

FALCON HEIGHTS CHURCH POLICIES AND PROCEDURES

SAFE CHURCH POLICY (updated 09/2016)

Introduction:

As a community of Christian faith, Falcon Heights Church, United Church of Christ (hereinafter FHCUCC) is committed to creating and maintaining programs, facilities, and a community in which employees, volunteers and persons served by FHCUCC can work together in an atmosphere free from all forms of discrimination, harassment and sexual harassment, exploitation or intimidation, and physical or verbal abuse.

Policy Statement:

FHCUCC prohibits all forms of discrimination, harassment and sexual harassment, exploitation or intimidation and physical or verbal abuse, in any activities sponsored by the church. It is the intention and responsibility of the church to take whatever action may be needed to prevent and correct behavior that is contrary to this policy. These actions include screening staff and volunteers, training staff and volunteers, setting guidelines for working with youth, publicizing reporting procedures, and responding effectively to reports of abuse.

This policy will be reviewed annually by the Executive Board to ensure its continued effectiveness.

Prior to Volunteering/Employment:

Potential adults/employees working with minors/vulnerable adults must:

- Complete attached application and disclosure form
- Submit to a criminal background check and registered sex offender review
- Receive safe church training
- Ministers shall attend boundary workshops as prescribed by the MN Conference

Guidelines for Behavior:

- Ratio of adults to minors for supervision should be one to six. Two adults should be present during a church program involving minors/vulnerable adults.
- If groups include both male and female minors/vulnerable adults there should be both male and female supervisors whenever possible.
- Adults should avoid placing themselves in compromising situations by being alone with a minor/vulnerable adult out of sight of other adults.
- Adults will not touch a part of a minor or vulnerable adult's body that would be covered by a bathing suit, except in cases of clear medical necessity or when changing a diaper or helping young people or people with physical disabilities use the toilet.
- Physical affection (i.e. hugging) must be appropriate to the age of the minor/vulnerable adult. Touching must be a response to their need for comfort, encouragement or affection, not the adult's emotional need. An individual's preference not to be touched should be respected.

- When toileting a child, all adults will wait outside the bathroom door for children while they are performing personal sanitary functions. When able, a child should take care of their own clothes after toileting. When a child needs help, the adult should have the child step out of the stall into an open area. Any adult who is helping a child go to the bathroom should inform the other adult in the room that this is what they are doing.
- A signed travel and medical release must be on file for all minors participating in offsite programming.
- Corporal punishment and abusive verbal punishments are not permitted.
- A signed photo-use release form must be on file for minors before their image may be used on the church's website or other publications.
- Outside groups/individuals using FHCUCC facilities will be made aware of the Safe Church Policy and will agree to abide by its provisions.

Reporting Violations or Abuse:

Any employee or volunteer of FHCUCC who becomes aware of abuse involving minors/vulnerable adults shall immediately report the matter to the Minnesota Department of Human Services. The nationwide Child Abuse Hotline is 1-800-25ABUSE. In addition, abuse and other violations of this policy on the part of volunteers or staff should be reported to the Senior Minister of FHCUCC within 24 hours.

Discrimination, harassment and sexual harassment, exploitation and intimidation, and physical or verbal abuse of employees, volunteers or others by anyone engaged in ministry on behalf of FHCUCC is unethical behavior, will not be tolerated by FHCUCC, and may be cause for immediate termination of employment or volunteer leadership with FHCUCC.

PERSONNEL POLICY HANDBOOK

The purpose of Falcon Heights Church UCC's Personnel Policy Handbook is to ensure a fair and effective system of personnel administration. It contains written information for the benefit of staff members, their supervisors, and also Personnel Committee and Church Executive Board members who oversee personnel matters. Sections of the Handbook include:

- Terms of employment, equal opportunity employment, nondiscrimination, and policies regarding harassment and the use of drugs and/or alcohol
- Position categories, job classifications, and position descriptions
- Hiring, reporting and evaluation, disciplinary actions and complaint procedures, voluntary and involuntary termination
- Compensation, hours of work, holidays, vacations, sabbaticals, and other leaves of absence
- Health, retirement, and other employee benefits

The Personnel Policy Handbook is the responsibility of the Personnel Committee, which advises regarding personnel issues of the Church. The Personnel Committee is charged with the responsibility of maintaining current position descriptions for all staff and maintaining personnel policies and procedures. Paid staff members have the responsibility for daily operations and supervision that is consistent with these policies.

Requests for a copy of the Personnel Policy Handbook can be addressed to the Personnel Committee.

GIFT ACCEPTANCE POLICY – DRAFT

PURPOSE

The purpose of this Gift Acceptance Policy is to describe the type of gifts that can be accepted and the way they can be accepted. The Stewardship Ministry Team, under the direction of the Executive Board, is instructed to receive and distribute gifts received under the Gift Acceptance Policy.

INTRODUCTION

These policies are designed to assure that all gifts to the Church, or for the use of the Church, are structured to provide maximum benefit to those the church serves and represents. Gift acceptance will be guided by the Falcon Heights Church, United Church of Christ *Mission Statement*, adopted in 2017:

Falcon Heights Church, United Church of Christ, seeks to become a demonstration plot for the reign of God on earth, sowing seeds of love, peace and justice, cultivating the transformative possibilities revealed in Jesus Christ, the Master Gardener. We will (our strategy):

- 1. Offer unconditional welcome, sanctuary and spiritual nourishment to everyone hungry for God's love.*
- 2. Tend to our inner transformation through prayer, the exploration of scripture, kindness, forgiveness and openness to God's still speaking voice.*
- 3. Share God's restorative power to repair injustice within our wider community through witness and service.*
- 4. Teach about our faith and inspire deeper connections with God through vibrant worship and a wide spectrum of music and creative arts.*

To optimize funding from donors, the Church strives to respond quickly and in the affirmative to all gifts offered that support the mission and programs of the Church. Except where stated otherwise, these policies are guidelines only. Flexibility will be maintained, since some gift situations can be complex, and decisions only made after careful consideration of a number of interrelated factors and involving various ministry teams. Therefore, these policies may in some instances require that the merits of a particular gift be considered by other ministry teams, and a final decision be made only after a recommendation by the Executive Board.

The Executive Board reserves the right to decline or otherwise refuse any gift offered to the church, with or without cause. Reasons for which a gift may be declined include, but are not limited to the following:

1. The Executive Board, in conference with the appropriate ministry team(s), does not believe it is in the best interest of the church to abide by the restrictions placed on the gift by the donor.
2. The costs to maintain the gift or to meet the restrictions placed on the gift by the donor is excessive.
3. The gift is inappropriate or unrelated to the tax-exempt purposes of the Church.
4. The gift is designated to benefit or to be channeled to a specific individual.

GIFT ACCEPTANCE TERMS AND CONDITIONS

All gifts will be acknowledged by written confirmation of the gift and of any terms and conditions of the gift acceptance. All information concerning donors and prospective donors, including their names, names of beneficiaries, the amount and type of the gift, aspects relating to their estates, etc., shall be kept strictly confidential except when donors permit the release of such information.

I. OUTRIGHT GIFTS

A. CASH

1. Gifts in the form of cash and checks shall be accepted in any amount.
2. All checks must be payable to Falcon Heights Church and in no event shall they be made payable to an employee, agent, or volunteer for credit to the Church.

B. PUBLICLY TRADED SECURITIES

Securities that are traded on the exchanges shall be accepted by the Church.
Shares will be liquidated upon receipt.

C. CLOSELY HELD SECURITIES

Non-publicly traded securities may be accepted upon approval by the Executive Board.
The Executive Board shall make the decision to keep or sell the security.

D. REAL PROPERTY

1. Prior to acceptance, the Executive Board shall consider accepting the real estate by determining (but limited to) the following:
 - a. current title and ownership
 - b. current zoning
 - c. any and all restrictions
 - d. any encumbrances, including an Affidavit of Lien signed by the Donor
 - e. an independent qualified third-party appraisal
 - f. at least a Phase I environmental audit
 - g. a recommendation on marketability
2. Using these findings, the Executive Board shall make the final decision to keep or sell the property.

E. TANGIBLE PERSONAL PROPERTY

1. Prior to approval, the Executive Board shall consider accepting the personal property by determining (but not limited to) the following:
 - a. current title and ownership
 - b. an independent qualified third-party appraisal
 - c. a recommendation on marketability
2. Using these findings, the Executive Board shall make the decision to keep or sell the property.

F. OTHER PROPERTY

The Executive Board shall make the decision to accept and to keep or sell any other property that it may deem to be in the interest of the Church.

II. PAYMENT OF FEES RELATED TO GIFTS TO THE CHURCH

A. FINDER'S FEES OR COMMISSIONS

No fees shall be paid to anyone as consideration for directing a gift to the Church.

B. PROFESSIONAL FEES

1. In general, the donor shall pay any fees associated with the gift.
2. No fees shall be paid to anyone as compensation for any sale of any products to the donor.

III. RESTRICTIONS

A. Any restriction on the use of any gift must be approved by the Executive Board prior to acceptance of the gift.

IV. GIFT USE

- A. The use of undesignated gifts to the church, other than those gifts intended for undesignated use within the operating budget of the church, shall be determined by the Executive Board.
- B. The Church shall maintain a prioritized "wish" list of projects and items that can be supported or purchased with special and undesignated gifts.

RECORD RETENTION AND DESTRUCTION POLICY

1) Policy

This Policy represents Falcon Heights Church's policy regarding the retention and disposal of records and electronic documents.

2) Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention, and disposal schedule for physical records of Falcon Heights Church and the retention and disposal of electronic documents. The Executive Board (the "Administrator") is in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed.

The Administrator is also authorized to

- make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state, and federal laws and includes the appropriate document and record categories for Falcon Heights Church;
- monitor local, state, and federal laws affecting record retention;
- annually review the record retention and disposal program; and
- monitor compliance with this Policy.

3) Suspension of Record Disposal in Event of Litigation or Claims

In the event Falcon Heights Church is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning Falcon Heights

Church or may reasonably be aware of any anticipated litigation against or concerning Falcon Heights Church, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

4) Applicability

This Policy applies to all physical and electronic documents and records generated in the course of Falcon Heights Church's operation, including both original documents and reproductions.

This Policy was approved by the Falcon Heights Church Executive Board on [Date].

Appendix A – Record Retention Schedule

The Record Retention Schedule is organized as follows:

SECTION TOPIC

- A. Accounting and Finance
- B. Contracts
- C. Corporate Records
- D. Electronic Documents
- E. Payroll Documents
- F. Personnel Records
- G. Property Records
- H. Tax Records
- I. Contribution Records
- J. Other Records

The following are some common retention periods. These apply to both physical and electronic documents. If no physical copy of an electronic document is retained, the means to “read” the electronic document must also be retained.

A. ACCOUNTING AND FINANCE

<u>Record Type</u>	<u>Retention Period</u>
Accounts Payable & Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Bank Statements and Canceled Checks	7 years
Credit card numbers	Full credit card numbers should not be retained any longer than immediate business needs and merchant account agreements dictate.
Employee Expense Reports	7 years
General Ledgers	Permanent
Notes Receivable ledgers and schedules	7 years
Investment Records	7 years after sale of investment

B. CONTRACTS

<u>Record Type</u>	<u>Retention Period</u>
Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)	7 years after expiration or termination

C. CORPORATE RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Corporate Records (minute books, signed minutes of the Board corporate seals, articles of incorporation, bylaws, annual corporate reports)	Permanent
Licenses and Permits	Permanent

D. ELECTRONIC DOCUMENTS

1. **Electronic Mail:** Not all e-mail needs to be retained, depending on the subject matter.

- All e-mail—from internal or external sources—is to be deleted after 12 months.
- Staff will strive to keep all but an insignificant minority of their e-mail related to business issues.
- Falcon Heights Church will archive e-mail for six months after staff have deleted it, after which time the e-mail will be permanently deleted.
- All Falcon Heights Church business-related email should be downloaded to a service center or user directory on the server.
- Staff will not store or transfer Falcon Heights Church-related e-mail on non-work-related computers except as necessary or appropriate for Falcon Heights Church purposes.
- Staff will take care not to send confidential/proprietary Falcon Heights Church information to outside sources.
- Any e-mail staff deems vital to the performance of their job should be copied to the staff's network drive folder and printed and stored in the employee's workspace.

2. **Electronic Documents:** including Microsoft Office Suite and PDF files. Retention depends on the subject matter.

3. **Web Page Files: Internet Cookies**

- All workstations: Web browsers should be scheduled to delete cookies once per month.

If an electronic document is reproduced into paper form, the official document will be considered the electronic document.

E. PAYROLL DOCUMENTS

<u>Record Type</u>	<u>Retention Period</u>
Employee Deduction Authorizations	4 years after termination
Payroll Deductions	Termination + 7 years
W-2 and W-4 Forms	Termination + 7 years
Garnishments, Assignments, Attachments	Termination + 7 years
Payroll Registers (gross and net)	7 years
Time Cards/Sheets	2 years
Unclaimed Wage Records	6 years

F. PERSONNEL RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Commissions/Bonuses/Incentives/Awards	7 years
EEO- I/EEO-2 – Employer Information Reports	2 years after superseded or filing (whichever is longer)
Employee Earnings Records	Separation + 7 years
Employee Handbooks	1 copy kept permanently
Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records)	6 years after separation
Employment Contracts – Individual	7 years after separation
Employment Records - Correspondence with Employment Agencies and Advertisements for Job Openings	3 years from date of hiring decision

<u>Record Type</u>	<u>Retention Period</u>
Employment Records - All Non-Hired Applicants (including all applications and resumes – whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)	2-4 years (4 years if file contains any correspondence which might be construed as an offer)
Job Descriptions	3 years after superseded
Personnel Count Records	3 years
Forms I-9	3 years after hiring, or 1 year after separation if later

G. PROPERTY RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
Property Insurance Policies	Permanent

H. TAX RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns – Income, Franchise, Property	Permanent
Tax Workpaper Packages – Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent

<u>Record Type</u>	<u>Retention Period</u>
IRS or other Government Audit Records	Permanent

I. CONTRIBUTION RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Records of Contributions	7 years
Documents evidencing terms, conditions, or restrictions on gifts	7 years after funds are expended

J. OTHER RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Worship bulletins	Permanent
Newsletters	Permanent
Programs, posters, misc. historical	Permanent
Campaigns, initiatives	Permanent
Construction documents, blueprints (multiple copies)	Permanent

BUILDING USE AND CARE

Coming soon!

EXPENSE REIMBURSEMENT PROCESS

Coming soon!