

EMPLOYEE/VOLUNTEER HANDBOOK



CENTRAL PRESBYTERIAN CHURCH
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Introduction

Welcome to Central Presbyterian Church! We welcome you as part of our ministry team and appreciate the gifts you will use to serve God and those in our church.

You represent our church both professionally and personally. We invite you to be an example of God's love and your belief in Central's mission statement.

All of this handbook applies to paid employees. Parts of this handbook, such as having a tobacco free environment, also apply to volunteers and on-site vendors. Some inclusions in the handbook vary for pastors who have a contract with the church. Violation of any policy may result in the termination of an employee or dismissal of a volunteer.

Mission Statement

We strive to be a Christian congregation dedicated to a strong tradition of worship, committed to spiritual inquiry and growth, caring for one another and bearing witness to God's love in the world.

I. Employment Policies

A. Employment at Will

Employment is with the mutual consent of the employee and the church. The employee and the church have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment-at-will relationship will remain in effect throughout the employee's employment with the church. No employee, except the pastor, will be allowed a contract.

B. Drug Free Workplace/Environment

1. No use of illegal drugs, inappropriate use of legal drugs or use of any tobacco products is allowed on Central's property or in any activity associated with Central Presbyterian Church.
2. Employees/volunteers cannot report to work under the influence of, bring in, make, distribute, sell or have in their possession illegal drugs when they are on the church premises or while they are performing church business at any other location. Violation of this policy will result in the immediate termination of the employee/volunteer.
3. Employees may consume alcohol as part of social activities such as business lunches or at church-sponsored activities where alcohol is provided. Alcohol consumption must be limited so as not to affect judgment, performance or safety. **No employee may be under the influence of alcohol while operating a vehicle owned or leased by Central Presbyterian Church.**

C. Equal Employment Opportunity

The church is committed to equal employment opportunity for all qualified persons, without regard to age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability of such applicant or employee, unless based upon the nature of the occupation. If a person with a disability is qualified to perform a particular occupation, by reason of training or experience, the nature of that occupation

shall not be the basis for exception to the unfair or discriminating practices prohibited by this subsection.

Employees are expected to show respect and sensitivity toward all other employees and to those in the church and to demonstrate a commitment to the church's equal opportunity objectives. If an employee observes a violation of this policy, the employee should report it immediately to the pastor or the Human Resources Committee.

D. Immigration Reform and Control Act of 1986

The church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, employees will be required to provide documentation verifying their identity and legal authority to work in the United States.

E. Employment of Minors

Any employee not at least 14 years old is required by law to provide a valid work permit, high school diploma or certificate of proficiency before being allowed to work. The employment of minors is restricted by the terms and conditions of the work permit, as well as the provisions of state and federal law.

F. Employment of Relatives/Partners

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. However, related employees may not be permitted to work in the same department or under the direct supervision of each other.

G. Gun Policy

No weapons of any kind are allowed on Central property or when involved in any Central activity.

H. Child Safety Policy and Procedures

Opening Statement

God intends for the church to be a safe place for all to encounter God and grow into lives of service and fulfillment. We are called to be a holy community as written in the epistle, "As the one who called you is hold, be hold yourselves in all your conduct." (1 Peter 1:15) It is from our Lord Jesus Christ who encouraged his followers saying, "Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs." (Matthew 19:14) Central's mission statement affirms the peoples' purpose as discipleship to Christ, by lifting one another through loving and caring relationships for the glory of God. The Child Safety Policy is intended to ensure that safety, nurture and growth for children as an act of discipleship.

We recognize that we live in a broken world and must make every effort to provide a safe place. Prevention against abuse is the first step in assuring the church's life together. By securing processes for the prevention of child abuse, policy and its procedures are established to ensure Central Presbyterian Church will be a safe place for all children and youth. This policy also sets forth methods for intervention in order to

conform to law enforcement and also reporting to the congregation, the church insurance carrier and the presbytery. Finally, this policy will involve evaluation to establish appropriate care for the injured and to self-critique how an incident was handled in order to improve this policy and the church's effort to protect its children and youth.

Policy

Central Presbyterian Church, a congregation of the Presbyterian Church (U.S.A.), places the highest importance on the safety and care of its children and youth and establishes procedures for the prevention of abuse, processes for intervention following a report of abuse and the means for healing and reconciliation following an abuse incident. A review of this policy and its procedures for preventing abuse of children and youth will be conducted annually by appropriate committees and staff and will be approved annually by the Session.

Central Presbyterian Church will comply with any current additional provisions as given in the *Book of Order, Part II*, of the Constitution of the Presbyterian Church (U.S.A.). Persons falling under this policy and any additional prevention and discipline policies such as held by the Presbytery of Des Moines will be: church staff, pastors, ruling elders, deacons, all volunteers, and any members or visitors of the congregation who may be in contact with the children. The Central Presbyterian Church policy is delineated between church staff/pastors and volunteers.

Church Staff Guidelines

All church staff, upon hiring, will:

- a) receive a copy of this policy,
- b) sign acknowledgement of receipt of this policy
- c) sign a release form which will be kept on file allowing the church to request a criminal background check and to check the Iowa Sex Offender Registry,
- d) sign the child sexual misconduct and pending legal charges document indicating whether or not there are charges pending,
- e) view any required videos or computer-based programming related to child abuse policies and procedures as required by Central Presbyterian Church,
- f) provide proof of U.S. citizenship as required by the Department of Homeland Security.

A copy of this form along with a copy of a valid driver's license or a photo identification form will be kept in the employee's personnel file. These documents may have been requested as part of the hiring process.

Volunteer Guidelines

Adults who wish to work with children and youth do so with the best interest at heart. Knowing that abuse can occur anywhere, Central cannot assume children and youth are safe with any adult or older child. Enacting this policy is the best way for Central to ensure our volunteer efforts will be done in a safe learning environment for all people and that our children will be secure. We thank individuals for agreeing to provide volunteer leadership and for being willing to abide by the policy set forth by Central

Presbyterian Church. It is our hope that every young person has the chance to grow spiritually, emotionally and developmentally in a safe environment as we work together as a community of faith.

All assigned volunteers, including adolescents and youth offering to work with children and who wish to be involved with children and youth programs and activities, will be members of the congregation or regular attending nonmembers for a minimum of six (6) months prior to working alone with children and youth. Adolescents and youth wanting to be assigned a group of children to work with in Sunday school or other church programs will submit written permission from parents/guardians. The youth will be confirmed members or in the process of confirming membership in the church.

When an individual volunteers to work with youth before the probationary six (6) months probationary period ends, they may be placed with an experienced volunteer.

To be an approved volunteer, each person will:

- a) complete the church's volunteer application form,
- b) sign a release form which will be kept on file allowing the church to request a criminal background check and to check the Iowa Sex Offenders Registry,
- c) submit personal references,
- d) produce a valid driver's license or photo identification (if possessing one), and
- e) produce written permission from parents/guardians if an adolescent.

In the case of any perceived concerns, an applicant will be notified by ordained staff.

All volunteers shall undergo training concerning prevention of child abuse. This will include a video and/or written documents to be conducted within the first month they are assigned to be a volunteer. This training will be presented by designated staff members or designated elders. This training shall be offered each year to all volunteers (including active elders) with the expectation that ongoing volunteers will repeat the training and assessment every five (5) years.

Upon completion of the six month probationary period, submission of the above items and having completed in-church training, the volunteer may work with children and youth. Copies of these completed volunteer forms will be kept by the pastor. Request to repeat submission periodically of any of the above forms will be determined by designated staff and designated committees.

Church Sponsored Activity Guidelines

Written parent/guardian permission must be given for any church-sponsored activity held overnight or requiring travel away from the church in order for children and youth to participate.

1. All programs/activities involving children and youth will include adult supervision. This means: no adult left one-to-one with a child and/or youth and no adolescent or youth left one-to-one with a child. It is strictly prohibited that any one adult will be

- alone with any one child in a private or semi-private space including restrooms, classrooms, and supply rooms or closets.
2. Children five (5) years of age and younger should utilize a classroom bathroom if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group and never take a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the worker should prop open the bathroom door and leave the stall door open as the worker assists the child.
 3. One adult may take children over the age of five (5) to the bathroom. The worker should check the bathroom first to make sure the bathroom is empty and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom. For the protection of all, workers should never be alone with a child into a bathroom with the door closed and never be in a closed bathroom stall with a child. It is encouraged that the main door into the bathroom remains open. The children may then shut the stall doors to be private. Parents will be strongly encouraged to have their children visit the bathroom prior to each class.

Definition of Abuse/Mandatory Reporters/Training/Duties

Abuse is the physical and /or emotional exploitation or victimization of a child by an adult, adolescent or older youth.

Mandatory reporters for purposes of child abuse shall include the pastor, Christian Education Director and any other staff identified in Iowa Code section 232.69. In addition, the Session of Central Presbyterian Church may designate certain staff or volunteers as mandatory reporters. If an incident occurs, those named mandatory reporters should immediately complete the Incident Report Form.

Mandatory reporters will view the Safe Church video on abuse and complete the assessment successfully following the video. The Assessment may be done on paper or on the website, www.Safechurch.com.

A mandatory reporter shall follow the procedures under Iowa Codes 232 including reporting suspected abuse to the Iowa Department of Human Services within 24 hours of the suspicious activity becoming known to the reporter.

Central Presbyterian Church Incident Report Form

Date of Incident:

Time of Incident:

Name and approximate age of child involved:

Name of Reporter:

Contact information for child involved:

Parent:

Address:

Telephone:

Email:

Briefly describe what happened:

What action did you take?

Has the incident been resolved?

Yes

No

Explain:

Was the above information:

1. Reported to you by someone else? If so, who? _____

OR

2. Directly observed/witnessed by you?

Witnesses to incident:

Name:

Address:

Telephone:

Email:

Name:

Address:

Telephone:

Email:

Printed name of person completing this form:

Address:

Phone/Email:

Position at Central:

I. Conflict of Interest Policy

Full-time and part-time staff of Central Presbyterian Church of Des Moines, Iowa (Central), shall reflect the spirit of our faith and the vision and mission of Central. All steps should be taken to ensure that employer/employee rules and regulations pursuant to Iowa law and those of the Presbyterian Church (U.S.A.) are followed. Therefore, it is important the staff be free of any potential conflicts of interest arising from their position.

In the event that Central desires to employ such person or persons who are current members of Central or whose spouse or direct family member is a member of Central, it is the intent of the Session to acknowledge the relationship of the family member to Central and provide for open discussion regarding the potential employment. This will include Session members excluding themselves from any discussion or vote regarding an employee or potential employee for which they have a familial relationship.

Dated

Clerk of the Session

Approved by Session February 16, 2015

II. Employment Conditions

A. Anti-Harassment and Anti-Discrimination Policy

It is the policy of Central Presbyterian Church to provide a work environment that is free from unlawful harassment and discrimination. We will maintain a strict policy prohibiting any kind of unlawful harassment, such as that involving race, sex, disability, religion, creed, color, age, national origin, sexual orientation, gender identity or any other protected status. This policy prohibits harassment in any form, including verbal, written, visual or physical harassment. It also prohibits retaliation for complaining about this unwelcome conduct. This policy sets forth guidelines for maintaining a work environment that is free from any form of unlawful harassment and/or discrimination by anyone in the workplace, to include pastor, supervisors, employees, vendors, volunteers, or members of Central Presbyterian Church.

Harassment is defined as, but not limited to, any unwelcome conduct, whether verbal, written, physical or visual, which discriminates against any person or groups of people based on their sex, race, color, religion, creed, national origin, age, disability, sexual orientation, gender identity, or any other protected status. Harassment is conduct, whether explicit or implied, verbal or non-verbal, which affects tangible job benefits, interferes with a person's work performance, creates a hostile work environment, or diminishes the dignity of any person. Other prohibited conduct includes: offensive racial, ethnic, religious, age-related, or sexual jokes or insults; distributing or displaying offensive pictures or cartoons; and using voicemail, email or other electronic devices to transmit derogatory or discriminatory information. Examples of harassment or discrimination may include the following:

- **Sexual Harassment** is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission is a condition of employment, submission or rejection affects employment opportunities, or conduct interferes with the work or creates an intimidating, hostile, or offensive work environment.
- **Hostile Work Environment** includes comments or conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- **Employment Discrimination** includes making any adverse employment decision based on an individual's protected status including but not limited to race, sex, national origin, religion, creed, color, age, disability, sexual orientation, gender identity or any other protected status.
- **Retaliation** includes making any adverse employment decision against an individual because of opposition to a discriminatory or harassing practice or conduct in the workplace, or participation in a complaint against such unlawful practices. Retaliation against those who report harassment and/or discrimination or refuse to submit to such conduct is forbidden.

Any supervisor, employee or volunteer who is found to have committed discrimination, harassment or retaliation will be disciplined, up to and including termination. Any individual who believes unlawful harassment, discrimination and/or retaliation has taken place by any pastor, supervisor, employee, vendor, volunteer, or member of Central Presbyterian Church should promptly report the facts of the incident and the names of the individuals involved as provided below.

Reporting Procedure

All managers, supervisors, employees, vendors, volunteers or members of Central Presbyterian Church are responsible for discouraging harassment and/or discrimination in the workplace. Should a manager, supervisor, employee, vendor, volunteer or member of Central Presbyterian Church witness, experience, and/or learn about harassment or discrimination, he or she should/must report it immediately. Failure of a supervisor, employee or volunteer to do so may lead to disciplinary action up to and including termination. Supervisors, employees and volunteers must also participate in any harassment and/or discrimination investigation, and refusal to participate may result in discipline up to and including discharge.

Reports of harassment, discrimination or retaliation should be made to the pastor, or if it is believed that the pastor is the perpetrator of harassment, discrimination or retaliation, to the chair(s) of the Human Resources Committee. It is strictly forbidden to retaliate against any person who reasonably and in good faith reports allegations of harassment or discrimination.

Investigation of any reported act of harassment, discrimination or retaliation will take place immediately. Where found to have occurred, appropriate action will be taken, depending on the seriousness of the offense. Disciplinary action against the pastor, a supervisor, employee or volunteer may include written warning, suspension, demotion and termination. Harassment, discrimination or retaliation by any other individual will result in appropriate action, depending on the circumstances.

B. Complaint Procedure – General

Employees may have complaints or criticisms concerning pay, hours of work, co-workers, workload or other matters concerning employment with the church. The church offers the following procedure to provide a two-step mechanism for voicing a complaint. The church will do its best to resolve any complaint or criticism. Please be advised, though, that the church's pastor and Human Resources Committee are the final decision makers on any matter affecting employment and that nothing in this policy alters an employee's status as an at-will employee. Also, be advised that the church has delegated to its pastor the responsibility of managing the church.

Step 1. The employee should first attempt to discuss the matter with the pastor. The pastor will obtain all relevant facts and then attempt, if possible, to resolve the matter. The church requests that the employee talk to the pastor as quickly as possible. If the complaint concerns the pastor's decision regarding the complaint, or if the complaint is about the pastor, the employee shall then proceed directly to Step 2.

Step 2. If the employee is not happy with the pastor's decision regarding the complaint or if the concern is about the pastor, the employee may request, in writing, a meeting with the co-chairs of the Human Resources Committee. The request should specifically identify and describe the unresolved criticism or complaint that led to the pastor's decision and the specific facts regarding the concerns about the pastor. The Human Resources Committee co-chairs will review the complaint and make one of two decisions:

- 1) The co-chairs may decide the complaint is without merit or that the decision made by the pastor is appropriate. In this case, they will notify the pastor and the employee that the pastor's decision stands.
- 2) The co-chairs may disagree with or have questions about the decision(s) made by the pastor. In this case, they will meet with the employee and the pastor in an attempt to resolve the matter. After hearing all sides of the issue, the co-chairs, in consultation with the full Human Resources Committee, will issue a written decision. That decision shall be final and binding on all parties. Once the decision has been made, the matter is closed. Any further attempts by the employee to air a complaint with staff or anyone in the church membership could be an act of insubordination.

C. Employee Classification

The Federal Fair Labor Standards Act (FLSA) establishes the minimum wage and hours for certain employee categories. The FLSA differentiates between exempt employees, those who do not receive overtime, and non-exempt employees, those employees for whom overtime is paid. All employees in non-exempt positions will be paid at an overtime rate of one and one-half times their regular hourly wage for all hours worked in excess of forty (40) hours per week. Vacation, sick leave or other forms of paid time off do not count towards the calculation of hours worked. All overtime must be approved in advance by the pastor.

Exempt employees are not paid overtime for hours worked in excess of forty (40) hours per week.

The initial division of employees is between ordained/ministerial and non-ordained employees. All employees further fall into the following categories:

Full-Time. Those employees working forty (40) hours or more per week on a regular basis. Full-time employees will receive the benefits described in this handbook.

Regular Part-Time. Those employees who are employed generally by the church to work less than forty (40) hours per week but a minimum of twenty (20) hours per week. Regular part-time employees receive the following:

- Holiday pay if the holiday falls on one of the regularly scheduled workdays for the part-time employee.
- Regular part-time employees also receive pay increases, prorated vacation and sick pay, workers' compensation, and social security participation.

Occasional. Those employees who are hired for specific types of work or for specific projects and generally work less than twenty (20) hours per week. Occasional employees do not receive any benefits.

D. Expense Reimbursement

The following types of expenses are eligible for reimbursement:

The current Internal Revenue Service allowances for use of a personal automobile while on church business will be provided. Personal automobiles are to be used only with the approval of the pastor. Only the driver of the vehicle may submit a mileage claim. A receipt is necessary for parking and toll charges in order to receive reimbursement. Claims made without appropriate receipts will be denied unless approved by the pastor.

Reasonable parking, storage, tolls, gas, repairs and other necessary charges for church vehicles will be reimbursed when the travel claim is accompanied by appropriate receipts. Claims made without appropriate receipts will be denied unless approved by the pastor.

Claims for reimbursement of miscellaneous expenses including educational costs may be allowed subject to the approval of the pastor. All such claims must be accompanied by receipts. Claims made without appropriate receipts will be denied unless approved by the pastor.

All claims for reimbursement must include a completed expense form. All receipts must be attached to the request. The claim forms must be legible. All appropriate signatures are required on the form prior to any reimbursement being issued. The original request must be provided to the church accountant within two (2) weeks of the time that the expense is incurred. Requests for reimbursement submitted without receipts or in an untimely manner will be denied unless approved by the pastor.

E. Flex Time

The church has no specific flextime policy but is willing to consider flex time arrangements in specific and individual circumstances. Factors to be considered are the needs of the church, staffing considerations, the employee's service record, type of job completed, work production, and quality of work. Under no circumstances shall flex time be granted if the granting of such flex time would impair the church's ability to fulfill its responsibilities, public expectations and mission. The pastor is the decision maker for flextime.

F. Income Withholding

Central Presbyterian will withhold from employees' wages, federal and other taxes where such withholding is applicable. Central Presbyterian will also withhold all amounts required by a court or agency order. At the time of hire, each employee is required to fill out standard state and federal income tax forms relating to withholding. If there are any changes in the information provided at the time of hire, the employee is responsible for notifying the pastor of these changes in a timely fashion. All personnel are covered by the Federal Old Age and Survivor's Benefit Act (Social Security).

G. Membership Dues

In general, only the pastor will have his or her membership dues paid as is negotiated in the pastoral contract.

H. Probationary Period

The first ninety (90) days of employment for all employees is considered to be a probationary period. At the end of the preliminary ninety (90) days the employee will receive either a verbal or written performance evaluation regarding the employee's progress in the new position. Employees are reminded that they are at will at all times and employment may be terminated at any time with or without cause during the probationary or any other period.

During the probationary period full-time employees may receive one paid day off and paid holidays as observed by the church. Part-time employees receive no paid time off during this period. Any absences in excess of this during the probationary period will be without pay.

I. Work Week

Regular church office hours are from 8:00 a.m. until 4:00 p.m., Monday through Thursday and 8:00 a.m. to 12 noon on Friday. Staff are expected to stagger lunch breaks so that the office is staffed continuously during the day. Hours may be subject to change to meet the requirements of the church. Full time employees are generally expected to be at the church when the office is open.

In general, the average work week of regular full-time non-exempt employees consists of 40 hours per week. At the discretion of the church additional hours may be assigned to individual employees. If a non-exempt employee is assigned additional work in excess of forty (40) hours, the employee will be compensated for that work at the rate of one and one-half times the employee's regular hourly rate. All overtime must be approved by the pastor prior to working the overtime.

All employees may be required to work when events of the church occur, such as Christmas Eve.

III. Employment Practices

A. Access to Church Property

It is important that the church have access to church property, as well as other records, documents, files and computers. The church, through the designation of the Session, reserves the right to access employee offices, workstations, filing cabinets, desks and any other church property at its discretion, with or without advance notice or consent. Because of confidentiality issues relating to the congregational members and visitors, if access is needed to the pastor's office, the pastor and/or the Human Resources Committee will be approached to identify the need to gain entry to the room and to give permission to access this area. The Human Resources Committee will report to the pastor when and why access was granted if the pastor has not agreed or is unavailable. Ordinary access to the pastor's office for routine maintenance, cleaning etc. will be conducted during regular office hours. Employees and volunteers are discouraged from

having any personal property of value at the church. The church has no liability for lost or stolen personal items.

B. Business Ethics and Conduct

Central operates by ethical business principles. The church expects its employees and volunteers to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct. If a situation arises where it is difficult to determine the proper course of action, or if the employee/volunteer feels that another employee's actions are questionable, please discuss this matter with the pastor.

It is not possible to provide a complete list of every performance standard. As a result, the following are presented only as examples of inappropriate conduct. Employees are responsible for understanding and following these standards and work rules:

1. Disorderly conduct on church property, including fighting or attempted bodily injury, or the use of profane, abusive, threatening language toward others, or possession of a weapon is prohibited and may result in involuntary termination;
2. Violation of any law adversely affecting the church or conviction in court of any crime which may result in the employee being regarded as unsuitable for continued employment will cause involuntary termination;
3. Violation of the church's alcohol, drugs and controlled substances policies will result in involuntary termination; and
4. Marking or signing the time record of another employee or knowingly allowing another employee to mark or sign the employee's time record may result in involuntary termination.

C. Confidential Information

Employees/volunteers are not to disclose any information which is not ordinarily made available to all the church. This includes, but is not limited to, financial and personnel information.

D. Document Retention Policy – Employment and Volunteer Records

State and federal statutes require employers to keep certain recruitment, employment and personnel information. Central Presbyterian Church shall also keep personnel files that reflect performance reviews and any complaints brought against the church or individual employees under applicable state and federal statutes. The church shall also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file. Employment and personnel records shall be retained for six (6) years.

All documents collected or generated pursuant to the Child Abuse Policy shall be retained indefinitely.

Any documents retained under this policy may be scanned and stored in electronic form, so long as precautions are taken to protect any such documents from destruction or any other type of loss or compromise of integrity of the electronic data. Hard copies of documents containing signatures should also be maintained.

This policy does not apply to retention of records other than specifically described above. The retention of the documents not included above shall be determined by other applicable laws and/or church policy.

E. Church Bulletin Boards

Any posted information must be pre-approved by the pastor or his/her designee.

F. Employee Parking

Employees are expected to park away from locations often used by church visitors.

G. Employment Records

It is important that the church always have current information about each employee. It is the employee's responsibility to immediately notify the church if there is a change of name, address, phone number or marital status, etc. If for some reason there is a need to change name and/or Social Security number, the employee will be asked to provide original documentation authorizing the change.

Upon request, employees will be allowed to review any personnel records that have been used to determine their qualifications for employment, promotion, compensation, termination or other disciplinary action. Please make any request to the pastor.

H. Employment Verification

The church will verify dates of employment upon request from banks, potential employers, etc. but will usually not provide additional information unless the Employment Verification Consent is signed.

I. Internet and Computer Use

All data, documents, information, files, voice and email messages, computer and computer capabilities are the property of the church. No employee should have the expectation of privacy for any property belonging to the church.

The church's system must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status or religious or political beliefs. The systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

The church provides access to the internet for employees to support its mission. No use of the internet should conflict with the primary purpose of the church, its ethical responsibilities or with applicable laws and regulations. Each employee is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

The church may monitor usage of the internet by employees and volunteers, including reviewing a list of sites accessed by an individual.

The internet must not be used to access, send, receive or solicit sexually-oriented messages or images. Downloading or disseminating of copyrighted material that is available on the internet is an infringement of copyright law. Permission to copy the material must be obtained from publisher.

Software should not be downloaded from the internet as the download could introduce a computer virus onto computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.

Staff and volunteers should not download personal email or instant messaging software. The internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.

The internet should not be used to endorse political candidates or campaigns. The internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to the pastor.

J. Outside Employment/Activities

Full time and part-time employees are prohibited from engaging in outside employment without the prior written approval of the pastor or the Human Resources Committee. All employees are prohibited from outside employment, private business or other activity, which might have an adverse effect on, or create a conflict of interest with, the church. Engaging in outside employment or activities during work hours and using church equipment, services and facility during the time reserved for church work is prohibited. The employee is responsible for reporting to the pastor any outside work or activity, and if needing to use the building for an outside activity, will request the space and receive approval from the Building and Grounds Committee. For an outside activity, staff may need to pay a usage fee.

K. Personal Appearance

An employee's appearance reflects not only on him or her as an individual, but on the church as well. Employees are expected to take pride in their appearance and strive to achieve a positive professional image when representing the church.

L. Performance Management

The church will provide a job description to each employee. Because of the changing nature of the church, job descriptions may be in transition. Thus, no job description is limited to what an employee may have been given. The pastor or Human Resources Committee will provide an updated job description as soon as possible.

Each employee will, with consultation from the Human Resources Committee and under the leadership of the pastor, develop annual goals. Goals will highlight specific job expectations for the year. Employees will be asked to do a self-evaluation before the annual performance evaluation (see form). Employees will be evaluated based on the job description, goals and annual performance expectations. Performance will be related to any merit pay increases (see forms for the evaluation).

M. Performance Improvement Process

The personnel memo is a tool to help the church communicate more effectively with employees. It may be used to compliment special effort or results or to advise, warn or otherwise discipline an employee for performance or conduct that is not acceptable. If an employee receives a personnel memo about unacceptable performance or conduct, the employee is encouraged to take advantage of the opportunity to improve, in order to avoid the need for further disciplinary action.

If additional disciplinary action is needed, the pastor, in consultation with the Human Resources Committee, will decide which steps of the discipline process are used.

An oral warning may occur with the employee. Typically, this meeting will be led by the pastor. The goals of the discussion are to define the issues, indicate required changes in behavior, and gain the employee's agreement to solve the problem.

The oral warning is documented in the employee's file with details of the unacceptable performance and discussion. The employee receives a copy of this documentation.

A written warning may occur when behavior or performance has not significantly improved after an oral warning or when employee conduct is such that the pastor deems a written warning to be appropriate. As with the oral warning, details of performance and the discussion are documented. The employee receives a copy of the written warning.

If the unacceptable work behavior or performance continues or, if in the discretion of the pastor, the employee's conduct is viewed as meriting such action, the pastor may discharge the employee after gaining approval from the Human Resources Committee. Termination may occur without any warning.

N. Property Use

In the event that an employee takes or uses church property for personal purposes, the employee may be charged for the use of the church property. The appropriate charge for use of the property will be determined at the discretion of the Business and Finance Committee.

O. Telephone Use

From time to time it may be necessary for employees to make and receive personal calls on church phones and employees may use cell phones while at work. Calls should be limited to no more than 10 minutes. Employees are expected to use good judgment and common sense when it comes to personal phone calls.

P. Termination

A voluntary termination is a termination that is initiated by the employee. The church requests that an employee give at least two weeks written notice before leaving the job. Written notice should include the reason for leaving, as well as the name and address of the new employer, if applicable. An employee who does not call in or report to work for two consecutive workdays, may be considered to have voluntarily quit.

An involuntary termination is a termination that is initiated by the church for reasons other than changing financial or staffing conditions.

Upon termination of employment for any reason, the terminated employee will be paid for all accrued and unused vacation. Other types of accrued and unused leave will not be paid to any terminated employee.

IV. Total Compensation

A. Philosophy

Total compensation includes direct pay and benefits. The Human Resources Committee will periodically review total compensation comparative data in order to promote fairness in compensation. Other factors, such as classification and titles will also be reviewed.

B. Electronic Deposit

Electronic deposit of pay is required for all employees. Central will deposit pay on every other Friday.

C. Garnishment

All employees are expected to handle personal financial affairs without the need for employer garnishments. If this is not the case, the church will honor any court-ordered garnishment. To defray the cost of this process, each garnished employee may be charged an additional cost per garnishment, whether it is short term or continual garnishment, to the extent allowed by law.

D. Pay Periods

Pay periods are bi-weekly.

E. Wages & Salaries

Each employee will be evaluated annually. Any increase in wages or salary will be recommended by the pastor within the budget proposed by the Business and Finance Committee, after consultation with the Human Resources Committee and with approval from Session.

V. Benefits

A. Bereavement

Employees who wish to take time off due to the death of an immediate family member should notify the pastor. Up to four (4) days of paid bereavement leave will be provided to fulltime regular employees. Part-time employees are not entitled to bereavement pay.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. The church defines "immediate family" as spouse/partner, children (including foster, step and grandchildren), parents (including foster, step and grandparents), and siblings (including foster and step). Also included are the corresponding relatives of the employee's spouse/partner.

B. Educational Assistance

Educational assistance may be a negotiated benefit for the pastor. Employees may also receive educational assistance if approved by the pastor, in consultation with the appropriate committee and the Session.

C. Holiday Pay

Central Presbyterian recognizes the following paid holidays:

- New Year's Day
- Martin Luther King Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Day with an additional day either before or after, as determined by the pastor
- If you are required to work on a paid holiday, please discuss an alternate day off with the pastor.

Holidays will be observed on the calendar day designated by the church for observance. If the holiday falls on Saturday, Friday will be off and if it falls on Sunday, Monday will be off. To be eligible for holiday pay, employees must be available to work their last scheduled workday before the holiday and their first scheduled workday after the holiday and have been employed by the church for one continuous year.

If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay, and will not be charged for a vacation day on the day the holiday is observed. Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.

Part-time employees are eligible for holiday pay only when the holiday falls on a regularly scheduled workday.

D. Health and Pension Plans

Qualified employees have the option of depositing a portion of their pay in health and/or pension plans. Generally, ordained ministers are enrolled in the Presbyterian Pension and Benefit Plan.

E. Leaves of Absence

The church makes leaves of absence available to employees as follows:

1. Personal leave is a leave of absence for a compelling personal reason that is not medically related. Employees who have completed at least six (6) months of continuous service may submit a written request to the pastor for a personal leave of absence, without pay, for any length of time up to a maximum of five (5) days. Written requests must state the reason for the leave, as well as the beginning and ending dates. Requests for personal leaves will be granted at the sole discretion of the church, based on the facts and circumstances surrounding each individual

- request and, when no vacation time is available. Employees who return to work at the end of a personal leave will normally be returned to their former job classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available. The pastor, in consultation with the Human Resources Committee, decides if a personal leave is granted.
2. Pregnancy leave is an absence for a disability related to an employee's pregnancy, childbirth or related medical condition. Employees may submit a written request to the pastor for a pregnancy leave of absence, without pay, for the length of any pregnancy related disability, up to a maximum of four (4) months. Requests for pregnancy leave will be granted to employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability. Although the church is not able to guarantee reinstatement in all cases, employees on pregnancy leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will normally be returned to the same job they held immediately prior to their leave or, if that position is unavailable, a comparable position if one is available.
 3. Medical leave is a leave of absence for an employee's non-occupational illness or disability, other than pregnancy, childbirth or related medical condition. Employees who have completed at least six months of continuous service may submit a written request to the pastor for a medical leave of absence, without pay, for the length of any disability up to a maximum of ten (10) days. Requests for medical leaves will normally be granted to eligible employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability. At any time during a medical leave of absence, an employee may be asked to provide medical evidence of disability.
Although the church is not able to guarantee reinstatement in all cases, employees on medical leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will normally be returned to their former job classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available.
 4. Jury Duty is a leave of absence to serve on jury duty. Employees who are called to serve on jury duty will be paid the difference between their regular pay and all monies paid to them by the court for a maximum of ten (10) working days. A copy of the notice to serve and an attendance report must be provided to the pastor. An employee must report to work within thirty (30) minutes if the jury is dismissed before 3:30 p.m.
 5. Military Leave is a leave of absence for required military service. The church complies with applicable state and federal law concerning leaves for military service.
 6. Workers' Compensation Leave is a leave of absence for a work-related illness or injury. The church complies with applicable state and federal law concerning leaves for work-related illness or injury. Employees on leave because of work-related illness or injury will be reviewed on an individual basis by the church.

The following general provisions apply to all leaves of absence:

1. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
2. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
3. Employees will not accrue length of continuous service for the portion of a leave of absence in excess of thirty (30) days.
4. Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
5. Employees on leave of absence must communicate with the pastor on a regular basis, at least once each month, regarding their status and anticipated return to work date.
6. Employees on leave of absence who seek or accept other employment without the church's prior written approval will be subject to disciplinary action, up to and including possible termination.
7. Employees who falsify the reason for their leave of absence will be subject to disciplinary action.
8. All leaves of absence must be approved in advance, in writing, by the pastor and the Human Resources Committee.
9. Failure to obtain an approved start date for leave, an approved extension, and or failure to return at the scheduled time will be considered a voluntary termination.

F. Severe Weather

If the pastor cancels work due to severe weather, employees are paid as if they are working. If the church is not closed, employees who are not at work may use available vacation time.

G. Sick Leave

Full-time and part-time employees of Central Presbyterian receive six (6) sick days per year prorated during the first year of service. Sick leave accumulates on the basis of an average work day. All employees attending doctor or dental appointments may be required to use sick leave for the time that they are absent from work.

Employees may be requested to provide medical certification relating to sick leave or readiness to return to work. Unused sick leave may be carried over from year to year. The employee may accrue a maximum of ninety (90) sick leave days. All sick leave accrued over ninety (90) days is forfeited by the employee. Employees will not receive payment in lieu of sick leave. Employees do not receive payment for unused sick leave upon termination of employment.

H. Vacation

Non-Ordained Employees

All non-ordained employees shall receive twelve (12) paid days of vacation annually. For each year of completed service the employee shall receive one (1) additional paid day of vacation to a maximum of twenty-four (24) days. A maximum of ten (10) days of unused

vacation may be carried over into the next year. Any unused vacation will be paid upon termination of employment.

Non-ordained professional staff may also be entitled to five (5) days of continuing education or professional development each year, to help them grow in their area of work. Unused continuing education or professional development days may not accrue. Specific plans for continuing education or professional development must be approved in advance by the pastor.

Time off for vacation or continuing education must be approved in advance by the pastor, and coordinated in such a way as to ensure that the church is always adequately staffed.

Ordained Employees

Vacation time and study leave for all ordained employees shall be established in their terms of call, and approved by vote of the congregation each year. The allotment of vacation time and study leave shall be guided by recommendations from the Presbytery of Des Moines, which sets guidelines for minimum clergy compensation each year. Unused vacation time and study leave shall not accrue, but must be used in the calendar year.

I. Workers' Compensation

Employees are covered by workers' compensation insurance. It is the church's express policy to comply with the laws of the state and all provisions of the Workers' Compensation Act. The insurance carrier makes all decisions pertaining to compensated illnesses or injuries that are reported as work related. All injuries sustained on the job, no matter how small, must be reported promptly to the pastor. A written report setting forth all facts pertaining to the injury or illness should be completed by the employee and given to the pastor within forty-eight (48) hours of the illness or injury.

VI. Safety

A. Health and Safety

The health and safety of employees and others who are present at Central is critical. All employees are expected to identify safety risks and to promote safety. If an employee sees a safety risk, the pastor and the Building and Grounds Committee should be contacted immediately.

B. Fires

If a fire alarm or fire occurs, the employee is expected to help others exit the building and to exit themselves and then call "911" immediately.

C. Hazards Communication Standard

Central is required to inform all employees of the federal OSHA Hazard Communication Standard. This standard gives employees the "right to know" about chemicals which they come in contact with or may be exposed to in the workplace.

D. Job Injury

If an employee becomes injured on the job they have the responsibility to report the injury to the pastor and the Human Resources Committee. Either the pastor or the Human Resources Committee will make the determination whether the injury is severe enough to require medical attention or whether first aid will be satisfactory. It is the church's responsibility to provide worker compensation coverage.

E. Tobacco Free

No tobacco of any kind is allowed on the property of Central Presbyterian Church.

F. Tornadoes

If tornado sirens are sounded, employees are asked to escort others to the lower level of the church away from windows and join others there.

G. Work Areas and Church Property

For sound accident prevention measures and maximum work efficiency, each employee is responsible for maintaining his/her workstation in a neat, clean and orderly manner. Each employee is expected to help maintain the cleanliness and safety of the building and property of the church.

VII. Employee Development

A. Training

Opportunities for additional skill development are present. If an employee has a particular request, he/she should submit, in writing, the request to the pastor who will discuss the request with the appropriate committee.

VIII. Forms

A. Self Evaluation

B. Performance Evaluation

C. Handbook Acknowledgement

D. Employment Application

E. Employment Verification

F. Acknowledgement of Receipt of Central's Policy of Child Abuse Prevention

G. Anti-Harassment/Anti-Discrimination Acknowledgement

Self Evaluation

Name _____

Date _____

This worksheet is given to you prior to your performance evaluation to help assure your viewpoint is considered as your performance is appraised and to make your evaluation discussion more productive.

- 1. Major contributions since your last review:** Goal accomplishments, problems you have solved, improvements you have made.

- 2. Performance difficulties:** “Trouble spots”, areas where you were less effective than you could be.

- 3.** What support do you need to be more effective?

- 4. Action Plans:** Things you can do to increase your effectiveness.

Signature _____

Performance Evaluation

Name _____

Date _____

Position Title _____

Rated By _____

Time Period of Evaluation _____ to _____

Performance Category	Performance Rating			
	Lowest (1)	→	Highest (4)	
Quantity – the amount of work performed by an individual in a given unit of time.				
Quality – the ability to perform work in a high quality manner which includes accuracy, timeliness, service and is consistent with the job description.				
Communication – the ability to express ideas and information concisely and effectively orally or in writing.				
Job Knowledge – the information required to perform work responsibilities in a satisfactory manner.				
Working with Others – the ability to accomplish work by interacting positively with others.				
Organization & Planning – the ability to develop systematic and effective methods for accomplishing tasks.				
Self Development – accepts responsibility for increasing own job competency.				
Problem Solving/Decision Making – the ability to make timely and effective decisions and solve problems on the basis of available information.				
Goal 1				
Goal 2				
Goal 3				
Goal 4				
Goal 5				

RATING CRITERIA

Level 1: Provisional – performance does not meet job requirements, standards and goals.

Level 2: Developing/needs improvement – performance needs some improvement, but meets minimum requirements, standards and goals.

Level 3: Meets expectations – performance consistently meets the expected level of job requirements, stands and goals.

Level 4: Exceeds expectations – performance frequently exceeds the majority of job requirements, standards and goals.

I. Areas of Achievement:

II. Areas for Development

III. Goals for the next appraisal period:

Overall Performance Evaluation

Select overall performance level based on most frequent level of performance.

Level 1: Provisional - performance does not meet job requirements, standards and goals.

Level 2: Developing/needs improvement – performance needs some improvement, but approaches minimum requirements, standards and goals.

Level 3: Meets expectations – performance consistently meets the expected level of job requirements, stands and goals.

Level 4: Exceeds expectations – performance frequently exceeds the majority of job requirements, standards and goals.

Employee Comments: _____

Prepared by _____ **Date** _____

Employee's Signature _____ **Date** _____

Approved by
Human Resources Committee _____ **Date** _____

Handbook Acknowledgement

Central Presbyterian Church retains the right to modify, interpret or cancel in whole or in part any of the published or unpublished policies of the church, without advance notice to employees and without having to give cause or consideration to any employee. The policies set forth are not intended, and should not be construed as an express or implied employment contract. These policies do not in any way guarantee to any employee employment for any specified period of time.

Employees and volunteers are at-will and either Central Presbyterian Church or the employee or volunteer may terminate the relationship with or without notice and with or without cause.

This Employee/Volunteer Handbook revokes and replaces all previous employee handbooks, memorandums or policies that may have been issued on the subjects covered herein.

I, _____, acknowledge that I have read the Employee/Volunteer Handbook or that it has been read to me and that I understand its contents.

Signature

Date

Central Presbyterian Church Employment Application

Date				
Position for Which You Are Applying				
If you are applying for an open position, how did you learn of the position?				
PERSONAL INFORMATION				
Name				
Mailing Address				
City			State	
			Zip	
Email Address				
Home Phone		Work Phone		Cell Phone
Language Spoken (in addition to English)				
EDUCATION BACKGROUND				
	Name & Location	Number Years Attended	Degree/Graduated	Major Area of Study
High School or GED				
Business School Community College, College or University				
Other Education Experiences				

OTHER BACKGROUND

- A. Is there anything that would keep you from performing the essential functions of this position? (See job description)
 Yes No
- B. Have you ever been convicted of a felony?
 Yes No
- C. Have you ever been convicted of a sexual and/or power abuse charge?
 Yes No
- D. Have you ever been disciplined or terminated for discrimination or harassment in the workplace?
 Yes No
- E. Have you ever been disciplined or terminated for violence in the workplace?
 Yes No
- F. Are you legally authorized to work in the U.S.?
 Yes No
- G. Can you provide required proof of eligibility to work in the United States?
 Yes No

WORK EXPERIENCE

Current Employment _____

Position _____

Type of Work _____

Current Salary _____ Dates of Employment _____

Reason for Leaving _____

Name, Address & Phone Number of Immediate Supervisor _____

May we contact this supervisor?

Yes No

PAST EMPLOYMENT

Position _____

Type of Work _____

Current Salary _____ Dates of Employment _____

Reason for Leaving _____

Name, Address & Phone Number of Immediate Supervisor _____

May we contact this supervisor?

Yes No

REFERENCES

Please provide at least three reference that you have known for some time who are not related to you. Describe how you know each of them:

Name	Relationship	Address	Phone
1.			
2.			
3.			

I affirm that the information provided on this application or in connection with the processing of this application (and any resumé or accompanying documents) is true and complete to the best of my knowledge. I understand that, if employed, false statements, significant omissions or misleading information, regardless of when discovered, made on or in connection with my application and accompanying documents, may result in my dismissal.

I further understand that this application is not a contract of employment intended to modify my status, if hired, as an at-will employee.

Signed _____

Date _____

Employment Verification

By signing this document, I give Central Presbyterian Church, and its employees, my consent and authorization to furnish prospective employers any information regarding me or my work record including information covered by the Privacy Act of 1974. Central Presbyterian Church and its employees are hereby released from any liability that may result from furnishing such information.

Name

Print Name

Witness

Print Name

Date

Acknowledgement of Receipt of Central's Child Safety Policy

I hereby acknowledge that I received on _____ (date), a copy of the *Child Safety Policy and Procedures* of Central Presbyterian Church, Des Moines, Iowa and that I have read the policy, understand its meaning and intent, and agree to conduct myself in accordance with the policy.

Signature _____

Date _____

General Information

Name _____ Date _____

Address _____

Phone: Home _____ Home _____

Employer Application _____

Can you be contacted at work? _____ Work Number _____

List of other names you have been known by: _____

List two personal references that we may contact on your behalf.

1. Name _____ Phone _____

Address _____

City, State, Zip _____

Email Address _____

2. Name _____ Phone _____

Address _____

City, State, Zip _____

Email Address _____

In caring for children at Central, we believe it is our responsibility to seek adults who are able to provide healthy, safe, and nurturing relationships. Please answer the following questions and allow us to make a copy of your driver's license. Any special concerns can be discussed individually with the pastoral staff. Your signature below will give us permission to request a

criminal background check and to check the Iowa State Offenders' Registry. If you are 13 or younger your signature and your parents' signature will be needed

Do you have a current driver's license? yes no

Are you willing to be fingerprinted for a criminal record check? yes no

You may continue answering the following questions or you may choose to discuss your answers in confidence with our pastor.

1 Have you ever been convicted of or pled guilty to a crime? yes no

If yes, please describe: _____

2. Have you ever been in treatment for drug or alcohol abuse? yes no

If yes, please describe _____

My signature gives permission for Central Presbyterian Church to request criminal background check. I understand that these will be done and that findings will remain confidential.

Name _____

Address _____

I will provide my driver's license or a state-issued identification card. _____

Anti-Harassment/Anti-Discrimination Acknowledgement

I agree that I have read and agree to comply with the Anti-Harassment/Anti-Discrimination policy of Central Presbyterian Church.

Name

Print Name

Witness

Print Name

Date