

SAFE SANCTUARY APPENDIX H-VII
VOLUNTEER'S STATEMENT OF PENNSYLVANIA RESIDENCE
REQUEST FOR WAIVER OF FBI CERTIFICATION

Volunteers who are responsible for children's welfare or who have direct volunteer contact with children are required to complete the Pennsylvania State Police Criminal Record Check and the Pennsylvania Child Abuse History Clearance Form.

Volunteers who have not lived in Pennsylvania continuously for the past 10 years and who have not obtained their FBI certification at any time since establishing residency must also obtain the FBI Criminal Background Clearance, which requires FBI fingerprinting.

The FBI check is waived only for volunteers who have lived in Pennsylvania continuously for the past 10 years and who additionally affirm in writing that they have not been convicted of any crime, in another state or jurisdiction, similar to the convictions that would disqualify them from working with children in Pennsylvania by [§ 6344 (c)].

I hereby affirm that I have:

had residence in Pennsylvania for the past 10 years and am not criminally disqualified by § 6344 (c). (attached). I am seeking waiver from the requirement that I complete the FBI certification. (Please read attached and sign below).

not had residence in Pennsylvania for the past 10 years, nor have I obtained my FBI certification at any time since establishing residency in Pennsylvania. I understand that I must complete the FBI Criminal Background Clearance. (Please sign below).

Name _____

Signature _____ Date _____

Initials of Child Protection Team (Safe Sanctuary Team) reviewer _____ Date _____

SAFE SANCTUARY APPENDIX H-VIII
SAFE SANCTUARIES VOLUNTEER COMMITMENT

The congregation of Hempfield UMC is committed to providing a safe and secure environment for everyone who participate in ministries and activities sponsored by the church. Our congregation is committed to preserving this church as a holy place of safety and protection for all who enter, as a place where all people can experience the love of God through relationships with others.

- No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children or youth in any church-sponsored activity. A person who has been so convicted by law, will be welcomed into the redemptive fellowship of the congregation, and may serve in other areas, but should not volunteer to be with children or youth.
- Adult survivors of child abuse are offered the love and support of our congregation. Any adult survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with the Pastor.
- Workers shall attend trainings and educational events provided by the church to stay informed of church policies and state laws regarding child abuse.
- Workers shall comply with the Hempfield UMC Safe Sanctuary Policy.

By signing below, I commit to the following:

- I have a copy of and understand the Hempfield UMC Safe Sanctuary Policy.
- I affirm that I have been informed of and will comply with Pennsylvania law that requires me to inform Hempfield UMC in writing within 72 hours of any arrest, conviction or a substantiated child abuse report that would prohibit me from working with children.
- I agree to observe and abide by all church policies, notably the Safe Sanctuary Policy.
- I agree to inform a Pastor if I have ever been convicted of abuse.
- I understand that any paid or unpaid worker involved in Hempfield UMC activities is considered a mandated reporter of suspected child abuse under Pennsylvania law.
- I agree to participate in training and education events provided by the church related to my ministry involvement.
- I agree to promptly report abusive or inappropriate behavior to my supervisor or Pastor.
- I understand that background clearances are valid for five years.
- I understand that I will be contacted and expected to complete and submit a Safe Sanctuary Commitment annually as part of the annual Safe Sanctuary Training Review.

Name _____

Signature _____ Date _____

Appendix I

Business Expense Policy

Approval Authority: Finance Committee

Responsible Executive: Director of Operations

Date of Approval: Aug. 10, 2009

Amended: March 16, 2015; May 9, 2018

1. Policy Statement

The commitment of Hempfield United Methodist Church's funds should be carefully reviewed to ensure that business expenses are reasonable, necessary, and appropriate, and incurred in the performance of the church's business.

2. Reason/Purpose for This Policy

The primary revenue sources for the church are the tithes and offerings from its congregation; therefore, employees must be sensitive and prudent on how funds are used to promote the church's mission, and further program goals and objectives. We are called to be faithful stewards of our resources. These resources are God's, and it is up to us to use them wisely to further mission of knowing Jesus and making Him known.

This policy is intended to provide church staff and volunteers a guide to making decisions as to whether the expense represents a reasonable, necessary, and appropriate use of church funds. It is also intended to ensure HUMC maintains accountability for its donors.

3. Who Should Read This Policy and Who Does This Policy Apply To

This policy applies to all staff and volunteers who may make purchases for the church.

4. Contacts

If there are further questions, please contact the following people:

- a) Director of Operations
- b) Your Immediate Supervisor
- c) Finance Committee
- d) Senior Pastor

5. The Policy

Staff may be reimbursed for pre-authorized purchases of goods and services with the submission of an itemized receipt attached to an approved business expense report. Department heads and the senior pastor are authorized to approve purchases.

Ministry teams, such as the Board of Trustees, Church Council, SPRT, Mission Committee, Finance Team, Food and Spirit Café ministries, External Focus ministries, Children and Youth Ministries, and Tech Team, are authorized to make purchases as well. Other ministries and commissions are allowed to make purchases as needs exist.

Business expense reports are to be submitted to the director of operations each month. A ministry team leader or the appropriate staff department head must approve non-staff business expense reports. Each item on the report must include the date of purchase, a receipt, a brief explanation of the purchase, its budget account number and name, and the amount spent.

Occasionally receipts are lost. If a receipt cannot be found, a short signed description of the purchase with its amount and date should be written on a separate piece of paper and be included in the report.

Expenses beyond 90 days after the date of the purchase will not be processed.

The church is a 501-c-3 tax-exempt organization and individuals should request that taxes not be collected. If the supplier requests a tax-exemption document, a tax exemption letter can be obtained from the director of operations.

The following are guidelines to be followed when making purchases for the church.

A. Ministry Items

Any item or service deemed necessary for a church ministry event or function is reimbursable. This includes any item deemed necessary for the administration of a ministry. Purchases must be approved by a ministry team leader or department head.

B. Local Meals

In order to remain faithful stewards of our donor's tithes and gifts, under no circumstance is a meal between staff members or staff and volunteers reimbursable to the staff member. Meals for employees are only reimbursable if they are traveling on church business outside of the local area.

When sharing a meal with someone from another church or agency to discuss church business; business associates; or missionaries visiting the area, the church will reimburse their meal but not that of the employee's. The meal expense must be approved in advance by a department head. The purchase of alcohol at a meal is never reimbursable. Meals and luncheons among staffers on site, for instance at a meeting, are never reimbursable and are never to be paid for by church funds. Generally speaking, unless a meal is accessible to anyone at a public event it will not be paid for by the church.

Meals incurred by a member of the Pastoral or Vision Teams in the course of ministry are reimbursable. An example of this would be a pastor discussing a personal problem with a member of the congregation over lunch.

C. Telephone calls

Long-distance phone charges incurred on a personal home phone or cellular phone in conducting church business may be reimbursed if within reasonable costs. Copies of the bill showing the charges must be attached along with an explanation of the business purpose of each call for which reimbursement is being requested.

D. Association Dues

Professional association dues for an ordained pastor or a member of the Pastoral Team should generally be paid through a check request or church credit card, however in the event they are paid through personal funds, they are a reimbursable expense at the discretion of the department head. Association dues for a lay staff member are not reimbursable. The individual seeking reimbursement must show that the association and its activities are related to the individual's position at HUMC. Department heads are advised to notify the operations director of these costs during the director's calculations of the budget.

E. Subscriptions

Subscriptions to periodicals should be paid through a check request or church credit card, however in the event they are paid through personal funds, they are a reimbursable expense only for an ordained pastor or member of the Pastoral Team. Association dues for a lay staff member or volunteer are not reimbursable. The subscription must have a business relevance to the individual's position at the church and the delivery address must be the church. Approval of a department head is necessary. Department heads are advised to notify the operations director of these costs during the director's calculations of the budget.

F. Business expense report approvals

All business expense reports, whether from volunteers, staff members or pastors, must be submitted to the director of operations for approval and timely processing of payments. In the absence of the director of operations, the

senior pastor or chair of the Finance Committee will approve business expense reports. The director of operations will submit his business expense report to the Finance chair or his designate for approval.

G. Travel

The senior pastor must approve any travel expenses that takes the employee outside the county or requires an overnight stay in advance. All business travel expenses must be fully documented as to who was one the trip, the purpose of the trip, the location and business nature of event.

As a general rule, the church will reimburse employees for church-related travel expenses, but the following general provisions apply:

- 1) Local travel within Lancaster County does not require prior approval and is provided for within staff or program budgets.
- 2) All members of the Pastoral or Vision Teams must receive prior approval from SPRT for continuing education travel expenses outside the county.
- 3) When approved, the actual costs of travel, meals, lodging and any other expenses will be reimbursed in accordance with all applicable IRS guidelines and regulations. Employees are expected to limit expenses to those that are deemed reasonable and customary for the area visited as well as the purpose of the trip.
- 4) A cash advance to cover anticipated expenses may be requested after travel plans have been approved. However, it is normally expected that employees will use a personal credit card to pay for food and incidental charges.
- 5) Receipts for church expense with appropriate documentation and charge codes should be submitted to the director of operations within seven days after the charge or upon the return to Lancaster if expenses are for travel. Reports should be accompanied by original receipts for all expenses, regardless of the amount.
- 6) Employees on church-related travel may be accompanied by a family member or friend when the presence of a companion will not interfere with successful completion of the travel objectives. Generally, employees are also permitted to combine personal travel with church-related travel as long as the additional time away from work has been approved, and accounted for through the various policies concerning leave and time off. Additional expenses arising from inclusion of a companion and/or non-church-related travel should be incurred separately and are the responsibility of the employee.
- 7) As needed, staff members should consult with the director of operations for guidance and assistance on procedures related to travel arrangements, cash advances, expense reports, reimbursements for specific expenses or any other church-related travel issues.
- 8) Any abuse of the travel expense policy, including falsifying expense reports to reflect costs not actually incurred by the employee, can be grounds for disciplinary action up to and including termination of employment.
- 9) Auto travel reimbursement will be calculated using the current IRS mileage rate. Beginning on Jan. 1, 2018, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) is 54.5 cents per mile for business miles driven by staff and 14 cents per mile driven in service of charitable organizations by volunteers. If the employee or volunteer drives straight from their home, the mileage will be calculated the distance travel less their normal trip to the church. A Google Maps document is an adequate supporting document for mileage reimbursement. Charges for tolls, parking and other travel-related costs are reimbursable. Parking violations and speeding tickets are not reimbursable.
- 10) Air travel must be made in advance and purchased in coordination with the director of operations.

Lodging. Lodging reimbursements are based on the rates described in the current IRS Publication 1542. Incidental lodging expenses such as in-room pay-per-view movies are never reimbursable.

Meals During Business Travel. The maximum reimbursement for meals, including tips and incidentals, for staff members on overnight business travel is based rates in the current IRS Publication 1542. Alcohol purchases are not reimbursable under any circumstance. Meals involving one-day trips are not reimbursable.

Conference/Training/Seminar fees. The church will only reimburse conferences, training sessions, seminars or professional meeting registration fees for members of the Pastoral or Vision Teams. The department head must approve such expenses in writing in advance. Members of the Pastoral or Vision Teams can pay the fee with personal funds and be reimbursed, or via church credit card. A receipted bill or registration confirmation with the fee noted and a copy of the fee sheet detailing the conference itinerary (or brochure) are required to substantiate the business purpose, the time period of the trip and the amenities provided by the conference or meeting. Conferences, training sessions, seminars or professional meeting costs incurred by lay staff and volunteers are not reimbursable.

H. Credit Card Use

To facilitate purchases, some staff members are issued church credit cards, which are issued in the staff member's name and must be used for business purposes only. Only the Finance Committee can authorize who receives a church credit card, and the limits.

Personal expenses are not allowed to be charged on the church credit card. Use of the church credit card for personal expenses is grounds for the Finance Committee to cancel the card.

A properly completed expenses reimbursement must be attached to all church credit-card statements submitted monthly to the director of operations for approval and payment.

The bookkeeper and anyone authorized to sign checks on behalf of the church are not allowed to have a church credit card. Staff cannot approve their own reimbursement expenses. Approvals will follow the same steps as described in section F of this policy.

I. Unallowable expenses

There are certain expenses, because of their nature and the negative impact they potentially have with donors, which may never under any circumstances be reimbursed or paid for by the church. Those included in this category are:

- 1) Alcohol
- 2) Computer equipment (excluding accessories) for personal use
- 3) Consultant services by members of the congregation
- 4) Personal and unrelated business expenses
- 5) Staff-only parties, meals, meetings and functions. This includes staff-only parties limited to a single ministry.

If an expense does not fall into a category above, or an individual is unsure of its appropriateness, the answers to the following questions will provide a guide.

- 1) Is it the right thing to do?
- 2) Do your actions comply with any restrictions placed on by a donor?
- 3) Is this something other staff, friends, family, and HUMC donors would clearly see as a HUMC business expense?
- 4) Would there be no cause for concern if you read about this in the Lancaster newspapers or see a report on WGAL?
- 5) Does this expense help us to know Jesus and to make Him known to others?
- 6) If the answer to any one of the questions is no, the individual should consider that the expense is not appropriate for the church. You can always consult with the director of operations or senior pastor before submitting the expense for reimbursement.

Appendix J

Lactation Accommodation Policy

Approval Authority: SPRT

Responsible Executive: Director of Operations

Date of Approval: March 23, 2010

1. Policy Statement

In recognition of the well-documented health advantages of breastfeeding for infants and mothers and as part of our family-friendly policies and benefits, Hempfield United Methodist Church provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a companywide lactation support program administered by the director of operations. Hempfield United Methodist Church subscribes to the following worksite support policy. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated at Hempfield United Methodist Church.

2. The Reason for This Policy

The Patient Protection and Affordable Care Act, enacted March 23, 2010, requires employers subject to the Fair Labor Standards Act (FLSA) to provide unpaid, reasonable break time for an employee to express breast milk for a year after her child's birth.

3. Who should Read This Policy

All staff and pastors at Hempfield UMC. The following policy shall be communicated to all current employees through its inclusion of the new personnel manual and included in new employee orientation training.

4. The Policy

Breastfeeding should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a breastfeeding employee; such conduct unreasonably interferes with an employee's work performance and creates an intimidating, hostile or offensive working environment. Any incident of harassment of a breastfeeding employee will be addressed in accordance with the Hempfield United Methodist Church's policies and procedures for discrimination and harassment. Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive approved breaks for lactation time established for each employee based on her work schedule to breastfeed or express milk during work hours.

"Reasonable" time for milk expression is generally defined as a 30-minute rest period to express milk during each four-hour work period, or the major part of a four-hour work period, to be taken by the employee approximately in the middle of the work period. If possible, the lactation time is to run concurrently with any break time already provided. The employee and her immediate supervisor will agree on the times for these breaks. Lactation time that may be needed beyond the regular break periods is unpaid; however, employees may use personal leave or may make up the time as negotiated

with their supervisors. Employees shall be provided the use of a clean, comfortable space or “Lactation Area.” A toilet shall not serve as the lactation area. In accordance to federal law, the Lactation Area:

- 1) Is equipped with an electrical outlet
- 2) Is in reasonable proximity to the employee’s work area
- 3) Contains comfortable seating.
- 4) Contains a sink with hot water and soap for hand washing and cleaning of equipment, and
- 5) Contains a refrigerator for storage of expressed breast milk.
- 6) Is equipped with a room that has a lock in the door.

When necessary, the Board of Trustees will make arrangements for the establishment of a Lactation Area.

Hempfield United Methodist Church may require medical certification to support the stated intent of this policy. If you have any questions, please contact the director of operations.

Appendix K

Electronic Media Usage Policy

RESOLUTION #2015-21
RESOLUTION TO 2015 ANNUAL CONFERENCE SESSION
Resolution Relating to Electronic Media Usage Policy
Presented by The Safe Sanctuaries Committee

WHEREAS, computers, computer networks and other electronic devices provide employees and church members access to the vast information resources of the Internet with the intention of increasing productivity and enhancing church-related communication; and

WHEREAS, there is also justifiable concern that they can be misused, potentially violating laws, ordinances or other church policies, garnering negative publicity for the church and potentially exposing it to significant legal liabilities:

THEREFORE BE IT RESOLVED, that the Eastern Pennsylvania Annual Conference adopt the following as its Electronic Media Policy:

ELECTRONIC MEDIA USAGE POLICY
May 2015

Each church in the EPA shall adopt a policy that establishes requirements for the use of electronic media in the ministry of the church. The policy shall include, at a minimum, the following:

- 1) All passwords and user names for church computers, devices and networks are confidential and are not permitted to be shared.
- 2) No church computer, device, or network may be used for inappropriate purposes. Inappropriate purposes include, but are not limited to:
 - a) Creating, downloading, viewing, storing, copying, or transmitting sexually oriented or sexually explicit materials (e.g. pornography).
 - b) Gambling.
 - c) Harassment, threats, or use of hate language.
 - d) Ridiculing others on the basis of race, creed, religion, gender, sexual orientation, disability, or nationality.
 - e) Engaging in partisan political activities.
 - f) Hacking, deliberately propagating any form of malware, circumventing firewalls or security systems.
- 3) The church has the right to monitor the employee's use of church computers, devices and networks.
- 4) No software may be installed on church electronic media that violates any copyright laws (e.g. pirated software)
- 5) Only persons authorized to speak on behalf of the church may post in the church's name on any website, blog, newsgroup, chat room, social media site, etc.

- 6) Users must assume that all Internet communications are not secure. No confidential information shall be sent over the Internet.
- 7) An employee's violation of the policy may lead to disciplinary action that could include termination of employment.
- 8) Employees shall acknowledge receipt of and compliance with the policy by signing, dating and returning a copy of a form provided by the local church.

It is recommended that all outgoing church emails include a confidentiality statement. The conference Safe Sanctuaries committee shall ensure that sample policies, policy templates, and/or forms are posted on the conference website to assist churches in their compliance with this policy.

Appendix L

Policy on Volunteering for the Church by Hourly Paid Staff

Hempfield United Methodist Church has many outstanding and dedicated people involved in ministries. Some people are paid employees while others are volunteers. Many individuals have such a passion for the church they might be involved in several different ministries.

It is a blessing to have people wanting to contribute their time and talent to the church, but the church, as an employer, must follow laws in place concerning when an employee of the church can serve as a volunteer for the church. The basis for the law is to protect employees paid for doing specific work from being asked or coerced to volunteer the same work without pay. Employees may feel they can offer to work for free as a volunteer if it is a decision they make, however, employees cannot waive the right to receive pay under federal and state wage laws.

The main factors the church focused on to determine if an employee is allowed to volunteer time are as follows:

- a) Are the positions in that ministry or activity typically associated with non-compensated or volunteer work?
- b) Are the volunteer services the same type of services performed by the individual in his or her regular employment?

When Ministries Are Staffed by Volunteers Only

Looking at item A. above, many children and youth ministries are typically associated with volunteer work. These ministries include:

Kid Konnections (preschool and elementary)
KidStuf
Vacation Bible School (VBS)
SHOUT Youth Group

If an employee volunteers in one of these ministry areas staffed by volunteers only and not paid workers, **the employee will be viewed as a volunteer and will not need to be compensated for those hours.** This does not apply to the administrative or tech roles for these ministries.

When Ministries Are Staffed by Employees and Volunteers

Item B. above comes into play when a ministry has both compensated positions and volunteer positions. These ministries would include:

Nursery (crib and toddler)
Noah's Ark Preschool
Preschool Summer Camp

The first area to look at is the Nursery where both child-care providers and nursery helpers provide care for young children during worship. These two positions are compared here:

NURSERY – Crib and Toddler	
Child-Care Provider	Nursery Helper
<p>Employee</p> <p>Clearances and Safe Sanctuary Training</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Maintains child's paperwork and signs child in and out - Supervises children - Changes Diapers - Prepares snack watching for allergies - Cleans and locks nursery at end of shift <p>Chooses when they want to work and coordinator makes the schedule</p> <p>Responsible for finding own substitute</p>	<p>Volunteer</p> <p>Clearances and Safe Sanctuary Training</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Helps to supervise children - Helps distribute snack - Plays with & comforts children <p>Chooses if, when and where they want to volunteer and coordinator makes schedule</p> <p>Responsible for finding a substitute, if they can</p>

An employee cannot volunteer services that are the same type of services performed by the individual in his or her regular employment. **The distinction between these two positions is not significant enough to allow a paid child-care provider to also serve as a volunteer nursery helper.** Any hours served in the nurseries by a child-care provider performing the duties above, even if intended to be as a volunteer, must be considered paid hours.

The law prohibits two employees doing the same type of service where one is receiving payment for their time worked and the other is volunteering time as unpaid. Both employees must be paid.

A child-care provider wishing to volunteer may do so in another area of ministry within children and youth ministries or elsewhere in the church, just not in the nursery. For example, a child-care provider may volunteer as a shepherd for Kid Konnection on Sunday morning and/or as a VBS helper in the summer.

A child-care provider may also volunteer to be a volunteer helper for Noah's Ark Preschool or volunteer for Preschool Summer Camp since the volunteer services are not the same type of services performed by the individual in his or her regular employment.

The next area to look at is Noah’s Ark Preschool. The support roles of preschool workers are shown below:

PRESCHOOL				
Teacher	Assistant Teacher	Lunch Bunch Worker	Substitute	Volunteer Helper
Employee	Employee	Employee	Employee	Volunteer
Clearances and Safe Sanctuary Training				
Assigned Hours	Assigned Hours	Assigned Hours	Assigned Hours	Makes own Hours
Plan and Teach	Assists with Teaching	Assists with Lunches	Assists with Teaching	Given Instructions by the Teacher to Review and Reinforce What Has Been Taught
Supervises Class	Helps to Supervise Class	Supervises Class	Helps to Supervise Class	Works with one Child at a Time or a small Group

There is enough distinction between roles here that an **employee in any position above, except Teacher, may serve as a volunteer helper who does not need to be compensated for those hours.**

Duties performed by a teacher are considered the same type of services as performed by a volunteer helper; therefore, a teacher may not serve as a volunteer helper. Any hours served as a volunteer helper by a teacher must be considered paid hours.

A preschool employee may serve as a volunteer in any children and youth ministries which are staffed by volunteers only or any other church ministry. A preschool employee may also serve as a volunteer nursery helper or a camp mobility support person since the volunteer services here are not the same type of services performed by the individual in his or her regular employment.

The last area to look at is Preschool Summer Camp. The support roles for Preschool Summer Camp are shown below:

Preschool Summer Camp		
Camp Worker	Camp Volunteer	Mobility Support Person
Employee	Volunteer	Volunteer
Clearances and Safe Sanctuary Training	Clearances and Safe Sanctuary Training	Clearances and Safe Sanctuary Training Unless Related to Child
Assigned Hours	Makes own Hours	Makes own Hours
Supervises Children and Guides Them through Planned Activities	Helps in a particular room (such as craft or snack) or Assists Children with Activities	Assigned to a Particular Child to Help with Physical Limitations

A paid Camp Worker cannot also be a camp volunteer, but can be a volunteer as a mobility support person.

The distinction between camp worker and camp volunteer is not significant enough to allow a paid camp worker to also serve as a camp volunteer. Any hours served at camp by a camp worker performing the duties shown above for a camp worker or volunteer, even if intended to be as a volunteer, must be considered paid hours.

There is enough distinction between the roles of a camp worker and a mobility support person that a camp worker may serve as a volunteer mobility support person. An employee hired as a camp worker may volunteer in any children and youth ministries which are staffed by volunteers only, as a volunteer nursery helper, or any other church ministry.

Summary

The main areas covered here include children and youth ministries since there is a lot of crossover with those who help in these ministries. But the rules mentioned here apply to all church hourly employees. Generally speaking, if the employee performs tasks that are part of their job description or similar to their job description they must be paid for that service.

Before volunteering, ask yourself these questions:

Does the ministry/activity just have volunteers?

If yes – an hourly employee can volunteer

If no – Is employee doing same type of work they are paid to do?

If yes – the hours need to be paid and cannot be volunteered

If no – employee can volunteer

If there are any questions, please consult with SPRT or the director of operations.