCE POLICY

FPCHS is committed to providing a workplace that is free from violence. However, there may be occasions when an employee feels threatened from internal or external persons.

If you have been threatened, there are steps that you can and should take. First, report any threats to the FPCHS or, if heor she is not available to any Session member. You should discuss any safety measures to take with them. Second, depending on the circumstances, you may want to alert the local authorities and make them aware of the threats. Third, you may want to investigate other legal options such as restraining orders, court injunctions and the like through the County Circuit Court Clerk's Office.

Preventing workplace violence is everyone's responsibility. If you find yourself in a threatening situation, remain calm, do not argue, and immediately seek assistance from the Pastor or, if he or she is unavailable, from the Clerk of Session.

**RULES AND DISCIPLINE**

MAINTAINING TRUST

The continued success of FPCHS is dependent upon public trust and we are dedicated to preserving that trust. Employees owe a duty to FPCHS, and the larger Church to act in a way that will merit the continued trust and confidence of the public. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

The purpose of a discipline procedure is to encourage employees to take corrective action in connection with their work or habits. Ordinarily, a mere discussion with the employee, to point out what is expected and how he or she is doing, should be sufficient. However, there are times when such mild corrective actions are not enough, and the next step means something sterner. It should be emphasized that the Session is NOT REQUIRED to go through each of the steps involved in the discipline procedure. Discipline may begin at any step in the procedure, including termination, depending on the seriousness of the matter or the offense committed, and surrounding circumstances.

An employee who commits an act that is offensive to the rules of common sense or decency, or an act that violates a FPCHS rule, will be disciplined. The nature of the discipline will depend upon the violation and surrounding circumstances. FPCHS will make a sincere effort to see that the enforcement of its rules and application of discipline will be fair.

The following is a partial list of additional reasons for discipline (it cannot be and is not intended to be all-inclusive):

Inefficiency, unsatisfactory performance, or lack of application or effort on the job

Failure to carry out the lawful orders of the Head of Staff

Committing acts that affect the safety of yourself or other personnel

Threat of violence to another

Use of abusive, foul, or obscene language

Violating a safety rule or safety practice

Unauthorized altering of a time record

Being tardy without proper notice or excuse of excessive tardiness

Being absent without proper notice or excuse or excessive absenteeism Loafing or spending unnecessary time away from the job

Stealing

Leaving work before the end of a regular workday or not being ready to work at normal starting time

Possession of alcohol during working hours or reporting to work in an intoxicated condition

Being under the influence or possession of illegal drugs, drug paraphernalia or other illegal substances

Disorderly or other inappropriate conduct reflecting on FPCHS

Misrepresentation of important facts in seeking employment

Dishonesty in performance of your duties

Careless or willful destruction or damage of FPCHS's property

Unauthorized removal of another employee's property or FPCHS’s property

Insubordination (refusal to comply with instructions or orders given by a person in authority)

Contributing to unsanitary conditions

Physical or verbal harassment of employees, members, or visitors

Disregard for FPCHS policies and procedures

Improper conduct with or toward a member of the FPCHS

Actions that reflect poorly on the FPCHS

Committing an illegal act on FPCHS premises or committing an illegal act that places FPCHS in an unfavorable light

Falsification of FPCHS records

Engaging in horseplay while on company premises

 Failure to cooperate fully in a FPCHS investigation

 Misuse of FPCHS funds

 Improper use of work time

 Unauthorized disclosure of confidential information

The fact that a possible violation is not listed does not mean that it would not result in disciplinary action. A serious offense can result in immediate discharge.

GRIEVANCES

Problems can arise from time to time in any job. Difficulties may develop in relationships with other staff, and misunderstandings might occur regarding FPCHS policies, procedures, and work condition. If you have concerns about any aspect of your work, we ask that you discuss them with the Pastor or Clerk of Session.

**TERMINATION**

WHEN YOU LEAVE FPCHS

There are various reasons for termination of employment, including resignation, retirement, abandonment, and discharge.

Employment at FPCHS is "at will." Either party can terminate employment at any time, and for any reason. This includes termination with or without cause, and with or without notice. This manualand all other policies and procedures of FPCHS are intended to be consistent with FPCHS's employment-at-will philosophy.

RESIGNATION

While not required, FPCHS requests at least two (2) weeks written notice of resignation. However, FPCHS reserves the right to require employees to leave their employment prior to the completion of their notice. Employees who leave between pay periods will be paid on the next regularly scheduled payday.

All employees who are terminated for any reason are required to return all FPCHS property in their possession, i.e. keys, on their last working day.

**APPENDIX C**

**SafeConduct Policies and Procedures**

# Statement of Policy

As a community of Christian faith, First Presbyterian Church of High Springs (FPCHS) is committed to creating and maintaining programs, facilities and a community in which members, friends, Clergy, employees, and volunteers can worship, learn and work together in an atmosphere free from all forms of discrimination, harassment, exploitation or intimidation. The congregation of FPCHS supports principles of SafeConduct, which include individual responsibility to fulfill the highest standards of personal conduct toward others and to lead and guide the congregation in fulfillment of the standards set by our Christian faith, FPCHS strongly opposes and prohibits “sexual exploitation”, “sexual harassment” or any form of exploitation or abuse of others regardless of age, sex, sexual orientation, sexual identification or mental capacity. It is the intention of our congregation to affirmatively nurture good behavior, and to prevent and correct behavior that is contrary to this policy and, as necessary, discipline those persons who violate this policy.

Every member of the Congregation, whether “authorized clergy”, leader, lay staff, volunteer or parent, has a role to lead those who look to them individually for guidance, to monitor their behavior and redirect them as they cross boundaries of SafeConduct. Our congregation shall nurture good conduct as demonstrated by personal behaviorsthat are consistent with our Christian values. As we might conduct an orchestra, we shall guide and lead in ministry.

# General Definitions

1. Physical abuse is injury that is intentionally inflicted upon a youth.
2. Sexual abuse is any contact of a sexual nature that occurs between a youth and an adult or between two youths. This includes any activity which is meant to arouse or gratify the sexual desires of the adult or the other youth.
3. Emotional abuse is mental or emotional injury to a youth that results in an observable and material impairment in the youth’s growth, development, or psychological functioning.
4. Neglect is the failure to provide for a youth’s basic needs or the failure to protect a youth from harm.
5. A Minor is anyone under the age of 18 (also referred to as youth throughout policy).
6. A Vulnerable Adult is anyone aged 18 or over, who is or may be in need of community care services by reason of mental or other disability, age, or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.
7. Mandatory Reporters are those persons required by Florida law to report suspected abuse to police or child welfare agencies.
8. AuthorizedClergy includes any person who is admitted to ministry by the Presbyterian Church (USA), who serves the congregation in any capacity whether as pastor or serving in a retired,emeritus, administrative, or volunteer capacity.

# Code of Conduct with Youth and Vulnerable Adults

The following Code of Conduct is intended to assist Clergy, employees, and volunteers in making decisions about interactions with youth and vulnerable adults. For clarification of any guideline, or to inquire about behaviors not addressed here, contact the Clerk of Session.

No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from FPCHS. All reports of suspicious or inappropriate behavior with youth and vulnerable adults or allegation of abuse will be taken seriously. FPCHS will fully cooperate with authorities if allegations of abuse are made that require investigation.

The Conduct with Youth and Vulnerable Adult outlines specific expectations of the Clergy, employees, and volunteers as we strive to accomplish our mission together.

* 1. Youth and vulnerable adults shall be treated with respect at all times.
	2. Youth and vulnerable adults shall be treated fairly regardless of race, sex, age, or religion.
	3. Clergy, employees, and volunteers shall adhere to uniform standards of displaying affection as outlined by FPCHS.
	4. Clergy, employees, and volunteers shall avoid affection with youth and vulnerable adults that cannot be observed by others.
	5. Clergy, employees, and volunteers will adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by FPCHS.

* 1. Clergy, employees, and volunteers shall not stare at or comment on youth and vulnerable adults’ bodies.

* 1. Clergy, employees, and volunteers shall not date or become romantically involved with youth and vulnerable adults.

* 1. Clergy, employees, and volunteers shall not use or be under the influence of alcohol or illegal drugs in the presence of youth and vulnerable adults.
	2. Clergy, employees, and volunteers will not have sexually oriented materials, including printed or online pornography, on FPCHS’s property.

* 1. Clergy, employees, and volunteers shall comply with FPCHS’s policies regarding interactions with youth and vulnerable adults outside of our programs.
	2. Clergy, employees, and volunteers shall not engage in inappropriate electronic communication with youth and vulnerable adults.
	3. Clergy, employees, and volunteers are prohibited from working one-on-one with youth and vulnerable adults in a private setting. Clergy, employees, and volunteers shall use common areas when working with individual youth and vulnerable adults.
	4. Clergy, employees, and volunteers shall not abuse youth and vulnerable adults in anyway including (but not limited to) the following:

*Physical abuse:* hitting, spanking, shaking, slapping, unnecessary restraints;

*Verbal abuse:* degrading, threatening, cursing;

*Sexual abuse:* inappropriate touching, exposing oneself, sexually oriented conversations;

*Mental abuse:* shaming, humiliation, cruelty; and

*Neglect:* withholding food, water, shelter

* 1. FPCHS will not tolerate the mistreatment or abuse of one youth or vulnerable adult by another youth or vulnerable adult. In addition, FPCHS will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

1. *Physical bullying* – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. *Verbal bullying* – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
3. *Nonverbal or relational bullying* – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
4. *Cyberbullying* – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
	* + - Sending mean, vulgar, or threatening messages or images.
			- Posting sensitive, private information about another person.
			- Pretending to be someone else in order to make that person look bad.
			- Intentionally excluding someone from an online group.
			- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.
			- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youth and vulnerable adults, Clergy, employees, and volunteers.

* 1. All Clergy, employees, and volunteers must follow state specific mandatory reporting requirements. They should be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. They will:
1. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
2. Know and follow organization policies and procedures that protect youth and vulnerable adults against abuse.
3. Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws.
4. Follow up to ensure that appropriate action has been taken.
	1. FPCHS cooperates fully with the authorities to investigate all cases of alleged abuse. Any Clergy, employee, or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.
	2. Clergy, employees, and volunteers may not have engaged in or been accused or convicted of youth and vulnerable adult abuse, indecency with a youth and vulnerable adult, or injury to a youth and vulnerable adult.

# Policies for Working with Youth

Policies define the bandwidth of acceptable behavior in an organization. Because offenders often violate policies to gain access to youths, when staff know and understand policies, they can identify, interrupt, and report policy violations. Simply interrupting a policy violation can prevent a false allegation of abuse or put an offender on notice that no one works in private, the rules apply to everyone, and violations will be detected.

## Physical Contact

FPCHS’s physical contact policy promotes a positive, nurturing environment while protecting youths, Clergy, employees, and volunteers. FPCHS encourages appropriate physical contact with youths and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by Clergy, employees, and volunteers towards youths in the organization’s programs will result in disciplinary action, up to and including termination of employment.

FPCHS’s policies for appropriate and inappropriate physical interactions are:

|  |  |
| --- | --- |
| ***Appropriate Physical Interactions*** | ***Inappropriate Physical Interactions*** |
| * Side hugs
* Shoulder-to-shoulder or “temple” hugs
* Pats on the shoulder or back
* Handshakes
* High-fives and hand slapping
* Verbal praise
* Pats on the head when culturally appropriate
* Touching hands, shoulders, and arms
* Arms around shoulders
* Holding hands (with young children in escorting situations)
 | * Full-frontal hugs
* Kisses
* Showing affection in isolated area
* Wrestling
* Piggyback rides
* Tickling
* Allowing a youth to cling to an employee’s or volunteer’s leg
* Any type of massage given by or to a youth
* Any form of affection that is unwanted by the youth or the staff or volunteer
* Compliments relating to physique or body development
* Touching bottom, chest, or genital areas
 |

## Verbal Interactions

Clergy, employees, and volunteers are prohibited from speaking to youth in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Clergy, employees, and volunteers must not initiate sexually oriented conversations with youths. Clergy, employees, and volunteers are not permitted to discuss their own sexual activities with youths.

FPCHS’s policies for appropriate and inappropriate verbal interactions are:

|  |  |
| --- | --- |
| ***Appropriate Verbal Interactions*** | ***Inappropriate Verbal Interactions*** |
| * Positive reinforcement
* Appropriate jokes
* Encouragement
* Praise
 | * Name-calling
* Discussing sexual encounters or in any way involving youths in the personal problems or issues of Clergy, employees, and volunteers
* Secrets
* Cursing
* Off-color or sexual jokes
* Shaming
* Belittling
* Derogatory remarks
* Harsh language that may frighten, threaten or humiliate youths
* Derogatory remarks about the youth or his/her family
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## One-on-One Interactions

Most abuse occurs when an adult is alone with a youth. FPCHS aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the organization administration.

In those situations where one-on-one interactions are approved, Clergy, employees, and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

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| --- |
| ***Additional Guidelines for One-on-One Interactions*** |
| * When meeting one-on-one with a youth, always do so in a public place where you are in full view of others.
* Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
* If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
* Inform other Clergy, employees, and volunteers that you are alone with a youth and ask them to randomly drop in.
* Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.
 |

## Electronic Communication

Any private electronic communication between staff and youths, including the use of social networking websites like - Facebook, Instagram, Snapchat, instant messaging, texting, etc. - is prohibited. All communication between staff and youths must be transparent. Furthermore, pictures of children or youth shall not be posted on Social Media or public sites without the prior permission of the parent or guardian, ideally in writing.

The following are examples of appropriate and inappropriate electronic communication:

|  |  |
| --- | --- |
| ***Appropriate Electronic Communication*** | ***Inappropriate Electronic Communication*** |
| * Sending and replying to emails and text messages from youths ONLY when copying in Clergy or the youth’s parent
* Communicating through “organization group pages” on Facebook or other approved public forums
* “Private” profiles for Clergy, employees, and volunteers which youths cannot access
 | * Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments
* Sexually oriented conversations
* Private messages between Clergy, employees, and volunteers with youths
* Posting inappropriate comments on pictures
* “Friending” participants on social networking sites
 |

In addition, provide this information to your participant’s parents so that they know what is appropriate and inappropriate from your staff.

## Gift Giving

Molesters routinely groom youths by giving gifts, thereby endearing themselves to the youth. They might instruct the youth to keep the gifts a secret, which then starts teaching the youth to keep secrets from parents. For this reason, Clergy, employees, and volunteers should only give gifts to groups of youths, and only under the following circumstances:

1. The Session should be made aware of and, if appropriate, approve the gift.
2. Parents must be notified.

# Screening and Selection

The process of screening and selecting employees and volunteers is an essential element of management due diligence. There are several elements required which serve a number of purposes. Criminal background checking by itself is inadequate simply because very few predators, or people who would become predators, have been through the penal system. A would-be predator requires three things: Access, Privacy & Control.

**Standing of “Authorized Clergy”**: The Presbyterian Church (USA) has a process of granting professional standing to clergy. Employment of clergy who do not fulfill denominational requirements may have an negative impact on insurance programs. In the case of the Presbyterian Church (USA), pastors that are members of St. Augustine Presbytery have been properly cleared and vetted by the Presbytery before being authorized to serve a congregation. Should a Clergy person be desired that is not a member of the Presbytery, the Session needs to contact the Presbytery for clearance prior to utilizing the services of that clergyperson.

The following screening and selection procedures are strongly recommended for all employees and may also be used for volunteers.

## Standardized Application

All applicants should be expected to complete an application prior to working at FPCHS. The application should be reviewed by Session for completeness, high risks and fit with position requirements. If the application is not 100% complete, the applicant may be screened out, the applicant may be asked to complete the application, or the missing information may be obtained during an interview. However, FPCHS shall endeavor to follow a consistent approach to applications missing information.

Offers should not be made until an application is 100% complete. Applications shall be kept in the personnel file.

Volunteers must be active members or worshippers of FPCHS for a minimum of six months and be properly cleared before being permitted to work in youth-oriented programs. The only exception to this requirement would be following the same application process as a new employee.

## Interviews

All applicants should be interviewed during the selection process and prior to employment. The purpose of the interview is to determine whether the applicant possesses the skills needed to perform the job requirements and whether the applicant demonstrates characteristics of a potentially abusive person. The interview should also provide the applicant with information about job responsibilities and expectations.

The Session should take notes as to applicant responses to the interview questions, and the interpretive guide should be used to evaluate applicant responses. After the interviews are completed, the applicant may be screened out or the applicant may continue in the Screening process. The information recorded will be kept in the personnel file if the applicant is hired or selected.

## Reference Checks

Reference checks shall be conducted for all applicants prior to employment. A minimum of three references is recommended, including two professional and one personal reference. The Session will work with applicants to develop a good reference list. If the person responsible for screening the applicant does not believe the references are appropriate, he or she can ask for different ones. References should be conducted by telephone. The person responsible for the screening should inform the referent that the applicant is applying for a position with the organization and will explain that the applicant will have access to a vulnerable population. The Session will use standard reference questions and will record the responses of the referents on the reference question form. The high-risk checklist will be used to help evaluate referent responses.

Offers of employment should not be made until the required number of references is contacted. Completed reference check forms should be kept in the applicant’s personnel file if the applicant is employed.

## Background Checks

Criminal history and sexual offender registry checks should be conducted for all applicants. Generally, the information should be obtained prior to employment of the applicant; however, if the length of time needed to receive the results of these checks is unduly long, FPCHS could have the applicant start the position and remain in the position until the criminal background results are obtained and reviewed. New employees and volunteers should not be left unsupervised with youths until the criminal history results are returned.

The background check(s) should include the following:

* National multi-state criminal records search;
* National sex offender registry search;
* Social security number trace and alias search; and
* County criminal records search for every county where the applicant has lived or worked for the past 7 years

Written permission to conduct a background check shall be obtained from each applicant prior to executing the check.

In addition, all applicants should undergo criminal drug screening prior to employment, and applicants responsible for transportation should have a driver’s license check performed to identify past driving concerns.

## Employment Decisions

The Session shall review each background check and agree that the applicant is eligible for employment as employee or volunteer.

Where a criminal record exists, consideration shall be given to:

* Seriousness of the crime;
* Statutes that may legally disqualify the person from working with minors;
* Length of time since the last offense;
* Pattern of criminal activity; and
* Activities the applicant has been involved in since the offense(s) occurred.

Conviction for the following crimes shall be considered barriers to employment or volunteer work with children:

* Violent crimes;
* Sexual assault;
* Sexual abuse or neglect of a child; and
* Drug offenses or driving offenses (depending upon position requirements)

Arrest data are not grounds for disqualification, only convictions. The status or relevance of other crimes will be considered individually.

Before an offer of employment is made, Session should review all information obtained. The employment process should last a sufficient length of time to allow the Session to carefully collect and evaluate information about applicants and to allow the applicant time to self-select out of the process if they have concerns about the position.

Following the review, the Clerk of Session shall sign and date one of two documents that becomes part of the applicant’s or employee’s permanent personnel file:

 *“We have reviewed the criminal history of Applicant X and determined, based on the information we had available at this time, the applicant would be* ***acceptable*** *for the position.”*

*OR*

*“We have reviewed the criminal history of Applicant X and determined, based on the information we had available at this time, the applicant is* ***not acceptable*** *for the position.”*

# Training

The mission of FPCHS is first to prevent abuse of children and other vulnerable adults. We wish to identify and nurture SafeConduct, to lead and to guide through adequate training. It is difficult to comprehend that those among us, our friends and family, would commit such acts willingly. Nevertheless, persons who have been presented no behavior standards and do not understand boundaries may unwittingly engaged in behaviors that may be perceived as predatory. Their personal reputations and that of FPCHS are then at risk.

To fulfill our leadership obligation, each new employee and new volunteer shall complete a specific program of training within 30 days of assuming duties. Fulfillment of training requirements shall be documented by the Clerk of Session.

Training shall be repeated at least every thirty-six months. Records shall be maintained by the Clerk of Session.

Abuse prevention curriculum shall include:

* Organization level
	+ Review of expected conduct and boundaries defined in this policy.
	+ Review of standards applicable to ministry.
	+ Explanation of procedures for reporting violations of standards of conduct and suspected child abuse.
	+ Explanation of individual statutory reporting obligations.
	+ Identifying and managing high-risk situationssuch as bathroom use, transition times, and free times.
	+ Physical security procedures.
* Abuse prevention education:
	+ Effects of sexual abuse.
	+ Types of child molesters.
	+ Characteristics of abusers.
	+ How child molesters operate: access, privacy, and control.
	+ Protecting oneself from false allegations.
	+ Examples of child-on-child sexual abuse, even among young children.
	+ Characteristics of children more likely to act out sexually.
	+ Characteristics of children more likely to be abused.
	+ High-risk activities and circumstances.
	+ Specific monitoring and supervision activities to prevent child-on-child sexual activity.
	+ How to respond to incidents of sexual activity between children.
* The Session shall ensure that each employee and volunteer has mastered requirements and provide additional supervision and guidance as required to assure required conduct.

# Monitoring and Supervision

When Clergy, employees, and volunteers are adequately supervised, potential offenders are less likely to act on their impulses because they face detection. When youths are adequately supervised, they too are less likely to engage in inappropriate interactions with others. Similarly, the facility must be monitored, particularly out-of-the-way locations or locations that might permit an offender undue access to or privacy with a youth. Effective supervision and monitoring require that a variety of methods be used frequently, at both scheduled and random times.

## Facility Monitoring

Building architecture can increase or mitigate the risk of an incident or accident. Because most incidents of sexual behavior occur in private, the extent to which privacy is managed, risk is managed. In order to ensure that all of the locations are properly and consistently monitored, Session shall ensure a site inspection checklist is completed.

## General Supervision

General supervision procedures:

1. **Administrative and Supervisory Visits to Youth Programs**- Youth supervisors and

administrators will regularly visit all youth programs to ensure that all activities are well- managed and that youth policies are observed by all in attendance.

1. **Ratios**- Each program will follow the ratio requirements that are directly to the goals of the program and the design of the program area. The employee or volunteer-to-youth ratio should be adjusted for programs that serve youths with special needs.
2. **Mixed Age Groups**- In most incidents involving one youth abusing another youth, the youths are from different age groups. Each program is responsible for establishing specific guidelines for additional monitoring and supervision of activities that involve youths from different age groups. Clergy, employees, and volunteers must be aware that close line of sight supervision is required when monitoring programs that mix age groups.

## Monitoring Youth in Facilities

Because FPCHS is responsible for all youths in the facility, we recommend implementing the following practices:

1. Require a parent or legal guardian to complete a form which includes identifying information, any special medical or behavioral circumstances, any legal indemnifications, the youth’s date of birth, and emergency contact information. In addition, require all youths to sign-in AND to sign-out of the facilities so that the program has a record of the youth who are in the facility at all times.
2. Require youth to sign a Code of Conduct that outlines the program’s behavioral expectations and policies regarding appropriate and inappropriate interactions. This Code of Conduct should also include a systematic disciplinary policy which explains that youths will be suspended or dismissed from the program for policy violations. Require parents to sign this Code of Conduct as well, so that they are aware of the program’s polices and progressive disciplinary procedures.
3. While a parent orientation may not be feasible in all circumstances, we recommend encouraging parents to attend an information session with a program representative. This meeting will provide an opportunity to review expectations and requirements, and the chance to establish a relationship with the parents. This can be helpful if any problems arise in the future.
4. While in the facility, youths can be supervised directly, indirectly, or with a combination of the two techniques.
5. For direct supervision, the program may offer structured, scheduled activities like Sunday School, Vacation Bible School, arts and crafts, etc. These activities should have one or more volunteers assigned to lead and supervise.
6. For indirect supervision, the program must designate certain building areas as authorized areas. Authorized areas could include sanctuary or the fellowship hall. Authorized areas must be easily visible and routinely and systematically checked by staff or volunteers. Youths should know that they will be supervised by at all times, and all staff and volunteers should know which areas are authorized and which are not.
7. Develop supervision standards for the authorized areas. For example:
8. Determine how frequently authorized areas should be monitored by staff or volunteers.
9. If appropriate, assign specific supervision responsibilities over authorized areas.
10. It is recommended that staff or volunteers record when they monitor authorized areas: this may be accomplished by using checklists.
11. Train all staff and volunteers:
12. To greet youths that enter the facility; to direct youths to the structured activities or authorized areas; and, to redirect youths who are not in an authorized area or who are not participating in a structured activity.
13. To be aware of the risks involved with mixing age groups and how to monitor activities involving mixed age groups.
14. To routinely monitor high risk areas (such as bathrooms).

*Ultimately, all youth must be supervised at all times, regardless of age. The key to remember is that they can be supervised directly in structured activities and indirectly when they are in authorized areas.*

## Monitoring High Risk Activities

1. Bathroom Activities

Most incidents of youth-to-youth abuse occur in the bathrooms. Therefore, the following supervision guidelines are recommended:

When supervising restroom use, adult leaders should first quickly scan the bathroom before allowing youths to enter.

1. For “Group Bathroom Breaks”:
	* + Require leaders to take groups of two or more youths to the bathroom – following the “rule of three” or more.
		+ If the bathroom only has one stall, only one youth should enter the restroom while the others wait outside with the staff.
		+ If there are multiple stalls, only send in as many youths as there are stalls.
		+ Minimize youths of different ages using the bathroom at the same time.
		+ Require leaders to stand outside the bathroom door but remain within earshot.
2. For single use restrooms:
	* Require youths to ask permission to use the bathroom.
	* Require all leaders to frequently check bathrooms.
3. Prohibit leaders from using the bathroom at the same time as youths.
4. If assisting young youths in the stalls, the leaders should keep the door to the stall open.

### Transition Times and Free Times

Transition times and free-choice times (or free times) pose a high risk for incidents because during these times, Clergy, employees, and volunteers may not be assigned a particular group of youths to supervise. To decrease the risk of incidents, implement the following procedures:

1. Require youths to remain in line-of-site of leaders at all times.
2. Specify the leader-to-youth ratio.
3. Specify narrow geographic boundaries in the program areas.
4. Ensure that all leaders are assigned specific areas to supervise (“zone monitoring”).
5. Include bathroom procedures.
6. Require periodic roll calls for each age group.

### Transportation Activities

Transporting youths may increase the risk of abuse or false allegations of abuse because Clergy, employees, and volunteers may be alone with a youth or may make unauthorized stops with youths. In addition, transportation activities may provide a time for unsupervised youths to engage in youth-to-youth sexual activity.

The transportation guidelines:

1. Require written parent permission from all youths on the trip. Leaders take these permission forms and medical releases with them on the trip.
2. Require leaders to have a list of the youths on the trip. The leaders take roll when boarding the car/van, when leaving the car/van, periodically throughout the trip, and then again when boarding the car/van.
3. The youth-to-leader ratio shall not be no more than 7:1.
4. Leaders are required to sit in seats that permit maximum supervision.
5. Discourage mixed age groups from sitting together. When possible, high risk youths are seated by themselves or with a leader.
6. Prohibit drivers from making unauthorized stops.
7. It is encouraged that leaders document the beginning and ending time of the trip and the mileage, names of the youths being transported, and the destination.
8. Require documentation of any unusual occurrences.

When public transportation is used:

1. In addition to the transportation procedures listed above, youths should remain in one area of the bus, if possible.
2. Clergy, employees, and volunteers that are assigned to a group should remain with that group on the bus.
3. Take a head count or call roll immediately after entering and leaving the bus.

In situations where staff or volunteers transport youths in personal vehicles:

1. Session must be notified and approve of all transportation activities in advance .
2. Use the “rule of three” when transporting youths: At least two adults must transport a single youth, or at least two youths must be present if transported by a single adult.
3. Youths must never be transported without written permission from a parent.
4. Youths must be transported directly to their destination. No unauthorized stops may be made.
5. A leader must document beginning and ending times and mileage, the names of youths, and other Clergy, employees, and volunteers who are involved in transportation, purpose of the transportation, and destination.
6. Leaders must avoid unnecessary physical contact with youths while in vehicles.
7. When possible, leaders should avoid engaging in sensitive conversations with youths.

### Off-Site Activities

The off-site procedures include:

1. All off-site activities require prior Session approval.
2. Require parental approval.
3. Youth to leader ratio shall not be more than 7:1.
4. Specific bathroom procedures as applicable to outing.
5. Considering specific recommendations based on the location and type of activity (for example, Amusement parks, Water Parks, Arcades, etc.).

### Overnight Activities

Overnight stays present unique risks to youths and staff. They often involve changing clothes, groups of both genders and different ages in a more intimate atmosphere than usual, more unstructured activities, and increased supervision demands for staff.

Supervision Guidelines:

1. All overnight activities must be documented and approved in writing by the Session.
2. Leaders are expected to regularly and randomly observe overnight activities on a scheduled and periodic basis.
3. The Session shall appoint a “lead” person to supervise the overnight. A meeting with all leaders shall be conducted to discuss the unique risks of overnight trips, unique elements of the specific overnight trip and to review the specific policies and procedures.
4. Provide parents with written information about the overnight activity. All parents must sign a permission slip for their youths to attend the overnight.
5. The youth to leader ratios shall not be more than 7:1.
6. Meetings with the group should be hosted in open and observable areas; meetings should not be hosted in leader or youth rooms.

Overnights at the Facility:

1. Assign each leader to a specific group of youths to supervise. Each leader should then maintain a role sheet that lists all of the youths in his or her group. Head counts and roll checks should be conducted routinely throughout the evening.
2. With regards to sleeping arrangements, separate the male and female youths into separate rooms and post staff at the entrances and exits to these rooms. If this is not feasible, separate males and females by as much space as possible.
3. When preforming room checks, leaders should always go in pairs.
4. At least one leader must stay awake overnight.

Overnights Away from the Facility:

1. Overnight stays at private homes are prohibited unless approved by the Session.
2. Physical boundaries at the off-site location must be clearly defined and explained to the youths.
3. Assign each leader to a specific group of youths to supervise. Each leader should then maintain a role sheet that lists all of the youths in his or her group. Head counts and roll checks should be conducted routinely throughout the event.
4. If in a cabin type setting, the leader should be placed in bunks to maximize supervision around the cabin and in a way that decreases the chances of youths sneaking out (such as by the door)
5. In hotel rooms, assign youths to rooms based on sex and age. Leaders should have their own rooms. If staff must share rooms with youths, they must have their own beds and never change in front of youths.
6. All staff are to be on duty in the halls or cabins at night until an hour after lights out and all rooms are quiet.

### Teen Leadership Program

Older youths who participate in teen leadership programs are still youth participants and not staff or volunteers. Therefore, even though they are often given more responsibility, teens in the leadership programs must be provided with guidelines regarding appropriate behavior, and then supervised accordingly. In addition, Clergy, employees, and volunteers must understand and recognize that these teens are still youths and not their peers. Therefore, the following guidelines are required for teen leadership programs:

1. Teen leaders shall be screened and approved by Session. If not fully known by the Session, the teen may be asked to complete and application and be interviewed.
2. Train teen leaders in their role in programs and on program policies about appropriate and inappropriate interactions. This training should include the following information:
	* Appropriate and inappropriate physical and verbal interactions and the importance of maintaining behavioral boundaries between teen leaders and younger youths and between teen leaders and Clergy, employees, and volunteers.
	* Prohibiting teen leaders from being one-on-one with youths.
	* Prohibiting teen leaders from escorting youths to the bathrooms.
	* Prohibiting teen leaders from assisting youths with changing their clothes.
3. Create a system to monitor the teen leaders.
	* Designate a specific employee or volunteer who is in charge of the teen leadership program and its participants.
	* Require a adult leader to conduct daily check-ins with teen leaders.
	* Consider requiring teen leaders to keep a log documenting their daily activities and any problems they encounter. The adult leader should regularly review these logs.

# Responding

How an organization responds to suspicious or inappropriate interactions, policy violations, and incidents or allegations of abuse can dramatically affect the harm to the individuals involved and the damage to the organization. Once a Clergy member, employee, volunteer, youth, or parent has expressed a concern or made an allegation about the treatment of a youth, swift and determined action must be taken to reduce any subsequent risk to the youth, to the accused staff member or volunteer, and to the organization. Organizations must establish precise, unequivocal requirements for reporting to the authorities and for adhering to a serious-incident response plan.

## Responding to Suspicious or Inappropriate Behaviors or Policy Violations

Because FPCHS is dedicated to maintaining zero tolerance for abuse, it is imperative that everyone actively participates in the protection of youths. In the event that a Clergy member, employee, or volunteer observe any suspicious or inappropriate behaviors and/or policy violations on the part of others, it is their personal responsibility to immediately report their observations.

Remember, at FPCHS, the policies apply to everyone.

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| --- |
| ***Examples of Suspicious or Inappropriate Behaviors Between Employees/Volunteers and Youth***  |
| * + Violation of the abuse prevention policies described above
	+ Seeking private time or one-on-one time with youths
	+ Buying gifts for individual youths
	+ Making suggestive comments to youths
	+ Picking favorites
 |

All reports of suspicious or inappropriate behavior with youths will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

1. Employee and Volunteer Response:

If an employee or volunteer witness suspicious or inappropriate behaviors or policy violations from another employee or volunteer, they are instructed to do the following:

|  |
| --- |
| ***Guidelines for Employees/Volunteers Response to Suspicious or Inappropriate Behaviors and/or Policy Violations*** |
| * + Interrupt the behavior.
	+ Report the behavior to the Clerk of Session or Pastor.
	+ Document the report but do not conduct an investigation.
	+ Keep reporting until the appropriate action is taken.
 |

1. Supervisor and Administrator Response:

In the event that the Pastor, Clerk of Session or any member of session receives a report of suspicious or inappropriate behaviors or policy violations from a staff member or volunteer, the Session shall do the following:

|  |
| --- |
| ***Guidelines for Response to Suspicious*** ***or Inappropriate Behaviors and/or Policy Violations*** |
| * + Follow any specific requirements of the Presbyterian Church (USA) Book of Order.
	+ Determine the appropriate response based on the report.
	+ Speak with the employee or volunteer who has been reported.
	+ Review the file of the employee or volunteer to determine if similar complaints were reported.
	+ Document the report.
	+ If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse, contact the state authorities and file a report.
	+ If appropriate, notify parents and/or guardians.
	+ Advise the person who reported the behavior that the report is being taken seriously.
 |

Based on the information gathered, the following may be required:

1. Increase monitoring or supervision of the employee, volunteer, or program.
2. If policy violations with youths are confirmed, the employee or volunteer must be subject to disciplinary action up to and including termination and prosecution. Disciplinary action shall first follow the requirements of the Presbyterian Church (USA) Book of Order and then as outlined in this manual.
3. If more information is needed, interview and/or survey other Clergy, employees, and volunteers or youths.

### Organizational Response:

|  |
| --- |
| ***Guidelines for Organizational Response*** |
| * + Review the need for increased supervision.
	+ Review the need for revised policies or procedures.
	+ Review the need for additional training.
 |

## Responding to Suspected Abuse by an Adult

1. Employee or Volunteer Response to Abuse:

As required by mandated reporting laws and the Presbyterian Church (USA) Book of Order, Clergy, employees, and volunteers must report any suspected abuse or neglect of a youth—whether on or off organization property or whether perpetrated by employees, volunteers, or others—to state authorities.

In addition to reporting to state authorities, Clergy, employees, and volunteers are required to report any suspected or known abuse of youths perpetrated by employees or volunteers directly to leadership so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

1. Pastor
2. Clerk of Session
3. Ruling Elders serving on Session

|  |
| --- |
| ***Additional Guidelines for Employee/Volunteer Response to Incidents or*** ***Allegations of Abuse*** |
| * + If you witness abuse, interrupt the behavior immediately.
	+ If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell to you.
	+ Protect the alleged victim from intimidation, retribution, or further abuse.
	+ Immediately report the allegation or incident to the Pastor or Clerk of Session.
	+ Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse. State only the facts.
	+ It is not your job to investigate the incident but it **IS** your job to report the incident in a timely manner.
	+ Check back to make sure appropriate steps were taken. If not, report again to the Pastor or Clerk of Session.
 |

### Pastor and Session Response to Abuse:

In addition to the above response procedures, the Session should ensure the following:

|  |
| --- |
| ***Guidelines for Pastor or Clerk of Session Responding to Allegations or Incidents of Abuse*** |
| * + First, determine if the youth is still in danger and if so, take immediate steps to prevent any further harm.
	+ Gather as much information about the allegation as you can. For example, who made the report, who was allegedly abused, who was the alleged abuser, what was the nature of the alleged abuse, where and when did the alleged abuse occur, etc.
	+ Accurately record everything you learn in as much detail as you can. Remember your notes may be read by others. Stick to the facts.
	+ Contact the appropriate local authorities as indicated by your mandatory reporting procedures. Make sure you get a case number and the name and contact information of the person with whom you speak at the reporting agency.
	+ If the alleged abuse involves an employee or volunteer, notify the entire Session and the insurance agent.
	+ Suspend the accused employee or volunteer until the investigation is completed.
 |

## Responding to Youth-to-Youth Sexual Abuse and Sexualized Behaviors

The thought that one youth may sexually abuse another youth does not occur to many people. Unfortunately, abuse between peers has increased 300% in the past few years. Youth-to-Youth sexual activity and sexualized behaviors often remain unreported in organizations because Clergy, employees, and volunteers are not comfortable documenting these situations, or may not know how.

Most serious incidents of youth-to-youth abuse are preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the program environment safe. FPCHS recognizes that the following interactions are high risk and should be prohibited:

|  |
| --- |
| ***Prohibited Youth-to-Youth Interactions*** |
| * + Hazing
	+ Bullying
	+ Derogatory name-calling
	+ Games of Truth or Dare
	+ Singling out one child for different treatment
	+ Ridicule or humiliation
 |

In order to adequately respond to and track incidents within the organization, all sexual activity between youths and sexualized behaviors of youths must be consistently documented.

1. Employee and Volunteer Response:

Youth-to-youth sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

If employees or volunteers witness youth-to-youth sexual behaviors, they are instructed to follow these guidelines:

|  |
| --- |
| ***Guidelines for Clergy, employees, and volunteers Responding to Youth-to-Youth*** ***Sexual Activity***  |
| * + If you observe sexual activity between youths, you should immediately separate them.
	+ Calmly explain that such interactions are not permitted and separate the youths.
	+ Notify the Pastor or Clerk of Session.
	+ Document what you observed and how you responded.
	+ Follow the Pastor’s or Clerk of Session’s instructions regarding notifying the authorities and informing the parents of the youth involved.
	+ In some cases, if the problem is recurring, discipline may be required including not allowing one or both youths to return to the program.
 |

### Pastor and Session Response:

In the event that the Pastor or Clerk of Session receives a report of a youth’s sexualized behavior or youth-to-youth sexual activity, the Session should ensure the following:

|  |
| --- |
| ***Guidelines for Responding to Youth-to-Youth Sexual Activity*** |
| * + Meet with the staff/volunteer who reported the sexual activity to gather information.
	+ Confirm that the youths involved have been separated or placed under increased supervision.
	+ Review the steps taken.
	+ Review the incident report to confirm it is accurately and thoroughly completed.
	+ Meet with parents of the youths involved.
	+ Determine what actions should be taken to make sure there is no recurrence, including assessing the suitability of the program for the children involved.
	+ Notify the proper authorities.
	+ Develop a written corrective action or follow-up plan in response to the incident
 |

### Organizational Response:

After the internal review of the sexualized behavior or youth-to-youth sexual activity, the organization will determine what can be done to prevent a reoccurrence, such as:

|  |
| --- |
| ***Guidelines for Organizational Response*** |
| * + Review the need for additional supervision.
	+ Review the need for revised policies or procedures.
	+ Review the need for additional training.
	+ Alert others in the organization.
 |

## Responding to Victims

In the event of cases of reportable abuse, the policy of FPCHS is to be responsive to the needs of victims within the constraints or obligations imposed under insurance contracts. In general, we will attend to the immediate needs of victims by providing support and pastoral care.

An incident of alleged abuse that requires medical or psychological care for a victim or family shall be reported to the Insurance Board by the Pastor or Clerk of Session. The latter shall discuss with the Insurance Board Claims Department whether the circumstances warrant initiation of Crisis Management services which may include psychological counseling. Upon approval, counseling services may be offered to a perceived victim(s), which may include family members.

## Notification of Parents

A minor child may be party to an incident either as an initiator or as the victim. Whether a child is initiator or victim may not be clear in all circumstances, such as a child-on-child incident. And violation of policy does not necessarily create a victim. While notification of parents of such circumstances may be warranted, utmost care in communication is required.

While communicating with a parent, and **being mindful of the importance of timely communication**, care shall be given to assessing:

* The specific facts;
* Whether a disciplinary or termination process is required;
* Whether a child should be dismissed from a program (requiring notification of other parents/guardians);
* Whether “mandatory reporting” is a factor;
* Who shall and in what manner communicate with the parents/guardian;
* Whether the Pastor should be involved in the communication;
* Tentative remedial steps to prevent a further incident.

Notification of parents shall not be delayed when immediate medical care is required.

## Responding to Media

Media publicity following an incident of abuse or exploitation may be detrimental to the reputations of individuals, the congregation and FPCHS. Without intending ever to evade the media, contacts with media must be managed and conducted only by a person specifically designated by the Session to represent the church. No other person(s) may speak on behalf of the church. Unless designated differently by the session in a particular circumstance, the exclusive spokesperson for the church shall be the Pastor or Clerk of Session.

Prior to speaking to media, the Pastor or Clerk of Session shall contact and consult with Presbytery legal counsel to obtain an understanding of appropriate statements or admissions and issues of privacy that may apply to the situation. They shall also give immediate *c*onsideration to securing Insurance Board media relations and crisis management resources. Considering the speed of news cycles, a prompt determination is required, erring on the side of seeking help.

# Congregational Awareness

We are dedicated to a policy of open communication and education for the benefit of the children, parents, vulnerable adults and guardians we serve. They are entitled to know what to expect of our ministries, the Ministers who serve them, and to know the related policies and procedures created to protect the respective ministry constituencies. Constituencies include the children, the parents, the vulnerable adults, the guardians, and the Clergy.

This entire policy shall be posted on a church bulletin board.

At the time children or vulnerable adults are enrolled in FPCHS programs, parents or legal guardians shall be provided an invitation to visit programs in progress at any time at their convenience.

Parents and guardians may be invited to receive the same “abuse prevention” training as provided to Clergy to be taken at their option.

Parents/guardians shall be encouraged to report violations of policy, boundaries or suspected abuse to the Pastor or Clerk of Session.

**Registered Sex Offender Policy**

As a community of faith, serving by the example of Jesus Christ, we also seek to attend to the needs of all who seek healing, redemption and fellowship among us. We shall be prepared to accept in our midst those who have violated the most sacred mores of our society at large, in order to provide them refuge, peace, example and support in their recovery and penitence. We commit to doing so with utmost care for the welfare of our congregation, collectively and individually, and the community we serve.

We accept that there are risks to be born in our deliberate association with and ministry to sex offenders who are considered a pariah among the community-at-large as evidenced by the many constraints placed upon their interaction with the community. We agree to honor the needs of the congregation and our community to have reasonable assurance that a sex offender in our care will not have an opportunity to re-offend as a result of lapses in our management of the offender.

We shall consider limited participation or membership of a sex offender in our congregation with utmost care which shall include the following elements:

- Document understanding of the statutory limitations applying in the State of Florida to the movement and activities of a sex offender, taking into account the programs of the church or the operations of tenants. (Examples: Sunday school, seasonal camps and associations which serve children and “vulnerable adults”.)

- Consider and understand the character of the crimes which have resulted in requiring an individual to register as a sex offender, the passage of time without repeated conduct or behavior and the risk and opportunity of re-offending that is presented by the particular programs of our congregation.

- Document understanding of limitations and prohibitions placed upon the offender by courts and probation authorities. The opinion of a mental health professional regarding the suitability of the person to participation in the life of the church shall be obtained. In all cases where probation is in force, we shall obtain the explicit approval of and conditions of participation specified by the probation officer. A recommendation by law enforcement or mental health professionals to deny participation to an offender shall be honored in all cases.

- Understanding that, with respect to a person who is an employee, volunteer or in a position of church leadership, who has previously been conviction for acts of sexual misconduct as defined by insurance contracts, knowledge by church leaders and managers of such prior conviction will have the effect of voiding coverage for the individual employee, volunteer or church leader and for the church for future acts of sexual misconduct by that person.

Given that criminal convictions are a matter of public record, there shall be no expectation of secrecy on the part of the offender. As a condition of participation in our faith community, the offender must agree that the leadership of the church shall make it known to the members, constituencies and customers of the church that we have accepted among us a registered sex offender. The conditions and limitations that apply to participation in the life of the church may be known to all.

With the advice of legal counsel, and in all cases, the conditions of participation by a registered offender shall be defined by a “limited access agreement” executed by the offender and church. Such agreement shall be approved by probation authorities as may be necessary according to para. 3., above. The agreement shall be reviewed annually to validate on going eligibility. Violation of the agreement by the offender shall be considered as grounds for immediate cancellation of the agreement.

The following additional considerations shall apply:

**Victims in the congregation** – In such case as the victim of a RSO (registered sex offender) is a member of the congregation or employee, the RSO shall not be permitted to attend church worship or church activities.

**Clergy-penitent privilege** – “Clergy-penitent privilege” is a “Rule of Evidence” defining or limiting information which clergy may reveal in a court of law only. “Clergy penitent privilege” does not prevent clergy from informing the congregation of matters which may be relevant to their safety; it does not require clergy to hold information in secrecy.

Ordained clergy shall assume responsibility and take extraordinary care to understand the scope and limitations of clergy-penitent privilege in the State of Florida, and the parameters of confidence and privilege as defined by our denomination. Authorized clergy shall inform the leadership of the church of the general principles of confidence and privilege under which (s)he performs his/her clerical duties.

**Escorts (Ruling Elders)** – Conditions of limited access for a RSO will commonly require that the offender have an escort while on the church premises or at church events elsewhere. A person serving as an escort shall not be a spouse, partner or relative of the offender.

**Approval & Supervision –**

With the advice and prior approval of the Session, a Limited Access Agreement with a Petitioner (known RSO) may be signed only by the Pastor.

The Pastor, in association with other Ruling Elders (escorts), who shall be named in the Limited Access Agreement, shall be responsible for the general supervision of the Petitioner in all of the latter’s activity in relation to the church. Elements of supervision shall include the following:

Knowledge of the terms of the Limited Access Agreement, including activity limitations placed upon the Petitioner.

Knowledge of the Petitioners offense history sufficient to understand the risks of association with the church and its ministries.

Willingness to assert activity limitations and to report any violation of restrictions placed upon the Petitioner.

Willingness to intervene in any onset of a risky or problem behavior.

Willingness to report all cases of non-compliance to the Pastor.

The Pastor shall assess, prior to selection, whether a proposed parish associate is willing to fulfill the above elements of supervision.

**Juveniles** – While the criminal record of a juvenile is ordinarily concealed by the courts, the church may come to know the juvenile’s history by other means. Honest disclosure by a juvenile and parents in the volunteer screening process may reveal that a record exists without knowing the specifics. While a limited access agreement will be required for the juvenile, as for others, every precaution will be taken to preserve the privacy and confidentiality which the law affords a juvenile.

**APPENDIX D**

ACCIDENT / INCIDENT REPORT

First Presbyterian Church of High Springs

18711 Main Street

High Springs, FL 34481

Return this Form to the Pastor or Clerk of Session within 24 Hours of Incident

Date of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_ AM / PM

Injured Person or Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth (age): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_\_\_\_

Who/What was injured? (Circle one): Student Employee Volunteer Guest Property Other

Type of Injury/Damage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of Incident (include names of any witness): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Injury May Require Physician / Hospital Visit? Yes \_\_\_ No \_\_\_

Name of Physician / Hospital: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physician / Hospital Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Injured Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Medical Attention Desired and/or Required? Yes\_\_\_\_ No\_\_\_\_

Signature of Person Filling Out Incident Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Complete this form to the best of your ability, stating only what you observed and any action taken. Do not draw conclusions or suggest medical diagnosis.

**APPENDIX E**

**Volunteer Driver Qualification Form & Agreement for Use**

**of Personally Owned Vehicles**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_Work phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years of driving experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver license No. & State\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance Carrier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Liability Policy Limit -- Bodily Injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property Damage \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I. Are all licensed vehicles you own covered by insurance as required by law? Yes No

2. Have you ever been denied a driver's license or had one suspended or revoked? Yes No

3, Have you had any moving traffic violations or accidents in the past three years? Yes No

**If the answer to questions 2 or 3 is YES, explain. Give dates and details of violations and accidents on the back of this form.**

**I AGREE to the following as a condition of being permitted to act as a Volunteer Driver:**

1. The vehicle owner's insurance is the primary liability insurance coverage in the event of an accident.

2. The owner of the vehicle which I am driving is responsible for keeping the vehicle in safe working order.

3, The owner of the vehicle is responsible for all damage to the owned vehicle however caused.

4. The owner of the vehicle shall maintain liability insurance in the amount of at least

* Bodily Injury -- $50,000 per person and $100,000 per accident or $200,000 combined single limit; and
* Property Damage -- $25,000 per accident

5. The church's insurance shall apply in excess of the vehicle owner’s liability insurance limits in the event the primary limits are exhausted, and only to the extent the church is legally obligated to pay damages.

6. **I will not receive or initiate phone calls while operating a vehicle for church activities, to include receiving or initiating text messages.**

7. I will indemnify and hold the church harmless from liabilities and damage resulting from my operation of a motor vehicle not owned by the church. The church will indemnify and hold harmless the volunteer driver for liabilities and damages resulting from acts or negligence of the church.

**I hereby AFFIRM that the information I have given is stated truthfully and that I shall abide by the terms of the church’s Vehicle Use Policy.**

Driver Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPENDIX F**

**LIMITED ACCESS AGREEMENT**

**This Limited Access Agreement is executed between:**

**First Presbyterian Church High Springs,** referred to as “we”, “the congregation” and “clergy”;

And

**(Petitioner Name),** referred to below as “you” and “your”

We are committed to being a religious community open to those who are in need of worshiping with us, especially in times of distress and serious personal troubles. However, based on your background, we have concerns about your contact with children and youth in our congregation. The following guidelines are designed to reduce the risk to both you and them of an incident or accusation. We welcome you to our congregation and our membership but your participation will be limited to ensure the safety of our children and youth and to assure that you will not be subject to future accusations.

Within these guidelines, the congregation welcomes your participation in worship services, coffee hour, meetings, adult education, and all adult social events. You are to avoid all contact with children and youth on church property or congregation-sponsored events. This includes the following:

* Do not talk with children.
* Do not volunteer or agree to lead, chaperone or participate in events for children and youth including such things as religious education classes, stories or talks for worship, youth group events, activities during intergenerational events, driving or otherwise transporting children and/or youth.
* You will remain in the presence of a Ruling Elder who knows your situation at all times. You must meet that person before coming onto church property (or before arriving at any church-sponsored event), remain with him/her at all times, and depart with him/her.
* If a child or youth in the congregation approaches you, either at church or in a community place, politely and immediately excuse yourself from the situation.
* Avoid being in the church or any church-owned building or church-rented space at any time without a Ruling Elder present with you at all times.
* Do not ask for, seek access to, nor remove from the church any materials, files, directories, etc. listing members and friends of the church.

As a part of this agreement it is understood that you will have three (3) members of this congregation, approved by the clergy, who know thoroughly your history and are willing to serve as your Parish Associates. You will be welcome on church property and at church-sponsored events but must be accompanied at all times by one of the Parish Associates named below:

(Named Ruling Elder 1)

(Named Ruling Elder 2)

(Named Ruling Elder 3)

To engage your integration into the congregation and to assist you in maximizing your experience with the church it is agreed that you will meet every other month basis with the Ruling Elder/s and the Pastor together, or separately, to discuss matters of mutual interest and concern. These meetings will also serve as an ongoing review of the implementation of this agreement.

Implementation of this agreement is based upon a review by the Pastor of the most current supporting documents as follows:

* A statement from the court as to the nature of the conviction.
* A risk assessment from a qualified therapist.
* A report from a certified treatment provider indicating that you are not at too high a risk for recidivism.

Any change in the above must be reported immediately to a member of the clergy.

**REASONS FOR EXCLUDING A PERSON FROM ALL CONGREGATIONAL ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO:**

* Refusal to allow the clergy to contact the treatment provider and parole officer. Refusal to go for a risk assessment with a qualified therapist.
* Report by a treatment provider that the individual is at too high a risk for recidivism. Refusal to sign a Limited Access Agreement.
* Refusal to comply with the requirements of the Limited Access Agreement.

This agreement will remain in effect until/unless:

* You fail to honor the terms of the agreement, thus nullifying it.
* It is superseded by any policies and procedures put in place by the church’s Session. The Session clergy is the body responsible for providing you with guidelines, support and counsel for your participation in the life of the congregation.
* You, the clergy, and the Ruling Elders mutually agree to change the terms of this agreement.

**ATTEST:** I have reviewed the terms of the above limited access agreement and agree to abide by its provisions. Failure to honor its terms will result in my being denied access to church property and all church events.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Petitioner Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

**WITNESS FOR THE CHURCH:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Official Title

**First Presbyterian Church of High Springs**

**18711 Main Street**

**High Springs, FL 32643**

**APPENDIX G**

**Preemployment Personal Reference Form**

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Name of Reference: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Phone Numbers: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

Hello, my name is <your first and last name> with First Presbyterian Church of High Springs. <The applicant’s first and last name> has applied for a position with us and said you would be a good person for us to talk with about him/her. Do you have a few minutes to talk with me now? I would like to start by letting you know that <The applicant’s first and last name> has applied for a position working with youth / vulnerable adults, so it is extremely important for us to determine that every applicant is suitable for this type of position. I appreciate your help with this.

1. How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_
2. What is your relationship to the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_
3. How would you rate the applicant’s ability to work with and relate to youth?

\_\_\_\_Above satisfactory \_\_\_\_Satisfactory \_\_\_\_Below satisfactory

Can you give me an example of how the applicant relates to youth?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. We are looking for someone who can stay calm and control frustration even under very frustrating conditions with youth. How would you rate the applicant’s ability to be patient and stay calm?

\_\_\_\_Above satisfactory \_\_\_\_Satisfactory \_\_\_\_Below satisfactory

1. Have you ever known the applicant to use harsh or abusive discipline with a youth?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Would you be comfortable placing one of your own loved ones in the care of the applicant? Why or why not?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What are the applicant’s hobbies and recreational activities?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How would you rate the applicant’s ability to relate to adults?

\_\_\_\_Above satisfactory \_\_\_\_Satisfactory \_\_\_\_Below satisfactory

Can you give me an example of how the applicant relates to adults?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. We need a person who can be supportive and understanding of a youth’s needs. How would you rate the applicant’s ability to be genuinely supportive and understanding to a person in need?

\_\_\_\_Above satisfactory \_\_\_\_Satisfactory \_\_\_\_Below satisfactory

1. Think of a time when the applicant was able to show genuine concern for another person who needed comfort. Tell me about that time.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How would you rate the applicant’s ability to maintain appropriate boundaries with youth?

\_\_\_\_Above satisfactory \_\_\_\_Satisfactory \_\_\_\_Below satisfactory

1. Do you have any additional comments or questions?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Thank you very much for your time.

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature of Screening Individual** |  | \_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_**Date** |

**APPENDIX H**

**Preemployment Application**

Name:

Street address:

City: State: Zip:

Phone: Home Work

How long at current address:

Driver License: State Issued: Number:

Have you ever previously worked for (insert organization)? Yes [ ]  No [ ]

If yes, please complete the following. Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Position:

Please list your addresses in the past five years:

|  |
| --- |
| *For what position are you applying?* *What interests you about the position for which you are currently applying?*  |
| *What has prepared you for the position for which you are currently applying?*  |

|  |
| --- |
| **Employment history** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates of Employment****(Start with most recent)** | **Company Name and Address****(City, State Zip)** | **Immediate Supervisor Name and Phone Number** | **Position Held** | **Reason for Leaving Position** |
| Started \_\_\_/\_\_\_/\_\_\_Ended \_\_\_/\_\_\_/\_\_\_ |  |  |  |  |
| Started \_\_\_/\_\_\_/\_\_\_Ended \_\_\_/\_\_\_/\_\_\_ |  |  |  |  |
| Started \_\_\_/\_\_\_/\_\_\_Ended \_\_\_/\_\_\_/\_\_\_ |  |  |  |  |

|  |
| --- |
| **Educational history** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School Name** | **(City, State Zip)** | **Type of School** | **Name of Program or Degree** | **Program completed?** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **References** |  |
| **Reference Name** | **Address****(City, State, Zip)** | **Daytime Phone** | **How long have you known this person?** | **Has this person agreed to provide a reference?** |
| Professional/Civic |  |  |  |  |
| Professional/Civic |  |  |  |  |
| Personal |  |  |  |  |
| Personal |  |  |  |  |
| Family Member |  |  |  |  |

|  |  |
| --- | --- |
| **Volunteer experience** |  |

*Please list your volunteer experiences with non-profit organizations (use back if needed.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization** | **Duties** | **Dates** | **Contact Person** | **Phone Number** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Our organization appreciates your willingness to share your skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality programs for the people of our community. Please initial each of the statements below.

* *I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my position.*
* *I understand that I can withdraw from the application process at any time.*
* *My signature indicates that I have read and understand the above.* ***Do not sign until you have read and initialed the above statements.***

**Applicant Signature:****Date: *\_\_\_\_/\_\_\_\_/\_\_\_\_***

**Code of Ethics**

* Our staff will exhibit the highest ethical best practices and personal integrity.
* Our staff will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
* Our staff will not physically, sexually, or emotionally abuse or neglect a youth or adult.
* Our staff will share concerns about suspicious or inappropriate behavior with their supervisor or administrator.
* Our staff will report any suspected abuse or neglect of a youth to the state authorities.
* Our staff will accept their personal responsibility to protect youth and adults from all forms of abuse.

*Please Print*

|  |  |
| --- | --- |
| Date |   |
| Name  |   |
| Position  |   |
| Signature |   |

*I have reviewed this application and have noted any missing information.*

|  |  |  |
| --- | --- | --- |
|  **Signature of Screening Individual** |  |  / / **Date** |

**APPENDIX H**

**Field Trip Preparation Checklist**

1. Specific location of the off-site activity. (Example: The Children’s Museum)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name of the primary contact at the off-site location (Example: Mary Smith, Director of Group Sales at the Children’s Museum)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Address and telephone number for the location.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Parent permission sheet attached to this document for review.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Name and cell phone number of the supervisor for the off-site activity.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. The employee to child ratio for the trip and names of all who will be attending.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Required attire for employee and child during the off-site activity.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Amount of time required for the off-site activity.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Estimated departure time and estimated return time.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Method of transportation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Completed seating chart attached.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Overall supervision guidelines for location (employees will be assigned groups of children to monitor throughout the trip, employees will monitor children in “zones,” etc.).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Location of restrooms/locker rooms at off-site location.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. Cost of the activity.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Last Minute Checklist*:

1. All permission sheets returned and compiled for the off-site activity (children cannot participate without a permission slip). Leaders must take permission slips to the off-site activity to ensure correct parent contact information.
2. Roll sheets printed and distributed to all leaders for all children attending the off-site activity.
3. All required leaders present.
4. All leaders and children are in approved attire.

**APPENDIX I**

**Employee Acknowledgment Form**

I understand that this manual does not imply or constitute a contract or employment agreement between First Presbyterian Church High Springs and myself. I have received the manual and I understand that it is my responsibility to read and comply with the policies contained in this manual and any revisions made to it.

I understand that I work for First Presbyterian Church High Springs (FPCHS) "at will," meaning that I am free to leave FPCHS at any time, with or without reason, and that FPCHS has the same right to end its employment relationship with me. The Personnel Manual and all other policies and procedures of FPCHS are intended to be consistent with FPCHS’s employment-at-will philosophy.

I understand that this manual contains general statements about current FPCHS policy, and that FPCHS retains the right to revise or modify the terms, information, policies, and benefits at its sole discretion and at any time.

I understand that if I have knowledge, either direct or indirect, of harassment or discrimination in any form, I am obliged to report he circumstances immediately to the Pastor or, if he or she is unavailable, to the Clerk of Session. I understand FPCHS requirements and expectations regarding attendance and hours of work. I also realize that I may be assigned evening and/or weekend hours as part of my work schedule.

I understand that I am required to read and comply with the SafeConduct Policy of FPCHS. Further, I acknowledge that I am subject to a background investigation and follow-up investigation to ensure the appropriateness of my working with children. Additionally, I acknowledge that I may be required to participate in training upon hire and as required by policy in the future to ensure compliance with the aforementioned policy.

I understand that I should consult with the Pastor or Clerk of Session regarding any questions I may have about FPCHS policies and practices.

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name Printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX J**

**Offering Counting Form**

Directions: Add the cash and then the checks and record below, totaling in line provided. *The amounts received must match the amount to be deposited into the bank*. The form is then to be placed into the office for our records. Any gift that may be turned into cash and deposited needs to be recorded (e.g., silver or gold coins). Miscellaneous gifts (e.g., soup, cereal, etc.) do not need to be recorded, only what could potentially be deposited into the bank.

**Date of Offering: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Cash Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Checks Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Any Other Accountable Gifts Received (e.g., silver or gold coins, gift certificates, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

Church Attendance (Include Nursery): \_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Counter #1 Signature of Counter #2**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Counter #1 Name of Counter #2**

 **Date Counted and Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**