



BETHANY PRESBYTERIAN CHURCH

Employee Handbook

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Welcome to the Staff of Bethany Presbyterian Church!

The personnel policies contained in this Employee Handbook are established and approved by the Personnel Committee of Bethany Presbyterian Church (Bethany) and are guidelines and policies for those who are employed by Bethany. Our employees are our most important asset and we understand that it is through their efforts and skills that we best can meet the needs of our congregation. Our goal is to make Bethany a positive place to work for all of our employees. This Employee Handbook has been prepared in order to help achieve this goal. Because we continually try to find better ways to work together, the policies in this handbook are subject to change without notice. We will do our best to keep you up to date with these changes by making them available to you as soon as possible, or you may ask the Senior Pastor or the Personnel Committee for the latest policy version. The policies in this Employee Handbook are intended to meet the requirements of applicable local, state and federal laws. However, because of the dynamic nature of the law, it is possible that a provision or policy may be inconsistent with applicable legal requirements. In such a case, we will comply with the applicable law. We encourage you to bring any questions or inconsistencies to our attention.

Our Purpose and Character

Bethany's ministry is guided by the following **Statement of Purpose**:

We believe God intends for our worshipping community to be grounded in God's love, centered on Jesus Christ, and empowered by the Holy Spirit in order to be a blessing to our world, our city and one another.

Our **Code** is a description of our character – not what we aspire to be, but who we are:

- ***Corporate worship is at the heart of Bethany, linking us to God and to each other.***
- ***Bethany's unity is centered on Christ, which allows for diverse and creative approaches to worship and Christian life together.***
- ***Small group fellowship and using our gifts in service is our doorway to community and connection in the church and world.***
- ***Bethany values and practices lay leadership in all areas of ministry.***
- ***We pray, listen, study scripture and actively wait, anticipating that the Holy Spirit will guide us.***

Employment Status, Compensation Classification, Compensation Philosophy

Employment Status

All employment at Bethany is at-will. This means that Bethany may terminate your employment, with or without cause, at any time, and similarly, you may terminate your employment, with or without cause, at any time. This at-will relationship may be modified only by a written contract signed by the Senior Pastor, with approval from the Personnel Committee.

Each staff member at Bethany is classified in one of the following categories:

- Non-pastoral Full-Time: An employee who is scheduled to work forty (40) hours per week.
- Non-pastoral Part-Time: An employee who is scheduled to work less than forty (40) hours per week.
- Non-ordained Pastoral: An employee who may be full-time or part-time, who holds a Pastoral Staff position but has not gone through ordination.
- Ordained Pastoral: An employee who may be full-time or part-time, who holds a Pastoral Staff position and has been ordained in the PCUSA.

The following positions are considered to be “Pastoral Staff”: Senior Pastor, Associate Pastor, Director of Congregational Care, Director of Children and Family Ministries, Director of Worship, and Director of Youth and Family Ministry, and Director of Outreach Ministries.

The following positions are considered to be “Program Lead Staff”: Wednesday Night Dinner Director, WND Kitchen Supervisor, Organist, Children’s Ministry Assistant, Office Administrative Assistant, Communications and Systems Director, and Facilities Administrator.

Compensation Classification

Your job position at Bethany has been assessed to determine whether or not it is eligible for overtime pay under federal and state law, and therefore falls into one of the following categories:

- Non-Exempt (typically paid on an hourly basis): You are eligible for overtime pay (calculated at 1.5 times your hourly rate) for any hours worked over 40 hours within a workweek (defined as 12am Sunday through 11:59pm Saturday). Paid time off (i.e. paid holidays, Vacation, Sick/Safe Time) are not treated as hours worked for overtime calculations. Any overtime or other hours worked outside of your scheduled shift must be pre-approved by your Supervisor. This will enable us to be good stewards of ministry resources and will also help to ensure that you do not become over-worked. Although you will likely have an established shift schedule, the work hours for

some roles may occasionally change from one week to the next, and therefore your paycheck will not necessarily be the same each pay period.

- **Exempt (salaried):** You are not eligible for overtime pay for any hours worked over 40 within a one-week period. You may or may not have an established work schedule, but regardless of whether you work exactly 40 hours within a work week your paycheck will be the same each pay period.

Compensation Philosophy

Bethany's objective is to pay each employee fairly and appropriately for their respective job, consistent with what is being offered within other ministries or similar non-profit organizations. As part of this effort, Bethany regularly reviews compensation surveys and appropriate job ranges. Compensation levels are assigned after carefully taking into account such factors as required education, experience and credentialing as well as job difficulty and degree of responsibility including theological training and/or need for ordination. In addition, in order to consistently provide its employees with a solid wage, pay is reviewed annually by the Personnel Committee and adjustments based on inflation and/or market factors may be made to pay levels for some or all positions as part of the annual budgeting process.

Pay Periods and Paycheck Deductions

Pay Periods/Pay Dates

Bethany operates on a monthly pay period. Normal pay dates are the 29th of each month. Direct deposit is available for employees working at least 5 hours per week, and can be set up with the Bookkeeper. When the 29th day of the month falls on a Saturday, Sunday, or holiday, the direct deposit pay date is the preceding weekday. You may also request a mid-month draw; check with your supervisor for more information/approval.

Deductions

Bethany makes payroll deductions as required by law and as authorized by you.

There are three types of deductions that may be made from your paycheck:

- Statutory deductions. For most employees, Bethany is required to deduct federal income tax, social security and Medicare taxes (FICA), and other deductions when applicable. Some of these deductions are based on the Withholding Exemption Certificate (W-4) you filed with your new hire paperwork. You may make changes to your W-4 at any time by submitting a new form to the Bookkeeper.
- Court-ordered deductions, such as garnishments or child support.
- Voluntary deductions, such as health insurance premiums, Flexible Spending Account (FSA) deferrals, and 403(b) deferrals.

In adherence to the law and to treat all of its employees fairly, Bethany complies with all legal requirements regarding payroll deductions.

Paid Holidays

Employees working 20 or more hours per week receive paid holidays beginning immediately after their date of hire. Bethany currently observes the following paid holidays:

- New Year's Day
- December 31 or January 2, at Personnel Committee's discretion
- Dr. Martin Luther King, Jr. Day (3rd Monday in January)
- Day after Easter
- Memorial Day (4th Monday in May)
- Juneteenth (June 19)
- Independence Day
- Labor Day (1st Monday in September)
- Thanksgiving
- Day after Thanksgiving
- Christmas Day
- Day after Christmas

When one of the above holidays occurs on a weekend, the paid holiday is adjusted to the workday just prior to or following the holiday date. If a paid holiday falls on what is a normally scheduled work day off for you, a day may be arranged with your supervisor for you to observe the holiday within the same pay period. If a paid holiday occurs during your vacation, you will be paid for the holiday rather than it being charged against your allowed vacation. Non-exempt full-time staff will receive eight hours of holiday pay; non-exempt part-time staff will receive holiday pay based on the number of weekly budgeted hours, not on how many hours they would normally work on that day (e.g., staff working 30 hours per week will receive six hours = $30/40 \times 8$ hours, of holiday pay for each holiday, regardless of how many hours they ordinarily would have worked on that day).

Paid Leave

Vacation

Employees working 20 or more hours per week, and all Program Lead Staff regardless of hours worked per week, accrue paid Vacation beginning on the first day employment, and are eligible to begin using Vacation after 90 days of continuous employment. Vacation must be scheduled in advance with your Supervisor and will require his or her approval.

Non-pastoral Vacation eligible staff accrue Vacation in the amounts of:

- 80 hours (10 days) per calendar year for the first five years of employment,
- 120 hours (15 days) per calendar year from the 6th through the 10th year of employment, and

- 160 hours (20 days) per calendar year after ten years of employment.

Non-ordained and Ordained Pastoral Staff accrue 160 hours (20 days) of Vacation per calendar year.

For part time, Vacation-eligible employees, Vacation is pro-rated based on calendar work days (e.g., non-pastoral staff working 20 hours per week would accrue five days = $20/40 \times 10$ days per calendar year for the first five years of employment, 7.5 days = $20/40 \times 15$ days per calendar year from the 6th through 10th years, and 10 days = $20/40 \times 20$ per calendar thereafter). Non-eligible employees who transition to eligible status will begin to accrue Vacation beginning on the first day of employment or the date of the status change. The number of Vacation days accrued the first calendar year will be prorated for new employees hired, or any employee who becomes Vacation-eligible, after June 30. Employees should use all of their accrued Vacation days during the calendar year when accrued, as any unused Vacation will not roll forward into the next calendar year without prior approval of the Senior Pastor.

If your employment with Bethany ends, accrued but unused Vacation, including rolled-over Vacation time accrued in prior years only if previously approved by the Senior Pastor, will be paid out on your final paycheck.

Sick/Safe Time

Bethany provides all employees with paid sick and safe time (PSST) to take time off from work due to illness, injury, or a safety issue in accordance with Washington and Seattle law.

Accrual

Employees accrue PSST at the rate of 0.04 hours of PSST for every hour worked (80 hours/year for fulltime employees). Exempt employees do not accrue PSST for hours worked beyond a 40-hour workweek. At the end of the calendar year, employees carry over up to 400 hours of accrued but unused PSST to the next year. Aside from the carryover limit, there are no caps on accrual or use of PSST. Employees may check their accrued PSST balance on their pay stub each pay period.

PSST may be used for:

- An employee's personal illness, injury or health condition or medical appointment, or to take care of a family member with an illness, injury or medical appointment. (Sick Time)
- Closure of the employee's place of business or child's school/place of care by order of a public official for health reasons. (Safe Time)
- For reasons related to domestic violence, sexual assault, or stalking—for the employee or a family or household member. (Safe Time)

A "family member" includes a spouse, registered domestic partner, child, parent, grandchild, grandparent, sibling, and parent-in-law. A "household member" (for Safe Time) includes former spouses and domestic partners, persons who have a child in common, adult persons related by blood or marriage, adult persons who have resided or are residing together, and

persons 16 years of age or older who are or were residing together and who are or were in a dating relationship.

Employees begin accruing PSST on their first day of employment. An employee may begin using accrued PSST on the 90th calendar day of employment.

Requesting PSST

If the need for PSST is foreseeable, the employee must make a written request to his/her supervisor at least 10 days in advance, or as soon as practicable. For unforeseeable leave, the employee must provide notice as soon as possible before the start of the shift unless it is not practicable to do so. If the reason for the absence involves domestic violence, sexual assault, or stalking, the employee must provide oral or written notice no later than the end of the first day of using PSST.

Verification

Bethany may require documentation regarding PSST use when an employee uses PSST for more than three consecutively scheduled work days. If any employee believes that obtaining the required documentation would result in an unreasonable burden or expense, the employee may submit an oral or written justification explaining why he/she cannot comply with the verification request. Bethany will make a reasonable effort to identify alternative ways for the employee to meet the verification requirement. Employees are not generally required to disclose the nature of the illness or other specific reason for the absence, unless the absence is protected under another law requiring such disclosure. Bethany will maintain the confidentiality of information provided by the employee or others in support of an employee's request for PSST.

Separation

Accrued but unused PSST is not paid out at separation. However, if an employee is rehired within 12 months, Bethany will reinstate the employee's prior PSST balance.

Retaliation

Bethany will not retaliate against any employee for requesting or using sick leave or for exercising any rights available under applicable law. Absences in accordance with this policy will not be grounds for discipline or subject to Bethany's attendance policies.

Family Medical and Military Leave

Bethany is too small to be a covered entity under the Federal Family Medical Leave Act ("FMLA"). However, please see the policy below for information on Washington's Paid Family and Medical Leave ("PFML") program.

Washington Paid Family and Medical Leave

Eligible employees may receive Paid Family and Medical Leave ("PFML") benefits from the Washington Employment Security Department ("ESD"). PFML provides between 12 to 18 weeks of partial wage replacement if an employee is unable to work due to their own serious

health condition, the need to care for a qualified family member due to a serious health condition, to bond with a new child, or for military related leave.

Eligible employees will be entitled to the following:

- Paid leave up to 12 weeks for their own serious health condition (medical leave) or for family care (family leave);
- Up to 16 weeks combined family and medical leave; and
- Up to 2 additional weeks for certain pregnancy complications.

PFML is funded by premiums from employees. However, Bethany has elected to cover its employees' premiums, though this practice may change in the future.

To determine eligibility to received benefits, an employee must file a claim directly with the ESD. If the need for leave is foreseeable, employees must also notify their supervisor in writing 30 days in advance of the anticipated leave. If PFML leave is not foreseeable, employees must notify their supervisor in writing as soon as is practicable. Employees may also be required to submit additional documentation to Bethany to determine whether the leave is covered by any other law or policy.

As PFML only provides for partial wage replacement, employees may be eligible to use accrued paid time off during any leave under this policy in accordance with Bethany's applicable paid time off policies [PTO policy, vacation policy, sick leave policy] to supplement PFML benefits and fully replace wages during the leave period. Please contact your supervisor for additional information.

Please note that due to its size, Bethany is not legally obligated to reinstate employees who are on PFML leave. However, it is Bethany's general practice to reinstate employees returning from a PFML leave unless doing so creates a hardship or is otherwise unfeasible. In addition, in most cases, employees on PFML leave will continue to be eligible to participate in any group health insurance program Bethany provides. Please contact your supervisor for additional information.

Parental Leave

Employees working 20 or more hours per week may take up to four weeks paid Parental Leave to welcome a new child into their family, through either birth or adoption. Employees will be paid for four weeks of their regularly scheduled weekly hours. In the event an employee plans to reduce or increase their hours after their return from Parental Leave, the leave will be calculated based on the number of weekly hours they were scheduled to work prior to the leave. Disabled employees, including employees who experience a period of pregnancy-related disability, may be entitled to additional leave pursuant to applicable law. The timing of Parental Leave must be approved by your Supervisor, but is intended as one continuous leave to be taken during the first 12 months after the child is born or adopted. Vacation and Sick/Safe Time will continue to accrue during Parental Leave, but any holidays that occur during Parental Leave will not extend the Parental Leave. Employees who are ineligible for Parental Leave or wish to be gone for more than four weeks (with the approval of their Supervisor) may

apply accrued but unused Vacation as Parental Leave. If your employment with Bethany ends, accrued but unused Parental Leave will not be paid out on your final paycheck. Employees who are eligible to receive benefits through Washington's Paid Family Medical Leave program may use Parental Leave to supplement the benefits available from the state. All supplemental benefits work in coordination with state-paid benefits so that employees do not receive any greater amount than that equal to their regular earnings if actively working for a maximum of four weeks.

Bereavement Leave

Employees working 20 or more hours per week may take up to 24 hours (three days) paid Bereavement Leave, in the event of a death in their immediate family (spouse, parent, parent-in-law, grandparent, or child) and eight hours (one day) paid time off in the event of a death in their non-immediate family. For purposes of Bereavement Leave, "child" is defined as a biological, adopted, foster, or stepchild. Bereavement Leave should be coordinated with your Supervisor.

Jury and Witness Leave

Employees working 20 or more hours per week who are called for jury or witness duty may take up to 80 hours (10 days) paid Jury/Witness Leave per calendar year. If your jury or witness service does not require attendance for the full working day, you are expected to contact your Supervisor, who will decide whether or not you need to report to work for the rest of your normally scheduled shift.

Study Leave/Allowance

Pastoral Staff may take Study Leave of up to 80 hours/ten days per calendar year. For part-time Pastoral Staff, Study Leave is pro-rated based on calendar work days (*see example under Vacation above, p. 4-5*). Up to 80 hours of Study Leave may be accumulated with prior approval of the Senior Pastor (or the Personnel Committee, in the case of the Senior Pastor). Study Leave should be used for a specific learning purpose related to one's position at Bethany. Study Leave may be used to attend a conference or structured retreat, or for self-designed study: not Vacation, but rather a break from regular duties to allow and enhance professional and spiritual growth.

Bethany provides Non-ordained Pastoral Staff with a Study Allowance of \$800 per calendar year for professional development. Ordained Pastoral Staff receive a Study Allowance as part of their annual compensation. The allowance is pro-rated for part-time employees and for partial calendar years of employment.

Unused Study Leave or Study Allowance for which a Pastoral Staff member is eligible will not be considered earned compensation at the time of termination of employment or for any other purpose.

Sabbatical Leave

Sabbatical Leave is a paid period of up to 13 weeks away from usual work responsibilities provided to Pastoral Staff as a time of spiritual renewal and an aid to improved, long-term ministry for Bethany. It should improve the quality of one's service to the Bethany congregation and serve as an incentive for the resumption of program or pastoral duties with renewed skills, enthusiasm and energy.

Sabbatical Leave includes an established program of study with opportunity for mission, education, and/or spiritual development consistent with the goals and mission of Bethany. A detailed Sabbatical plan is required to be submitted to the Senior Pastor and the Personnel Committee in support of a Sabbatical Leave request. The plan should include, but not be limited to, a statement of the proposed objectives, involving career development, personal growth and spiritual renewal.

Pastoral Staff may apply for a first Sabbatical Leave after completion of six years of employment with Bethany, to be taken after the sixth year of employment. Application may be made for a subsequent Sabbatical Leave upon completion of six additional years of employment with Bethany following any prior Sabbatical Leave (again, to be taken after the sixth additional year).

To ensure an adequate period for Sabbatical plan review and to permit appropriate budget and replacement-staff planning, a request for Sabbatical Leave should be submitted to the Senior Pastor and the Personnel Committee at least six months prior to the expected date that the Sabbatical Leave is to be taken. When faced with multiple requests, the Personnel Committee shall determine the number of employees who may take Sabbatical Leave during any specified period. Upon review and recommendation by the Senior Pastor and the Personnel Committee, the request will be presented to the Session for scheduling approval.

Vacation and Sick/Safe Time will continue to accrue during Sabbatical Leave. Participation in other Bethany benefit plans should not be affected by Sabbatical Leave. Bethany and the employee will each be responsible for paying their respective portions (if any) of the monthly cost for the employee's usual benefit programs.

Vacation accrues as usual for any year in which Sabbatical Leave is taken, and may be taken in conjunction with Sabbatical Leave if approved by Session. Sabbatical Leave replaces Study Leave for the year in which the Sabbatical Leave is taken.

If employment ceases prior to the completion of the sixth year of full time employment, or prior to commencement of a previously approved Sabbatical Leave, any previously approved Sabbatical Leave will be automatically withdrawn. Sabbatical Leave will generally not be approved if a voluntary termination of call or employment is anticipated or reasonably foreseeable in the 12-month period following completion of such Sabbatical Leave.

Upon completion of Sabbatical Leave, a written reflection prepared by the employee shall be submitted to the Senior Pastor and Session, summarizing the experience.

Pastoral Staff who have taken Sabbatical Leave are expected to fulfill at least one year of employment after completion of the Sabbatical Leave. Unused Sabbatical Leave for which a Pastoral Staff member is eligible will not be considered earned compensation at the time of termination of employment or for any other purpose.

Unpaid Leave

Bethany understands that on occasion an employee may need to request an unpaid leave of absence from his/her job duties. All leaves of absence that are medical and/or legally regulated require the prior approval by the Senior Pastor with possible advice from the Personnel Committee, and personal leaves of absence require prior approval by the employee's Supervisor and the Senior Pastor. The information below describes various unpaid leave of absence types but is not comprehensive.

Family Medical and Military Leave

Employees working more than 20 hours per week, who have worked at Bethany for at least 12 months and have worked at least 1,250 hours during the 12 months immediately prior to the leave, will be granted up to 12 weeks of unpaid, job-protected leave for certain family and medical situations such as:

- To care for the employee's child after birth or placement for adoption or foster care (Family Medical Leave).
- To care for the employee's child, parent or spouse who has a serious health condition (Family Medical Leave).
- For a serious health condition that makes the employee unable to perform their job duties (Family Medical Leave).
- To deal with a "qualifying exigency" arising from a call or impending call to active duty in the US armed forces for the employee's child, parent or spouse (Family Medical Leave).
- When the employee's spouse is deployed for military duty (Washington State Military Leave).

Within special eligibility guidelines, to care for a spouse, child or next of kin (nearest blood relative) in the US armed forces who is undergoing medical treatment, recuperation or therapy, or is otherwise in outpatient status, for an illness or injury sustained in the line of duty that renders the family member medically unfit for duty (Service Member Family Leave).

Family Medical Leave generally may not exceed 12 work weeks within a rolling 12 month period. Washington State Military Leave provides 15 days of unpaid leave when your spouse is, or will be, called to active duty. A Service Member Family Leave may last for up to 26 weeks during a single 12 month period.

Family Medical Leave, Washington State Military Leave and Service Member Family Leave are collectively referred to herein as “FMML”. To take any FMML, you must notify your Supervisor in writing at least 30 days in advance of the anticipated dates the leave is to begin and end. If you are not able to give the 30 days’ notice, you must give notice as soon as possible in accordance with current regulations. During an employee’s FMML, Bethany will continue the employee’s health insurance coverage (if applicable) but the employee will be responsible for paying his or her portion of the premiums for any coverage. Bethany will require the use and application of accrued but unused Vacation and Sick/Safe Time during the FMML. Other than for applied Sick/Safe Time, Vacation, and Parental Leave as described above under “Paid Leave”, employees will not be paid during FMML. Employees will not accrue Vacation or Sick/Safe Time during the unpaid portion of a FMML, and an employee who does not return to work following a FMML may be required to reimburse Bethany for premiums paid on his or her behalf during the leave. Upon returning from a FMML, an employee is generally entitled to return to the same position held when the leave began, or to an equivalent position with equivalent benefits and pay. If, due to a change in circumstances, neither of these options is available, the employee will be reinstated in any other vacant position for which he or she is qualified.

Maternity Disability Leave

Employees who experience a disability due to pregnancy or the birth of a child may be eligible for an unpaid Maternity Disability Leave pursuant to applicable law. Accrued but unused Vacation and Sick/Safe Time may be applied to and used as paid Maternity Disability Leave. For employees eligible for Parental Leave, the first four weeks of Maternity Disability Leave is taken concurrently with, and replaced by, Parental Leave.

Military Leave

If you are called to reservist duty or active military duty, you may take unpaid, job-protected Military Leave in accordance applicable law. Accrued, unused Vacation may be applied and used as paid Military Leave. During Military Leave, Bethany will continue the employee’s health insurance coverage (if applicable and if the employee chooses to do so), but the employee will be responsible for paying his or her portion of the premiums. If health insurance is coverage suspended during Military Leave, the employee will be eligible for reinstatement of coverage upon returning from Military Leave.

Domestic Violence/Sexual Assault Leave

If you, a family member, or someone you are dating becomes a victim of domestic violence, sexual assault or stalking, you may take unpaid Domestic Violence/Sexual Assault Leave (“DVSAL”) to take care of legal or law enforcement needs or obtain medical treatment, mental health counseling or social services assistance. For purposes of DVSAL, a family member is defined as a child, spouse, parent, parent-in-law or grandparent. Any accrued but unused Vacation or Safe/Sick Time may be applied as paid DVSAL.

Personal Leave

A Bethany employee may apply for an unpaid Personal Leave of up to 30 days for situations that would not qualify under any of the categories listed above. During an employee's Personal Leave, Bethany will continue the employee's health insurance coverage (if applicable) but the employee will be responsible for paying his or her portion of the premiums for any coverage. Any accrued but unused Vacation or Sick/Safe Leave may be applied as paid Personal Leave. An employee who does not return to work following a Personal Leave may be required to reimburse Bethany for premiums paid on his or her behalf during the Personal Leave.

Bethany does not take adverse action against any employee for requesting and/or taking a leave of absence and will normally make every effort to reinstate the employee in the same position (or to an equivalent position with equivalent pay, benefits, etc,) and to other terms and conditions of employment as required by applicable law.

Health Care, Death and Disability Benefits

Medical Insurance

Bethany provides medical insurance for all employees working 30 or more hours per week. There is a 60-day waiting period before coverage commences. Family coverage is available at the expense of the employee. For Ordained Pastoral Staff (full-time and part-time) and their families, medical insurance is provided at no cost to them through the PCUSA Board of Pensions.

Dental and Long Term Care Insurance

Dental and long term care insurance is available to employees working 30 or more hours per week at employee expense through PCUSA Affiliated Benefits. For more information, contact your Supervisor or the Bookkeeper.

Flexible Spending Account (FSA)

All employees may redirect a portion of their pre-tax salary to a separate account to pay for eligible health care and dependent care expenses on a pre-tax basis. For more information, contact your Supervisor or the Bookkeeper.

Death and Disability Insurance

Death and disability insurance is provided to all employees working 30 or more hours per week through PCUSA Affiliated Benefits. For Ordained Pastoral Staff (full-time and part-time) this coverage is provided by the PCUSA Board of Pensions. For more information, contact the Bookkeeper.

Retirement Benefits

Bethany pays the employer's contribution to Social Security for all employees except Ordained Pastoral Staff. Ordained Pastoral Staff (full-time and part-time) are considered self-employed for federal tax purposes, and therefore are required to pay both the employer's and employee's contributions to Social Security. Bethany provides Ordained Pastoral Staff with an allowance equal to the employer's contribution to Social Security.

For employees working 30 or more hours per week, Bethany contributes 10% of their salary to a 403b plan, commencing after one year of employment. Employees working 30 or more hours per week have the option to direct an additional portion of their salary to their 403(b) plan at their discretion. For more information, contact the Bookkeeper. Bethany pays funds to the Board of Pensions on behalf of installed, Ordained Pastoral Staff (full-time and part-time), who then are eligible to receive benefits from the Board of Pensions upon retirement.

Breaks and Meal Periods for Non-Exempt Employees

Non-exempt (hourly) employees may take a paid 10 minute break for each four hours worked within a shift, and should not work more than three hours without taking a break. During this paid break, you are required to stay on Bethany property, but are highly encouraged to take the break away from your workspace.

Non-exempt (hourly) employees are allowed and encouraged to take an unpaid meal period when working a shift that is at least five hours in length. This unpaid meal period will be at least 30 minutes in length, and ideally will occur at the mid-point of the work shift. During this time you are permitted to leave Bethany property, and you are highly encouraged to take the meal period away from your workspace. Overtime pay as a result of an employee skipping the meal break must be pre-approved by his or her Supervisor.

Reporting of Hours Worked and Time Off Taken

Non-Exempt employees are required to complete a monthly time sheet showing all hours worked, approved by their supervisor and provided to the Bookkeeper as soon as possible after the respective pay period ends. In order to request any time off (paid or unpaid), all employees are required to complete the *Staff Time Off Request Form* and send it to their Supervisor for approval. After approval, a copy of the form must be provided to the Bookkeeper and the Administrative Assistant. The accurate reporting of hours worked and paid time off taken for all Bethany employees (both exempt and non-exempt) helps Bethany to accomplish several important objectives:

- Compliance with federal, state and local laws.
- Paying you correctly, on time, 100% of the time.

- Being a good steward of our financial resources because certain taxes only have to be paid for hours worked, not for paid time off.

Bethany employees are welcomed and encouraged to volunteer in Bethany's ministry areas. In order to clearly distinguish between paid and unpaid work, however, it is important that your volunteer activities are not the same or similar to the activities you perform in your normal job capacity. Any questions regarding this should be directed to your Supervisor.

Scheduled Work Hours & Attendance Expectations

Bethany strives to function in a team environment and when a member of the team is absent or late to work, the impact can be felt not only by the other team members but also by church members. For this reason, any changes to your scheduled work hours need to be approved in advance by your Supervisor.

We do understand that stuff happens. People get sick, cars break down and traffic can be entirely unpredictable. If you are going to be absent or will be arriving late, notify your Supervisor. Your Supervisor will tell you how she/he prefers to be notified (i.e. phone, text, email), but the most important thing is that it happens before your scheduled work start time. Give your Supervisor as much advance notice as possible when you will need to miss multiple shifts (due to illness, personal business, etc.). This will make it possible for your Supervisor to consider adjusting your work schedule and for the Senior Pastor to make a determination regarding whether or not your time away qualifies as a job-protected leave of absence.

Chronic absenteeism and lateness, however, are disruptive and place an unfair burden on other staff, and may have an adverse effect on evaluations of your overall job performance, corrective action, and/or termination.

Professional Attire

Bethany attire is usually casual to business casual. It is important that the clothes we wear enable us to serve well in our area of ministry, ensure safety and do not distract from our ministry focus. Employees are asked to consider modesty in their attire and appearance and to dress in a manner that is appropriate for the specific work area and duties of the day, and ultimately promotes safety and professionalism, to the glory of God.

Animals in the Workplace

Employees may not bring animals to work, except by permission of the Senior Pastor on a case by case basis. This prohibition does not pertain to *bona fide* service animals as defined by the Americans with Disabilities Act. Needs for service animal accommodations should be brought to the attention of your Supervisor and the Senior Pastor.

Drug and Alcohol-Free Workplace

Bethany is committed to protecting the safety, health, and well-being of its employees and volunteers and is committed to providing a drug and alcohol-free working environment. Because of this, Bethany prohibits the use, purchase, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner, including having a detectable presence of these drugs in the body. In addition, the use or being under any influence of alcohol at events on the Bethany campus and/or during working hours is prohibited.

Despite recent changes in Washington State law, marijuana (including medical marijuana) remains unlawful under federal law, and therefore its use on campus is still prohibited.

Working from Home

Technology has made it possible to work from almost anywhere, and Bethany encourages you to use your time efficiently. For example, if you need to attend an off-site meeting, plan to take leave for part of the day, or just need some uninterrupted time away from the office to focus on a particular project, it may make sense to work from home. That said, we believe that in general, we function better as a team when physically located together, even at the cost of some efficiency. Work from home should be coordinated in advance with your Supervisor. Some days or hours may be designated as mandatory “on campus” time. And obviously you should not plan to work from home on a day when you have meetings or other responsibilities that require, or even would benefit from, your physical presence on campus.

Inclement Weather / Power Outages

If you determine that it is unsafe to commute to work because of inclement weather or road conditions, you are expected to notify your Supervisor at the earliest possible time and plan to come in late if conditions improve. If you are already at work when the inclement condition develops, discuss your personal situation with your Supervisor. You will of course be paid for the hours you are at work. Non-Exempt (hourly) employee may choose to apply any accrued but unused Vacation or take unpaid leave for the portion of the day when they will not be at work.

In some cases, as a result of severe weather conditions and/or prolonged power outages, Bethany may make the decision to not be open for business. When this occurs, you will be notified by your Supervisor, and in some cases, Bethany may choose to pay employees for those hours.

Safe Workplace Guidelines

Bethany places a high value on the safety and wellness of our staff. Our basic belief is that no task is so important that an employee should even consider violating a safety rule or risk injury or illness in order to get the job done. In addition, your personal safety and well-being should never be compromised by harassment of any kind (see Harassment below, p. 20-21).

All employees are expected to comply with all Bethany safety requirements, and to actively participate in identifying ways to make this a safer place to work. Bethany's safety concern extends not only to employees, but everyone on the Bethany campus or participating in off-campus Bethany programs and activities, including employees, volunteers, congregational members, visitors, guests and invitees. It is extremely important that you report any accident, unsafe practice or unsafe condition to your Supervisor as soon as possible.

Accident Reporting and Investigation

If you become injured while at work, or anyone you are with becomes injured while participating in Bethany programs or activities, whether on or off campus, follow the steps outlined below:

- Notify the Senior Pastor of any accident, whether or not the injury is severe, as soon as possible, in any event no later than the next business day.
- Seek appropriate first aid or medical care. Locate, or have a co-worker show you, the first aid kit in your work area.
- If you seek care from a physician, be sure to indicate that the injury/illness is work-related so that proper paperwork can be completed.
- Complete an *Accident Report* (request from Office Administrative Assistant) and have your Supervisor sign it. Non-employees, or their parent or guardian, should complete their own accident report if they are injured, and submit it to the Senior Pastor.

Following these procedures will ensure that the required documentation can be completed and more importantly, employees can receive the necessary medical treatment at no cost to them. Bethany does not take corrective action against any employee for filing a worker's compensation claim, and by reporting your injury or illness promptly you make it possible for Bethany to ensure that all regulations are followed, and that any necessary corrections to the workplace and/or work processes will be made.

Major Incident Reporting

In case of an incident involving assault, trespass, terrorist threat, intoxication or security violation, and/or any time 911 is called (whether or not anyone is injured), complete a *Major Incident Report* (see Office Administrative Assistant to obtain this form).

Safety Training

From time to time, Bethany may offer CPR or other safety training for staff. If you would like to take an off-site CPR or other safety training class and be reimbursed by Bethany for the cost, discuss it with your Supervisor.

Crisis Response

Every workplace is vulnerable to unavoidable crises and emergencies such as fires, earthquakes, or violence in the workplace. We have an obligation to exercise due caution in working to keep ourselves and those whom we work with as safe as possible and to respond appropriately when a crisis does occur. For this reason, Bethany is developing response procedures for the various types of crises that you may encounter in your job. If you have any questions or comments or concerns regarding emergency preparedness and/or response, you should discuss them with your Supervisor.

Relationships at Bethany

"I, therefore, a prisoner for the Lord, urge you to walk in a manner worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace."

Ephesians 4:1-3

"As each has received a gift, use it to serve one another, as good stewards of God's varied grace."

1 Peter 4:10

"My brothers, show no partiality as you hold the faith in our Lord Jesus Christ, the Lord of glory."

James 2:1-4

It is through relationship that we prove to be trustworthy with others' hearts. Bethany employees work in camaraderie, and it is only natural to build work relationships among each other. We engage to watch over one another in communal love, to remember one another in prayer, to aid one another at work, to cultivate Christian empathy in feeling and courtesy in speech, to be slow to take offense and always ready for reconciliation and mindful to secure it without delay.

Relationship Guidelines

All employees should follow these guidelines for their relationships with co-workers at Bethany:

- Take personal accountability for your words and actions.
- Protect people's personal stories ... do not share with others unless permission has been given.
- Be inclusive; avoid inadvertently showing partiality.
- Be friendly but consider when banter and comradery could be interpreted by someone else as unwanted attention or even harassment. Continually ask yourself whether or not your words and actions line up with what the Bible has to say about how we treat each other, and self-correct as necessary.
- Avoid conversations that may inadvertently turn to gossip or dealing with internal Bethany issues in an unhealthy manner.
- If a fellow employee's words or actions toward you or someone else are out of line, consider approaching that person to address what was said or done. If you're not comfortable doing this, talk to your Supervisor or the Senior Pastor.
- If you become aware that your words or actions are an issue, in the spirit of Christian love and humility apologize to that person, ask for their forgiveness and change your behavior. If you are in a position to extend grace and forgiveness to someone who has offended you, be quick to do so.
- Team members may date, develop friendships and relationships both inside and outside of the workplace as long as the relationships do not negatively impact work.
- Avoid romantic, personal or marital relationships in which one partner has supervisory authority over the other partner, or that create a risk of conflict of interest, disrupt Bethany's ministries or create an unprofessional work environment. Take steps to avoid even the appearance of impropriety or of participating in any situation that could dishonor the name you bear as a Christian.

Sexual Misconduct (by Employees)

All employees must review and comply with Bethany's Sexual Misconduct Policy, a copy of which is attached as *Appendix A* to this *Employee Handbook*. If you have any questions regarding the Sexual Misconduct Policy, you should discuss them with your Supervisor, the Senior Pastor, or if needed, a member of the Personnel Committee.

You and Your Supervisor

Bethany places a high value on the relationship between you and your Supervisor. It is one of the most important partnerships you have at Bethany. Establishment of rapport requires commitment and attention from both you and your Supervisor. When this communication connection is open and effective, it enables you both to feel personally and professionally affirmed and united.

Your Supervisor's primary role is to successfully equip, support and position you for success in your ministry assignment. His or her job is also to be a coach for you and to help you to identify your professional goals while ensuring that you know the expectations of your role within the broader team, department and Mission initiatives and goals. His or her responsibility is to guide your success and to provide constructive feedback on your work. It is your responsibility to clearly communicate your personal and professional goals as well as any questions or issues as they arise. You and your Supervisor should schedule regular meetings for project check ins and goal-setting, to communicate concerns and to clarify responsibilities.

Your Supervisor is your first stop when seeking help or work issue reconciliation. If resolution does not occur with your Supervisor's help, you are encouraged to talk with the Senior Pastor, or if you do not feel comfortable discussing it with the Senior Pastor, a member of the Personnel Committee.

Your Supervisor's Role:

- Consistently communicates with you.
- Provides an outline and expectations of your role, your assignment and how it relates to Bethany's mission.
- Ensures you have the right tools and support including safety equipment.
- Communicates Bethany's vision, mission, values and goals.
- Relays to you Bethany guidelines and expectations.
- Instigates regular scheduled performance reviews and check-in discussions.
- Provides counsel during times of transition.

Your Role:

- Communicate regularly with your Supervisor; you co-own this responsibility with your supervisor.
- Take time to pray about, define and discuss your professional goals and needs with you Supervisor. Communicate about what motivates and inspires you in your role.
- Provide an early warning to your Supervisor of any challenges you foresee in your ability to meet set goals.
- Ask for help when you need it.
- If you are not getting the performance feedback you feel that you need, ask your Supervisor specifically for it.
- Make yourself aware of all Bethany resources.
- Be open to new approaches and counsel; look toward the big picture.

Harassment (of Employees)

Bethany takes seriously what God's word has to say about how we should treat each other, as well as its legal obligation to provide all employees with a work experience that is free from harassment. For this reason, Bethany does not tolerate harassment or any other words or activity that could be offensive or contribute to a hostile work environment, such as (but not limited to) sexually or racially vulgar or explicit language or demeaning comments; graphic or

degrading comments about a person's physical appearance; questions or comments about sexual behavior; touching or grabbing a sexual part of any person's body, or any part of a person's body after he or she has indicated or it is known that contact is unwelcome; continuing to ask a person on a date when that person has indicated that he or she is not interested; displaying or transmitting sexually suggestive objects or pictures. Employees should be free from harassment on the job, from coworkers, supervisors and members of the Bethany congregation.

If you experience or observe conduct of this sort, or feel that this policy has been violated in any way, it is of critical importance that you immediately bring the matter to the attention of your Supervisor, the Senior Pastor, or if needed, the Personnel Committee. If you have any concerns about behavior that you think may constitute harassment, whether directed towards you or someone else, you should discuss it with your Supervisor, the Senior Pastor, or if needed, a member of the Personnel Committee.

Reports of this nature will be taken seriously and investigated promptly. Bethany will protect the confidentiality of those involved to the extent possible given the need to investigate the concerns raised. If a claim or report of harassment is found to be justified, corrective or disciplinary action will be taken (possibly including termination of employment).

No employee will be retaliated against by Bethany for good faith voicing of concerns or cooperating in an investigation under this policy. It is a serious violation of this policy for any employee to take any retaliatory action against any person for reporting a concern or participating in an investigation.

Employment of Relatives

Employment of relatives or members of the same household can be of great benefit to an organization such as ours, but also can pose some challenges. For example:

- How does a Supervisor administer corrective action or avoid the appearance of favoritism when a family member is part of her or his reporting structure?
- What if one family member is employed in a position that involves knowledge of or access to sensitive confidential information about Bethany or its employees?

Rather than take a hard line "No employment of family members" approach, Bethany instead chooses to review the merits of each situation in deciding whether or not the family relationship may be an issue, as well as what checks and balances would need to be in place for it to be successful. The review process will include input from the Senior Pastor, the Personnel Committee and possibly Session, in order to ensure that the process is fair and objective and that all concerns are properly addressed.

Employee Records and Reviews

Employee Records

Bethany maintains a personnel file for each employee. Any change in status (i.e. address change, telephone number change, number of dependents, etc.) should be reported promptly to the Bookkeeper. Unless we receive written approval from you, or are required by law, we will disclose only your job title and dates of employment to those who ask for information.

Annual Reviews

Once each calendar year you will meet with your Supervisor specifically to discuss your progress over the past year. In preparation for this meeting, you will be asked to complete a self-evaluation, which will include setting goals for the following year. Your Supervisor will prepare a written evaluation which he or she will share with you at the meeting. You should not be surprised by anything you hear at the meeting; Bethany's philosophy is for employees to receive constructive criticism from their Supervisor throughout the year, and the annual review meeting is intended primarily as an opportunity for you to raise any questions or concerns, and to receive affirmation and support.

Corrective Action and/or Termination

Ideally, performance or behavioral issues are corrected through an informal coaching process in which the employee is made aware of the issue and given an opportunity to specify whether additional support or training is needed.

In cases where the required performance or behavioral change does not occur, or the initial circumstances are of a more serious nature, a more formal corrective action process with written documentation will be implemented. The employee's Supervisor will work in conjunction with the Senior Pastor and the Personnel Committee, as needed, to develop a written plan for coaching or corrective action. The design and success of the coaching or corrective action plan will depend largely on the employee's demonstrated recognition of the need for correction and/or willingness to make the necessary changes. At Bethany, we want any employee who is not meeting job performance requirements to be informed of inadequacies, empowered to make improvements, and supported through the improvement process. In the event that formal corrective action does not result in the required change or the initial circumstances are of an extreme nature, the employee may be placed on administration leave (paid or unpaid) for a period of time, giving Bethany leadership an opportunity to take a step back, look objectively at all of the facts, and prayerfully consider whether or not continuing with the corrective action is in the best interests of Bethany.

Notwithstanding the foregoing, and consistent with the "at-will" employment relationship between Bethany and the employee, Bethany may terminate any employee at any time, with or without cause, with or without notice.

Handling of Confidential or Sensitive Information

At times you may have access to confidential information regarding other employees, church members or individuals that we serve, and/or Bethany's finances, practices or procedures. It is critical that we protect the information and stories that have been entrusted to us. A high level of informational integrity is needed and expected of all those who minister at Bethany. For this reason, you should only reveal or divulge information that is critical to the performance of your duties, and do so in a manner that is consistent with Scripture and the established protocols for your job.

In addition, Bethany goes to great lengths to protect the dignity and privacy of each and every employee. The disclosure of confidential or sensitive employee information (even within Bethany) that is of a personal, financial, medical or corrective action nature could defame or embarrass that individual and possibly violate their legal right to privacy. In addition, it is important to refrain from disclosing an employee's date of birth, social security number, home address or personal phone number(s), as this could make that person vulnerable to identity theft or harassment.

Please refer all requests for employment verification, employment recommendations or any other employment information (for both current and former employees) to the Senior Pastor. This will help to ensure that the employee has given their written consent and that the information provided is accurate, consistent and relevant.

Independent Contractors

On occasion Bethany may choose to utilize an independent contractor for services. These services are performed on a contractual basis, and the individual performing them is regarded by Bethany as an independent contractor and not an employee.

In order to ensure that all labor laws are followed and that Bethany is not subjected to unreasonable terms, all independent contractor arrangements must include a written contract that has been approved by the appropriate Supervisor, who is then responsible for promptly notifying the Facilities Manager, so that all appropriate arrangements for scheduling, access and use of Bethany property and equipment can be made.

Personal Business

Your responsibilities at Bethany require your full attention. While we understand that emergencies will arise, making or receiving personal telephone calls and email or receiving non-work-related visitors during work should be kept to a minimum and preferably during lunch and break times. In the event that this is not possible, make your supervisor aware of the situation as he/she may be able to provide guidance on how to conduct your business in the least disruptive way possible.

Interactions with the Broader Community

You will likely have opportunities for projects or interactions with visitors or those who may be new to Bethany, or work in partnership with other organizations. All employees should follow these guidelines for such interactions:

- Interact with genuine care and friendliness, ensuring that you are quick to provide information and to help these individuals engage with Bethany and with an eye for professionalism.
- Be aware of volunteers, church representatives, or partner organizations that may be spending time in your work area.
- Take personal accountability for your words and actions.
- Always keep in mind that you represent Bethany wherever you are and at all times, including on social media.
- Hold personal information and life stories carefully and protect the confidentiality of all records, materials and knowledge you have regarding those who you work with or alongside at Bethany.

Reporting of Abuse

“Give justice to the weak and the fatherless; maintain the right of the afflicted and the destitute.”

Psalm 82:3 (ESV)

Jesus so loves people! We also love the individuals whom we serve and have a responsibility to help ensure their safety; this includes protecting them if we see or suspect abuse. The reporting of actual or suspected child abandonment or abuse (physical or sexual) of any person you have contact with in the performance of your duties at Bethany is required by law.

If you have any belief, concern, or thought that you may have witnessed/heard or heard about a situation possibly involving abuse, neglect or abandonment, you must immediately report this to your Supervisor, the Senior Pastor, or if needed, the Personnel Committee.

Social Media Responsibility / Use of Communication Technology

Social Media

We believe that social media is a tool that offers connection with and within our church community. Like all tools, social media/ communication technology must be used and stewarded well.

- As you feel comfortable and appropriate, you are encouraged to engage with the church and church members on social media.

- When attempting to “friend” or link up with a co-worker via social media, do be respectful of that person’s decision to decline or ignore your request, keeping in mind that some people like to keep their work and personal lives completely separate.
- Always feel free to tag or mention “Bethany Presbyterian Church” when you talk about your job/role/events that you are engaged in at the church. When appropriate, you can tag coworkers and volunteers. Social media can allow others to feel invited and included.
- Remember you are a staff member, and you represent the church. By posting positive and engaging messages on social media, you can represent our goals and mission. Remember that a disparaging comment or downward remark also represents you and the church. A good rule of thumb is to engage online in the same manner you would in person with someone at the church in a public setting such as coffee hour.
- When necessary, create clear boundaries for when you speak for yourself online, and when you speak for the church; and always remember you are likely to be viewed on social media in the context of your position at the church even when aiming to speak only for yourself.

Communication Technology

- Don’t use Bethany equipment or systems to download or transmit anything that would fall short of Bethany’s expectations. A good rule of thumb is to ask yourself whether you would be comfortable with your Supervisor and team members having access to what you are viewing on your computer or wireless device.
- In the event you receive unsolicited emails, chat invites, etc. that you know don’t belong at Bethany, promptly contact your Supervisor, and contact the Communications and Systems Manager for assistance in disposing of the unwanted content and if possible, blocking the sender.
 - Phishing: If you receive a message that appears to be from a known sender, but includes a strange message. Check that the email address matches the known sender. If it does not (example: From Doug Kelly, address: xxx8@sketchy.com) please contact the Communications and Systems Manager. Phishing is not necessarily a preventable issue, but an education issue. These messages typically seek financial or password information. Do not communicate passwords or financial information over email.
- Do steward Bethany resources wisely by limiting your use of social media during work hours to your lunch or break times.
- Do use Bethany-supplied phones, computers or other electronic equipment for business purposes only.

Stewardship of Bethany Resources

One of the things we really like to do at Bethany is celebrate. Whether it be a workplace baby shower, going out to lunch to celebrate a birthday, or just getting together for a cup of coffee and a chat, we like to party. Session and the Personnel Committee recognize the value that comes from these times of fellowship and celebration, which is why we specifically budget money for those purposes. In addition, depending on your job duties you may be responsible

for the ordering of supplies or services necessary for Bethany and its various ministries to operate efficiently.

That said, we need to practice good stewardship with the financial resources that the Lord has provided. You should obtain approval from your Supervisor before committing any finances for a celebration event or for the purchase of non-standard goods or services, and then be wise in using those funds. This will help Bethany to keep to our budget, and ensure that the person allocating the funds has approved their use.

Expense Reimbursement

Depending on your job responsibilities, you may incur legitimate work-related expenses for which you can be reimbursed, such as:

- Meals that are ministry/business related
- Mileage – based on existing IRS mileage reimbursement guidelines
- Office supplies
- Parking
- Use of Public Transportation

All expense reimbursement requests, including receipts, should be promptly submitted, by email or by attaching the receipt to the expense reimbursement form, to your Supervisor for approval and routed to the Bookkeeper for processing. Requests for mileage reimbursement must be submitted within 90 days after the mileage occurs; all other requests must be submitted within the fiscal year of that expense – no later than June 15 after the expense is incurred. This way, Bethany can ensure that (a) employees are reimbursed in a timely manner, (b) expenses are accounted for in the fiscal period, and (c) reimbursement processing costs are kept to a minimum.

Responding to News Media

Maintaining a positive and professional relationship with the news media is very important, as they are a resource for Bethany and are in a position to give us a positive voice in the community. All contact between the media and Bethany channeled through the Senior Pastor and the Communications and Systems Manager. Any media inquiry should be routed to them.

Leaving Bethany

“For I know the plans I have for you,” declares the LORD, “plans to prosper you and not to harm you, plans to give you hope and a future.”

Jeremiah 29:11 New International Version (NIV)

Bethany's hope is that your God-given gifts may shine for good service in his Kingdom, realizing that this may mean that you are with Bethany for many years or for a shorter time; in either case, we value your contribution to the ministry at Bethany. While we hope that you spend a good length of time with Bethany, we know that God may have other plans.

Resignation

We do ask that all Bethany employees provide at least two weeks' notice of resignation, and at least four weeks' notice for Pastoral and Program Lead Staff. A longer time period may be asked (if you are able) or you may be aware of future plans that would allow you to provide a longer notice. In any case, your Supervisor, the Senior Pastor, and in some cases, the Personnel Committee, will work with you to prayerfully determine the length of your remaining time with Bethany. All resignations must be submitted in writing to your Supervisor and should include an effective date and the reason for leaving Bethany. The resignation would be kept in your personnel file. You will be provided with an exit communication document and/or interview as well as information regarding any benefits for which you may be eligible.

Any Bethany provided equipment or property must be returned unless other arrangements are made and approved in advance by the Senior Pastor, in some cases with agreement from the Personnel Committee.

Position Phase-Out

In some instances, due to changes in Bethany's needs, strategic direction or funding levels, it becomes necessary to phase out one or more job positions. When this occurs, Bethany may choose to offer a financial separation package to the affected employee(s), with the amount being offered taking into account such factors as the job position and the employee's length of service. Any separation offer must be in writing, and any separation package must be approved by the Senior Pastor, the Personnel Committee, and in some cases, Session.

Eligibility for Re-Employment

Ending your employment at Bethany does not necessarily exclude you from applying for open positions in the future. At the same time, your prior employment with us does not entitle you to any special consideration in the future as we look at viable candidates for filling position openings.

Unemployment Benefits

As a faith-based non-profit, Bethany is specifically exempted from the portion of the law establishing state unemployment insurance in Washington State, and Bethany does not pay unemployment insurance premiums for its employees. Unemployment benefits are not earned by you for the time that you are employed with Bethany, and it is important that you keep this in mind in the event you file for unemployment compensation.

APPENDIX A: Sexual Misconduct Policy

SEXUAL CONDUCT OF CHURCH WORKERS Bethany Presbyterian Church



Church workers are human; they are as susceptible to the pressures of life as anyone else. Like other helping professionals they are sometimes faced with situations where intimate sexual contact is possible and scriptural standards of sexual conduct can be abused. The church's response to this problem must address all church workers (i.e., paid church employees, church-supervised missionaries, and volunteers).

Professional church leaders and church-supervised missionaries are responsible for the emotional, spiritual, and physical protection of persons in the pastoral relationship. The sacred trust involved in this relationship makes sexual misconduct especially destructive to the church and all other persons involved. Any violation is a breach of professional ethical behavior.

Though church volunteers have a different legal status from church professionals, they are still considered church workers, and are held to the same scriptural standards as the pastoral staff; standards that define proper moral and ethical behavior for all members of the church. All such improper activities bring shame upon the vocation, the church, and our Lord Jesus Christ.

Bethany Presbyterian Church ("Bethany") is committed to maintaining an environment free of sexual misconduct. To clarify our Christian role in society, Bethany adopts the following policy concerning the sexual conduct of church workers:

Sexual Misconduct: Basic Guidelines

*An offense is any act or omission by a member or a person in an ordered ministry of the church that is contrary to the Scriptures or the Constitution of the Presbyterian Church (U.S.A.)
Rules of Discipline D-2.0203
Book of Order, 2011-13 ed.*

As applied to sexual misconduct, we at Bethany understand the above passage to mean that intimate sexual activities are prohibited outside of marriage.

Purpose

The purpose of this policy is to define inappropriate interaction between a church worker and a child, and to outline the responsibility of Bethany Presbyterian Church for taking action against this form of behavior.

Definitions

Child means individuals of less than 18 years of age.

Church Worker includes any paid/volunteer children's teacher/helper, nursery worker, youth teacher/helper or any church-affiliated person working with church children.

Sexual abuse or misconduct includes touching or non-touching interaction for the purpose of sexual stimulation between a church worker and a child. This behavior is always considered forced when the interaction involves a child and a church worker, whether or not the victim has consented.

Sexual misconduct by a church worker is defined as sexual activity outside of marriage (not limited to coitus) in which a worker causes or allows a parishioner, client, or employee of Bethany to engage in sexual activity with him/her. Such misconduct is unethical behavior and shall be deemed a violation of responsibility.

Sexual harassment includes sexually oriented jokes or humor, sexually demeaning comments, verbal suggestions of sexual involvement or sexual activity, questions or comments about sexual behavior, graphic or degrading comments about an individual's physical appearance, display of sexually suggestive objects or pictures, or repeated requests for social engagements after an individual refuses.

Standards of Conduct

The above definitions of sexual abuse, misconduct and harassment explain behaviors that are not acceptable between paid/volunteer church workers, youth helpers or any church-affiliated person and the children they interact with.



In additions, adults should take care not to act in a sexually stimulating way during any church activity. Common expressions of affection (hugs), affirmation (pat on the back), support (prayer), or physical care taking (diapers, etc.) are appropriate in this community of caring Christians. Care must be taken, though, that physical expressions of affection are not excessive or imposed upon another individual.

Workers and helpers should work in pairs. This includes Sunday School teachers, youth workers, and nursery staff. It is recommended that children be transported in groups, rather than alone.

Reporting Sexual Misconduct

Specific Procedures: Reporting to the *Response Group*

Victims and/or those with knowledge of sexual misconduct by church workers are strongly encouraged to report immediately to Bethany's on-call *Response Group*. Serving one-year terms, as voted by Session for the calendar year, the Group will be comprised of four members, including a church staff member, an attorney, and a current elder. The fourth member will be drawn from a pool of five parishioners with expertise relating to particular issues (e.g. counseling, child abuse, etc.).

In cases of sexual misconduct involving a minor or developmentally-disabled adult, professional church workers are considered "mandated reporters" and are *required by law* to report within 48 hours. Bethany, however, encourages all church workers, mandated or not, to report immediately to the *Response Group* any sexual misconduct involving minors or developmentally-disabled adults.

***Response Group* Procedures**

When an alleged incident has been reported to the *Response Group*, the *Group* will confer, gather needed information, and determine an appropriate course of action, which may include:

1. Seeking an attorney as necessary.
2. Reporting to Child Protective Services or other appropriate agencies (if alleged victim is a minor or developmentally-disabled adult).
3. Requesting the Clerk of the Session to proceed with the steps outlined for investigation according to the Rules of Discipline, when applicable.

Victims and their families are often afraid and uncertain about reporting cases of sexual misconduct. Extreme care will be taken to protect the privacy of the alleged victim, the person accused of misconduct, and the reporter. Pastoral care and communication will also be provided to all involved parties throughout the procedure.

The Session may choose, at its discretion, to offer professional and/or financial support to the victims of sexual misconduct by church workers. The Session also may recommend that the offending church worker pay for the expenses of the victim as related to her/his offense. Also, documented sexual misconduct may become part of the worker's personnel record and may be forwarded to potential employers.

Special Policies Regarding Children's and Youth Ministries

In order to provide a safe environment for minors and church workers at Bethany, Bethany will implement the following preventative procedures:

- I. Initiate a background check on all church workers including but not limited to all individuals working with minors.
 - A. Church workers recruited for ministry at Bethany must complete a formal application prior to acceptance. This application process should include:
 1. A written application including the statement:
Have you ever been arrested, charged or convicted of any offenses involving minors? If so, please specify.
 2. The completion of the Washington State Patrol, Request for Criminal History Information Child/Adult Abuse Information Act Form and may include fingerprint identification.
 - B. Volunteers who (1) refuse to comply with the application procedure, (2) have reason to answer "yes" to question I.A.1. as stated above or (3) have a previous record of offense documented by the Washington State Patrol identification process (I.A.2. above) will be excluded from participating in Children's and Youth Ministries. There will be no exceptions to this policy.
- II. All Sunday school teachers and staff working with minors must participate in, or have evidence of having participated in, an educational program regarding the recognition of child abuse, reporting procedures, and appropriate behavior and touch for adults working with minors.

**Bethany Presbyterian Church
Sexual Conduct Policy**

I have read this document; I understand it; and agree to comply with its policies.

Name (please print) _____

Signature _____ Date _____

Bethany Presbyterian Church

At its November 14, 2017 meeting, the session of Bethany Presbyterian Church approved the new *Statement on Ordained Leadership and Program Staff*.

2017 Statement on Ordained Leadership and Program Staff¹

At Bethany, our ordained officers and program staff² should be persons of strong faith, dedicated discipleship, and love of Jesus Christ as Savior and Lord. Their manner of life should be shaped by Scripture, testify to the sanctifying work of the Holy Spirit and be a demonstration of the Christian gospel in the church and in the world. They should be people of sound judgment, honest repute, sincere compassion, sexual integrity, wisdom, brotherly and sisterly love and maturity of faith having demonstrated gifts in leadership. They should be sober-minded, temperate, hospitable, not quarrelsome and not recent converts.

Ordained officers (deacons, elders, and pastors) must have the approval of God's people in a congregational meeting. Program staff must have the approval of the session. Authority to approve all other non-ordained volunteers and leaders will rest with ministry area staff members and elders as delegated to them by the session.

¹ Some of the content of this statement comes from 1 Timothy 3, Titus 1 and the PC(USA) Book of Order.

² "Program staff" are staff who lead program ministries at Bethany.

Background Paper

Upon its approval by the session, the new *Statement on Ordained Leadership and Program Staff* replaced the previous *Holiness and Leadership Statement*. **How has God led us to this new statement? Below is a description of our journey.**

Listening for God's Leading

In Spring 2016 Bethany Presbyterian Church engaged in a four-phased communal discernment process, *Listening for God's Leading*. In the second phase, the session heard God give us a question to bring before the Lord:

“Given our diversity of positions on the issues of gay marriage and leadership standards, Lord God, what do you have to say to us about being united in Christ, providing a sanctuary (safe place) for all people, and learning to love each other across our differences with the same abundant love you continually give to us?”

The congregation met to bring this question before Jesus. The session took what was heard by the congregation and prayed through these themes. Here is what we heard God saying to Bethany:

- **Be centered on and united in Christ**
- **Open my sanctuary to all in a way that is both safe and holy**
- **Be courageous in loving one another across differences**

Through continued listening to God it became clear we should begin to take two steps in the fall of 2016:

1. **Revisit the Holiness and Leadership Statement**
2. **Equip the congregation and the session with tools for engaging this issue further**

The 2017 Statement on Ordained Leadership and Program Staff is the session's attempt to fulfill this first step.

History:

Because Bethany Presbyterian Church is a church that waits on the Holy Spirit, we are not a static body. Our journey regarding Bethany and the LGBTQ³ community reflects this.

In the early 1990s, a former Presbyterian minister who was gay began worshiping at Bethany with some hopes to help Bethany become a congregation that affirmed same-sex relationships. At that time, this would have meant a radical departure from Bethany's culture, theology and

³ “LGBTQ” is commonly understood to mean lesbian, gay, bisexual, transsexual, queer/questioning.

ethos. Although he was encouraged to continue to worship at Bethany and did so, this man was refused church membership, because Bethany's leadership believed that those in same-sex relationships did not meet Bethany's membership standards at that time. This determination remained in effect for a decade.

Eventually, pastoral and elder leadership grew uncomfortable with the membership policy that specifically excluded people in same-sex relationships while ignoring those in extramarital heterosexual relationships. Did we have a double standard? The Holy Spirit was leading us on a journey. At that point, session affirmed that membership should be open to all who desired to follow Jesus with the understanding that we are all, those outside and those within the LGBTQ community, in the process of becoming whole in Christ. This affirmation aligned with the membership standards of our denomination's constitution.

Around the same time, in 2002, Bethany's *Holiness and Leadership Statement*, which identified standards for leadership on a number of issues including materialism, bigotry, sexual integrity, and pride, was approved. The statement prohibited people in same-sex relationships, as well as those in extramarital heterosexual relationships, from leadership. It was re-affirmed by session in 2006, and again in 2011. (Our own denomination, the Presbyterian Church (U.S.A.), at that time had a similar policy regarding ordained leadership, prohibiting those in same-sex relationships from being ordained. That denominational prohibition was lifted in 2012.)

Through a series of Roundtable discussions in 2015 and our five month-communal discernment process in 2016, the session is once again sensing the Holy Spirit leading us on a journey. At this point in our journey, the following statements outline our essential unity and our significant place of divergence.

Unity and Diversity at Bethany Presbyterian Church

As a body of believers at Bethany we are:

United in our commitment to Jesus, and through him believe in the triune God, Father, Son and Holy Spirit.

United in our reliance on the free grace of Jesus Christ, this undeserved gift of a God who loves, seeks, and welcomes us while we are still lost in sin. We are called as a congregation to reflect Christ's welcome to all.

United in waiting on the Holy Spirit through prayer, listening and scripture study, anticipating that the Holy Spirit will guide us.

United in our confidence in the Bible as God's inspired Word and our rule for faith and life. The Bible was written by humans, but inspired by God through the Holy Spirit, and is God's authoritative written Word to us, pointing us to Christ and providing God's perspective on what it means to live faithfully as Christians.

United in our honesty about the power of sin to deceive and hold us captive. However, we are equally confident that the cross of Jesus has broken the power of sin.

United in the belief that the sacraments of Baptism and the Lord's Supper are visible signs of God's grace, bearing witness to and offering a foretaste of the kingdom to come.

United in our corporate worship, bringing together the reformed/evangelical, contemplative, charismatic, holiness and social justice traditions.

United in our affirmation of the Apostle's Creed and the other historic Christian creeds.

United in placing a high value on lay leadership in all areas of ministry.

At the same time, as a body of believers we are:

Not United in our understanding/beliefs about the place of individuals in monogamous gay relationships in the life of the church. Some of us believe that the Bible gives clear prohibitions against homosexual acts and that Jesus followers may not be in a same sex relationship while still remaining faithful to our Lord. Others of us, while acknowledging these Biblical texts, believe they address ancient Roman and Greek homoerotic practices that were oppressive and idolatrous, rather than the monogamous, committed relationships of some in the Christian LGBTQ community. As a body of believers, we are not of one mind on this matter, and we live in the tension of this reality. We are not completely comfortable in this place, but it is where we are. (A more detailed outline of the "historic" and "emerging" views can be found on our website *Brief blog Link*)

In the midst of this disagreement, we remain:

United in defining ourselves not at the boundaries of our faith, but, rather, at the center of our faith, Jesus Christ. Jesus is the "Word become flesh" whose life, death and resurrection announce God's victory over death and evil.

United in the belief that this One who overcame the God-human divide can bridge our divisions and empower us to be courageous in loving one another across our differences. Trusting in God, we remain committed to each other, praying that the Holy Spirit will empower us in mutual forbearance, patience and love as we learn from each other.

United in mission around our belief that God intends for our worshipping community to be grounded in God's love, centered on Jesus Christ, and empowered by the Holy Spirit in order to be a blessing to our world, our city and one another.

Leadership Selection

Today, we continue our practice of the last decade and a half of receiving people from the LGBTQ community into our congregational life and membership. When selecting ordained

leaders and program staff, we will no longer use the 2002 *Holiness and Leadership Statement*. Instead, we will use the standards for leadership outlined in the new *Statement on Ordained Leadership and Program Staff*. These standards will be used as the measure for future leaders by the Nominating Committee and ultimately by the congregation when it votes by written ballot on church officers at congregational meetings. Staff search committees will also be guided by this statement. As in the past, we will trust the Holy Spirit to guide us through a discernment process that will include prayer, scriptural guidance, and Presbyterian polity to determine our ordained leaders.

Sexual Integrity on the Part of Leaders

We affirm that ordained leadership is the result of a mutually discerned calling and that ordained leadership and staff submit to the Lordship of Christ in all of life. We recognize that the stewardship of one's sexuality is one of many factors in the call process. Our position is that one's sexual orientation and living out of that orientation – through chastity in singleness or fidelity in marriage – does not preclude consideration for ordination.

The *Statement on Ordained Leadership and Program Staff* neither affirm nor rejects monogamous same-sex relationships; we are not in agreement on this issue. We recognize that our approach to this issue is particularly troublesome for those who believe that a faithful Christian should not be in a same-sex relationship. However, at the same time, we believe this is not an essential issue of Christian discipleship nor an issue we need to resolve in our written leadership standards. The *Statement on Ordained Leadership and Program Staff* treats affirmation of monogamous same-sex relationships as a disputable matter. By "disputable", we mean this is an area in which faithful Christians can disagree but remain in communion with each other.

In this way, our approach to this issue is very similar to what the apostle Paul addressed in Romans 14:1-15:6 when Gentile believers and Jewish believers in Jesus could not agree on the most divisive issue in the church at the time: Sabbath laws and kosher dietary rules. Paul names the issues, but he does not resolve them. He basically says that both sides have good reasons. And then he says two things: First, "Each one should be fully convinced in his or her own mind." (Rom. 14:5) That is, as *The Message* puts it, "Each person is free to follow the convictions of conscience." And second, "Each of us will be accountable to God. Let us therefore no longer pass judgement on one another. Instead, make up your mind not to put any stumbling block or obstacle in the way of a brother or sister." (Rom. 14:12-13).

Regarding Weddings on the Bethany Campus

In our process of discernment, the session has focused on revisiting the leadership policy, and has not addressed our current policy of hosting only marriages between a man and woman on the Bethany campus. We recognize there are some inconsistencies between our policy on marriage and our policy on leadership selection. However, the inconsistencies are reflective of our current state of disagreement on this matter and the tensions therein. We also recognize that our current policy places a burden on those who affirm, desire or participate in same-sex

marriages. That said, we recommend settling into our new *Statement on Ordained Leadership and Pastoral Staff* before addressing this matter further.

It is important to recognize that there is a division of authority regarding the conduct of weddings. In our Presbyterian form of government, pastors are given authority to discern whether a couple is ready to enter the covenant of marriage. However, the local session of a congregation has authority on how church property is to be used. Currently, our session's policy does not allow the use of Bethany property for weddings for same sex couples. When a wedding is not on church property, Presbyterian pastors are free, based on their own conscience and discernment, to decide whether they will marry a couple.



FOR PROGRAM STAFF ONLY

I have read and understand the 2017 Statement on Ordained Leadership and Program Staff:

Name (please print) _____

Signature _____ Date _____