

LAURELWOOD BAPTIST CHURCH'S

VOLUNTEER/STAFF

POLICY

AND

PROCEDURE

MANUAL

PROPERTY OF LAURELWOOD BAPTIST CHURCH

JULY 16, 2008

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INTRODUCTORY STATEMENT

Welcome to Laurelwood Baptist Church! We are pleased that God has called you to serve Him together with us. The Bible has much to say about the employment relationship. Masters (employers) are taught to give unto their servants (employees) “that which is just and equal” and are to have no “respect of persons.” (Col. 4:1; Eph. 6:9) Servants (employees) are to be obedient to their masters (employers) “with fear and trembling, in singleness of heart, as unto Christ; Not with eyeservice, as menpleasers: but as the servants of Christ, doing the will of God from the heart; With good will doing service, as to the Lord, and not to men: Knowing that whatsoever good thing any man doeth, the same shall he receive of the Lord....” (Eph. 6:5-8)

In keeping with these Biblical commands and to ensure that things may be “done decently and in order,” we have designed this Policy Manual to acquaint you with Laurelwood Baptist Church and provide you with information about working conditions, employee benefits (where applicable), and some of the policies affecting your service. Since this Policy Manual addresses many issues regarding Volunteer/staff functions and serves as a guideline for proper Volunteer/staff conduct in the ministry, it will often be referred to as a “Volunteer/staff Handbook”. Please understand these two terms are used interchangeably and this document has the same constitutional authority whether called a “Volunteer/staff Handbook” or a “Policy Manual”.

Our Laurelwood Baptist Church ministry team is comprised of both paid and unpaid Volunteer/staff. Whether a Volunteer/staff member is paid, full or part time, it is absolutely essential that each member’s testimony be above reproach. **In this handbook, the term *Volunteer/staff member* is used to describe all of these various groups of individuals, whether paid or unpaid.**

You should read, understand, and comply with all provisions of the manual. It describes many of your responsibilities as a member of our ministry team and outlines the programs developed by Laurelwood Baptist Church to benefit Volunteer/staff. As we hope you will see by the policies contained in this Volunteer/staff Handbook, Laurelwood Baptist Church is committed to providing an environment that is pleasing to the Lord and that is conducive to spiritual, personal, and professional growth.

No policy manual can anticipate every circumstance or question. As Laurelwood Baptist Church continues to grow, the need for changes may arise. Laurelwood Baptist Church reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur. The only policy in this Volunteer/staff Handbook that is not subject to change is our employment-at-will policy permitting you or Laurelwood Baptist Church to end our relationship for any reason at any time.

Laurelwood Baptist Church Vision Statement

Our vision is to glorify God by making a community of disciples in East Clark County through ministries of the Word, Worship, and Witness.

Laurelwood Baptist Church Mission Statement

We will fulfill the Great Commission mandate with a Great Commandment passion.

GREAT COMMISSION: *Matthew 28:19 & 20*

Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.

GREAT COMMANDMENT: *Matthew 22:37-40*

And He said to him, “ ‘You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.’ This is the great and foremost commandment. The second is like it, ‘You shall love your neighbor as yourself.’ On these two commandments depend the whole Law and the Prophets.”

Laurelwood Baptist Church’s Core Values

WORSHIP - “To Glorify God”

Glorifying God with everything we’ve got.

Mark 12:30 – Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.

FELLOWSHIP - “Building a Community”

Sharing truth in context of loving relationships.

Ephesians 4:25 – Therefore, laying aside falsehood, speak truth each one of you with his neighbor, for we are members of one another.

DISCIPLESHIP - “Building...Disciples”

Pursuing Christ-likeness as evidenced by a changing life.

Colossians 1:28 & 29 – We proclaim Him, admonishing every man and teaching every man with all wisdom, so that we may present every man complete in Christ. For this purpose also I labor, striving according to His power, which mightily works within me.

MINISTRY - “Through Ministries of...”

Serving our church according to spiritual gifts and passions.

1 Peter 4:10 – Each one should use whatever gift he has received to serve others...

EVANGELISM - “Ministries of...Witness”

Testifying to the saving work of Christ in the power of the Holy Spirit and leaving the results to the Heavenly Father.

Acts 1:8 – But you will receive power when the Holy Spirit has come upon you; and you shall be My witnesses both in Jerusalem, and in all Judea and Samaria, and even to the remotest part of the earth.

Laurelwood Baptist Church Statement of Faith

- A. **The Bible:** We believe that the Bible, consisting of the 66 books of the Old and New Testaments, is God’s infallible inerrant Word, written by men who were uniquely moved by the Holy Spirit,¹ and that it is our sole authority in all matters.² We affirm our belief in the verbal, complete, and equal inspiration of the Scriptures in their original writing.
- B. **God:** We believe there is one God,³ Creator of heaven and earth,⁴ eternally existent in three persons: Father, Son, and Holy Spirit,⁵ co-equal in power and glory; identical in their essential nature, attributes, and perfection.

1. **God the Father** is perfect in holiness,⁶ infinite in wisdom, measureless in power,⁷ and

absolute in sovereignty.⁸ We rejoice that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer,⁹ and that He saves from sin and death all who come to Him through Jesus Christ.¹⁰

2. **God the Son**, Jesus Christ, is God's only begotten Son born of a virgin,¹¹ lived a sinless life,¹² and, being Himself true God and true man,¹³ atoned for the sins of the world by His substitutionary death on the cross.¹⁴ We believe in His bodily resurrection,¹⁵ His ascension into heaven,¹⁶ His high priestly intercession for His people,¹⁷ His Lordship,¹⁸ and His personal, visible, and pre-millennial return to the world according to His promise.¹⁹
3. **God the Holy Spirit** convicts the world of sin, righteousness, and judgment.²⁰ He baptizes believers into the body of Christ²¹ and permanently indwells them at the time of regeneration.²² He is progressively sanctifying,²³ instructing and empowering the believer for service and godly living,²⁴ and preserving believers until Christ's return.²⁵

- C. **Mankind:** We believe that mankind was created in the image of God²⁶ and was originally without sin. Because of the sin of Adam and Eve, all thereby incurred physical and spiritual death, which is separation from God. All human beings are born with a sinful nature, and are sinners by nature and by choice.²⁷
- D. **Salvation:** We believe that mankind is saved from the eternal penalty of sin by believing in the Lord Jesus Christ,²⁸ Who died for our sins as our representative and substitutionary sacrifice.²⁹ All who believe in Him are justified by faith alone on the ground of His shed blood, and not by any works or ordinances of man.³⁰
- E. **The Church:** We believe that the church is made up of every born again believer since Pentecost, regardless of race, sex, or national origin, and, prior to the Tribulation, will be caught up to meet the Lord in the air.³¹ The local church is an organized body of believers voluntarily associated together for teaching, fellowship, worship, prayer, the proclamation of the Gospel of Christ throughout the world, and the observance of the Biblical ordinances (believer's baptism and the Lord's Supper).³² The church is enabled in its mission by the exercise of spiritual gifts, distributed by the Holy Spirit according to His sovereign will and purposes³³ to all believers, to be used to build up the body of Christ.³⁴
- F. **Eternity:** We believe in the bodily resurrection of both the believer and the non-believer. The saved will enjoy the wonders of God's presence forever, and the lost will be eternally punished in the Lake of Fire.³⁵
- G. **Satan:** We believe that Satan is a person, a fallen angel, the author of sin, and the cause of the fall of man. He is the open and declared enemy of God and man. He will be eternally punished in the Lake of Fire.³⁶

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|----------------------------|--------------------------|----------------------------|
| 1. II Peter 1:21 | 16. Acts 1:9 | 31. Galatians 3:27-28 |
| 2. II Timothy 3:16-17 | 17. Hebrews 2:17 | I Thessalonians 4:17,5:9 |
| 3. Deuteronomy 6:4 | 18. Acts 2:36 | Revelation 3:10 |
| Isaiah 45:21-22 | 19. Revelation 1:7 | 32. Matthew 28:19 |
| 4. Genesis 1:1 | Matthew 25:31 | Acts 2:41-47 |
| Acts 17:24 | 20. John 16:8 | I Corinthians 11:23-26 |
| 5. Matthew 28:19, 3:16-17 | 21. I Corinthians 12:13 | 33. I Corinthians 12:11-30 |
| 6. I Peter 1:15-16 | 22. John 14:17 | I Corinthians 13:8-10 |
| 7. Revelation 1:8, 19:1, 6 | I Corinthians 3:16, 6:19 | 34. Ephesians 4:16 |
| 8. Ephesians 1:11 | 23. Titus 3:5 | I Peter 4:10-11 |
| 9. Matthew 7:11 | 24. John 14:26; Acts 1:8 | 35. Psalm 16:11 |
| 10. John 3:16 | 25. Ephesians 1:13 | John 5:28-29 |
| 11. Isaiah 7:14 | 26. Genesis 1:27 | Revelation 20:15 |
| Luke 1:26-35 | 27. Isaiah 53:6 | 36. Ezekiel 28:1-19 |
| 12. Hebrews 4:15 | Romans 5:12 | Isaiah 14:12-17 |
| 13. Philippians 2:5-8 | 28. Romans 10:9 | I Peter 5:8 |
| Colossians 2:9 | 29. II Corinthians 5:21 | Revelation 20:10 |
| 14. I Peter 2:24 | 30. Ephesians 2:8-9 | |
| 15. Acts 10:40-41 | Titus 3:5-7 | |

VOLUNTEER/STAFF/STAFF MEMBER RULES & CONDUCT

Behavior of Volunteer/staff member

Volunteer/staff are expected to uphold the doctrines and standards of Laurelwood Baptist Church as articulated in the Bible and Laurelwood Baptist Church's Statement of Faith in all aspects of their lives, both at and away from Laurelwood Baptist Church employment and functions. Volunteer/staff must uphold by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model in judgment, dignity, respect, and Christian living both at and away from Laurelwood Baptist Church.

Volunteer/staff must be loyal to the ministry leadership of Laurelwood Baptist Church in word and in deed. To ensure orderly operations and provide the best possible work environment, Laurelwood Baptist Church expects Volunteer/staff to follow rules of conduct that will protect the interests and safety of all Volunteer/staff and the organization.

Although it is impossible to list all forms of behavior that are expected and prohibited of Laurelwood Baptist Church Volunteer/staff, the following lists provide examples of expected and prohibited behaviors.

Volunteer/staff are expected at all times to conduct themselves in a Christ-like manner in order to present a good personal and ministry testimony. Expected volunteer/staff conduct includes, but is not limited to:

- Treating all members, visitors, and coworkers in a courteous and loving manner;
- Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to Laurelwood Baptist Church's best interests;
- Reporting to the ministry leadership suspicious, unethical, or illegal conduct by coworkers, members, or suppliers;
- Reporting to the ministry leadership suspected or actual violation of Laurelwood Baptist Church's policies;
- Reporting to the ministry leadership any threatening or potentially violent behavior by coworkers, members, or visitors;
- Cooperating with all Laurelwood Baptist Church investigations;
- Complying with all Laurelwood Baptist Church's policies;
- Wearing appropriate clothing and jewelry, subject to supervisors approval;
- Performing assigned tasks efficiently and in accordance with instructions;
- Reporting to work punctually as scheduled and being at the proper place, ready to work, at the assigned starting time;
- Giving proper advance notice whenever unable to work or report to work on time;
- Maintaining cleanliness and order in the workplace;

Volunteer/staff who deviate from these and other similar forms of expected behavior are subject to discipline, up to and including termination.

The following are examples of conduct that is prohibited. Volunteer/staff engaging in such conduct or similar conduct, as determined by the ministry leadership, will be subject to discipline, up to and including termination of service:

- Stealing, destroying, defacing, or misusing Laurelwood Baptist Church's property;
- Falsifying or altering any Laurelwood Baptist Church record or report, such as an employment application, medical reports, timekeeping records, financial records, travel reimbursement voucher, personnel record, membership record, counseling record, or invoice;
- Engaging in any form of homosexuality, fornication, adultery, pornography, transvestitism, bestiality, deviant gender identity, or any other deviant sexual behavior as determined by the ministry leadership;
- Illegally possessing, distributing, selling, transferring alcohol, tobacco, or illegal drugs;
- Using profanity, vulgarity, or abusive language;
- Engaging in or threatening acts of workplace violence, including but not limited to:
 - ❖ Possessing firearms, other weapons, explosives or other dangerous materials on Laurelwood Baptist Church's property;
 - ❖ Fighting or assaulting a coworker or any other person; or
 - ❖ Threatening or intimidating a coworker or any other person.
- Engaging in any form of sexual or other harassment;
- Disclosing confidential information of Laurelwood Baptist Church;
- Misusing Laurelwood Baptist Church's communications systems, including electronic mail, computers, Internet access, and telephones;
- Refusing to follow ministry leadership or a supervisor's instructions concerning a ministry-related matter or being insubordinate or disrespectful;
- Failing to follow safety or health rules;
- Sleeping on the job without authorization;
- Engaging in gambling;
- Playing pranks;
- Wearing inappropriate clothing or jewelry, or otherwise having an inappropriate personal appearance, as determined by supervisor;
- Engaging in boisterous or disruptive activity in the workplace;
- Engaging in negligent or improper conduct leading to damage of ministry-owned or other property;
- Engaging in excessive absenteeism or any absence without notice;
- Engaging in unauthorized absence from work station during the workday;
- Violating employment policies; or
- Unsatisfactorily performing job responsibilities.

These examples of prohibited behaviors are not intended to be an all-inclusive list. At Laurelwood Baptist Church's discretion, any violation of Laurelwood Baptist Church's policies or any conduct considered inappropriate or unsatisfactory may subject the volunteer/staff to disciplinary action.

Service with Laurelwood Baptist Church is at the mutual consent of Laurelwood Baptist Church and the volunteer/staff, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Conflicts of Interest

Laurelwood Baptist Church expects that each volunteer/staff will use good judgment, high Biblical and ethical standards, and honesty in all business dealings with and on behalf of Laurelwood Baptist Church. Volunteer/staff have a responsibility to avoid any conflict of interest or appearance of conflict of interest. This includes avoiding the "appearance of evil". As such, all Volunteer/staff must exercise discerning judgment to be above reproach in all areas of morality.

Sexual and Other Forms of Harassment

Laurelwood Baptist Church seeks to promote a productive work environment in which all Volunteer/staff reach their full spiritual and professional potential in ministry service. Laurelwood Baptist Church will not tolerate verbal or physical conduct by any volunteer/staff or other person that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile work environment.

No form of harassment will be tolerated, including harassment because of a volunteer/staff's race, national origin, disability, pregnancy, age, or sex. Special attention should be paid to sexual harassment. No volunteer/staff, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Behavior that amounts to sexual harassment shall result in disciplinary action, up to and including dismissal from service

Volunteer/staff are prohibited from threatening or insinuating, either explicitly or implicitly, that a volunteer/staff's willingness or refusal to submit to sexual advances will affect the volunteer/staff's terms or conditions of service.

Volunteer/staff are also prohibited from engaging in other sexually harassing or offensive conduct in the workplace, including but not limited to:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
- The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, sex, national origin, disability, pregnancy, or age is also prohibited.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, and that is personally offensive, and that debilitates morale, and that, therefore, interferes with work effectiveness. Sexual harassment can also include gender-based harassment of a person of the same sex as the harasser.

Any volunteer/staff who experiences or witnesses harassment of any form in the workplace, must report it immediately to the Business Administrator, Senior Pastor and/or any member of the Council of Elders. If the previously stated is the alleged harassing party, a volunteer/staff may report the harassment to any member of the ministry board. Any ministry leadership level volunteer/staff who witnesses sexual harassment or learns of an allegation of sexual harassment and does not report it to the designated person/people (or if the designated person/people is the alleged harasser to the ministry board), is subject to disciplinary action, up to and including termination of service.

All allegations of sexual harassment will be promptly investigated in as impartial and confidential manner as possible. A timely resolution of each complaint will be communicated to the parties involved.

Laurelwood Baptist Church will permit no employment based retaliation against anyone who brings a bona fide complaint of sexual harassment or who provides true information as a witness in the investigation of a complaint of sexual harassment. However, an individual who makes a false complaint or provides false information to an investigator will be subject to disciplinary action, up to and including termination of service.

Any volunteer/staff found to have violated this policy is subject to disciplinary action, up to and including termination.

Personal Appearance

Each volunteer/staff's dress, grooming, and personal cleanliness standards reflect not only on the Christian testimony of the volunteer/staff, but also on the testimony of Laurelwood Baptist Church. Volunteer/staff are expected during service hours and when representing Laurelwood Baptist Church to present a professional, Christian image as determined by church leadership.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Men's apparel shall be appropriate and in good taste in accordance with their position. In some cases, this may be represented through shorts and a T-shirt for such positions as the Youth Pastor. It is understood that on Sunday Mornings a more "professional" look is desired. Questions regarding your appearance can be directed towards church leadership. In all things, "appropriate and in good taste" is desired.
- Ladies' apparel shall exemplify Godly principles of modesty and distinction and should not be revealing or indecent. Any blouses or tops must be non see-through, and be modest at the neckline. Any skirts should not be above knee length and pants should be in good taste and modest.

- Ladies' hairstyles are expected to be in good taste. Unnaturally colored hair (i.e. hot pink or green) and extreme styles are not professionally appropriate.
- Offensive body odor and poor personal hygiene are not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used in moderation.
- Both male and female Volunteer/staff are expected to be tasteful and conservative in the styling of their clothing and hair. Extremes in styling or color are unacceptable.

The ministry reserves the right to modify this policy from time to time, in its sole discretion. Compliance with these policies must be accomplished to the full satisfaction of the ministry leadership. The ministry also reserves the right to require any volunteer/staff whose personal appearance is considered inappropriate or immoderate to correct the matter immediately to the full satisfaction of the ministry leadership.

Return of Property

Volunteer/staff are responsible for the care and upkeep of all of Laurelwood Baptist Church's property, materials, or written information that has been issued to them or that is in their possession or control.

Volunteer/staff must return all Laurelwood Baptist Church property immediately upon request or upon completion of service. Where permitted by applicable laws, Laurelwood Baptist Church may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Laurelwood Baptist Church may take all action deemed appropriate to recover or protect its property.

Security

It is the policy of Laurelwood Baptist Church to make reasonable efforts to provide for the security of Laurelwood Baptist Church's property, Volunteer/staff, and authorized visitors.

Laurelwood is a "weapon free zone". As such, Volunteer/staff, church members, and visitors are prohibited from possessing firearms, other weapons, explosives or other dangerous materials on Laurelwood Baptist Church's property or at Laurelwood Baptist Church functions. Volunteer/staff are further prohibited from carrying firearms, other weapons, explosives or other dangerous materials in ministry-provided vehicles or in personal vehicles while on ministry business.

Volunteer/staff may be searched or questioned and are subject to surveillance whenever Laurelwood Baptist Church believes this is necessary to maintain security. All personal property brought onto Laurelwood Baptist Church property, such as vehicles, packages, briefcases, backpacks, purses, bags, and wallets are subject to inspection and search. Any volunteer/staff who wishes to avoid inspection of any articles or materials should not bring such items onto Laurelwood Baptist Church's premises.

Desks, filing cabinets, and other storage areas or devices may be provided for the convenience of Volunteer/staff but remain the sole property of Laurelwood Baptist Church. **Volunteer/staff have no expectation of privacy in any desk, filing cabinet or other storage area or device, such as computer records, or email.** Accordingly, they, as well as any articles found within them, may be searched and inspected by any properly authorized agent or representative of Laurelwood Baptist Church at any time, either with or without prior notice. Laurelwood Baptist

Church may remove all ministry property and other items that are in violation of the ministry's rules and policies found in these storage areas and devices.

Volunteer/staff are expected to exercise reasonable care for their own personal protection and personal property while on Laurelwood Baptist Church's premises. Laurelwood Baptist Church assumes no responsibility for loss, damage, or theft of personal property.

Safety

To assist in providing a safe and healthy work environment for our Volunteer/staff and the people to which we minister, Volunteer/staff are expected to exercise caution in all work activities. Volunteer/staff must immediately report any unsafe condition to their supervisor. Volunteer/staff who cause hazardous or dangerous situations, who fail to report, or, where appropriate, fail to remedy such unsafe conditions, may be subject to disciplinary action, up to and including termination of service.

In the case of accidents resulting in injury, regardless of how insignificant the injury may appear, Volunteer/staff must immediately notify the Business Administrator. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures where applicable.

Workplace Violence Prevention

Laurelwood Baptist Church is committed to preventing workplace violence and to maintaining a safe ministry environment. Given the increasing violence of society in general, Laurelwood Baptist Church has adopted the following guidelines to deal with intimidation, harassment, and threats (verbal or non-verbal) and incidents of violence that may occur on its premises.

Volunteer/staff are prohibited from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, other weapons, explosives or other dangerous materials are prohibited from ministry premises.

Conduct that threatens, intimidates, or coerces another volunteer/staff, visitor, member, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

Volunteer/staff who observe or learn of threats or incidents of violence or who observe or learn of suspicious individuals or activities must report such information to Business Administrator or another supervisory employee as soon as possible. This includes threats by Volunteer/staff, as well as threats by visitors, members of Laurelwood Baptist Church, or members of the public. The report must be as specific and detailed as possible. When necessary to protect life, health, or property, or when otherwise appropriate, employees should call the police before reporting the threat or incident to a supervisory volunteer/staff.

Volunteer/staff should not place themselves in peril in attempting to intervene in a suspicious or a potentially violent situation.

Laurelwood Baptist Church will promptly and thoroughly investigate all reports of threats or incidents of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety

and the integrity of its investigation, Laurelwood Baptist Church may place employees on administrative leave, either with or without pay, pending investigation.

Any volunteer/staff determined to be responsible for a threat or incident of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of service.

Use of Ministry Equipment and Vehicles

God has entrusted Laurelwood Baptist Church with resources such as equipment and vehicles to use to perform His work. Every ministry volunteer/staff must recognize that they are a steward of these resources. As stewards, it is imperative that Volunteer/staff exercise due care to use and maintain all ministry resources in the manner intended.

All Volunteer/staff must be at least 25 years of age to operate a motor vehicle covered under Laurelwood Baptist Church's insurance. Additionally, Volunteer/staff seeking to be considered under Laurelwood Baptist Church's insurance while transporting anyone under the age of 18 are required to gain written parental authorization.

Volunteer/staff are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines for each piece of equipment used in carrying out their ministry tasks. Volunteer/staff must promptly inform their supervisor if any equipment, machines, tools, or vehicles are or appear to be damaged, defective, or in need of repair.

Volunteer/staff operating ministry vehicles must comply with all applicable laws and regulations. Volunteer/staff who are involved in an accident while operating a ministry vehicle must promptly report the incident to the Business Administrator and appropriate insurance agencies. Vehicles owned, leased, or rented by Laurelwood Baptist Church may not be used for personal use without prior approval.

The improper, careless, destructive, unsafe, or illegal use or operation of equipment or vehicles subjects the volunteer/staff to disciplinary action, up to and including termination of service.

Visitors in the Workplace

Laurelwood Baptist Church expects that unknown visitors will come to Laurelwood Baptist Church looking for physical, emotional, and spiritual needs to be met. Regardless of their appearance or dress, all visitors should be courteously treated in a Christ-like manner. Unknown and unexpected visitors should be directed to ministry leaders or Volunteer/staff who will ensure that all visitors are presented the gospel of Jesus Christ, and that the visitors' legitimate needs are met.

Laurelwood Baptist Church recognizes that the call to ministry service is a call to the entire family and that the ministry is a gathering place for members and friends of Laurelwood Baptist Church. Volunteer/staff should ensure, however, that visits by family members, friends, and members do not unduly interfere with the volunteer/staff's performance of ministry duties.

Solicitation and Distribution

Laurelwood Baptist Church encourages its Volunteer/staff to "exhort one another" by sharing resources such as Christian books, CDs, sermons, and articles with each other that would

promote spiritual growth. Laurelwood Baptist Church further encourages its Volunteer/staff to support ministry fundraising efforts and allows solicitation of funds for ministry fundraisers. Volunteer/staff engaging in these activities should ensure that they do not unduly interfere with the volunteer/staff's performance of ministry duties.

Volunteer/staff may not solicit donations or sales to non-Laurelwood Baptist Church-related causes on the ministry premises without the prior approval of the Senior Pastor and/or Council of Elders. Furthermore, Volunteer/staff may not distribute secular literature or other media or solicit funds or sales for non-Laurelwood Baptist Church-related causes approved by the Senior Pastor and/or Council of Elders during working time. Working time does not include lunch periods, breaks, or any other periods in which Volunteer/staff are not on duty.

The posting of written solicitations on Laurelwood Baptist Church's bulletin boards is restricted. These bulletin boards display important announcements and memoranda concerning ministry and employment information and should be regularly reviewed by all Volunteer/staff. If Volunteer/staff have a message of interest to the entire Volunteer/staff, they may submit it to the office for approval before posting.

Cellular Telephone Usage

Volunteer/staff who have access to a cellular telephone while operating a motor vehicle should remember that their primary responsibility is driving safely and obeying the rules of the road. Volunteer/staff are prohibited from using cellular telephones to conduct ministry business while driving and should safely pull off the road and come to a complete stop before dialing or talking on the phone.

As a representative of Laurelwood Baptist Church, cellular telephone users are reminded that the regular etiquette used when speaking from office telephones or in meetings applies to conversations conducted over a cellular telephone.

Progressive Discipline

Volunteer/staff are expected to comply with Laurelwood Baptist Church's standards of behavior and performance. Any deviation from these standards must be corrected. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory ministry service in the future.

Under normal circumstances, Laurelwood Baptist Church will use a policy of progressive discipline to attempt to provide the offending employee with notice of the deficiency in his conduct and an opportunity to improve. This policy of progressive discipline is used at the sole discretion of Laurelwood Baptist Church and in no way alters the at-will status of employees. Laurelwood Baptist Church retains the right to discipline in any manner it sees fit and to bypass the progressive discipline procedures.

Disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the severity of the offense and the number of occurrences.

Progressive discipline means that, with respect to many disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be

followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Any time Laurelwood Baptist Church determines it is necessary (such as a major breach of policy, a violation of law, and in cases involving serious misconduct) the progressive discipline procedures may be disregarded.

During the course of an investigation of an allegation of employee misconduct, the employee may be relieved of his duties and placed on administrative leave with pay pending the outcome of the investigation. Employees on administrative leave with pay remain subject to all employment rules and policies, and will continue to receive the pay and benefits to which they are otherwise entitled.

Employees who believe that they have been disciplined too severely or who question the reason for discipline may use the dispute resolution procedure.

Dispute Resolution

Laurelwood Baptist Church recognizes that disagreements are inevitable in the life of every ministry. The important thing is not the fact that disagreements exist, but the manner in which Volunteer/staff express and resolve them. Laurelwood Baptist Church believes that the process for dealing with conflict given by Christ to believers (recorded in Matthew 18:15-20) also applies to managing interpersonal conflict relating to ministry service. Laurelwood Baptist Church thus requires Volunteer/staff with grievances to use the following procedures for dealing with their grievances. Laurelwood Baptist Church will attempt to promptly resolve all disputes that are appropriate for handling under this policy.

Volunteer/staff are reminded that the manner and spirit with which they pursue a grievance reflect their spiritual qualification for ministry service. Thus, a volunteer/staff who addresses a conflict in an inappropriate manner or with the wrong spirit is subject to disciplinary action, up to and including termination of service.

Criticism, murmuring, gossip, disloyalty, subversion or disobedience of ministry directives, non-truthfulness and the encouragement of disobedience or disloyalty to the directives of Laurelwood Baptist Church and its leadership, is Biblically forbidden if engaged in by any person who is a part of the ministry.

Procedures for Addressing Grievances With the Ministry

An appropriate dispute is defined as a volunteer/staff's expressed dissatisfaction concerning any interpretation or application of a work-related policy by supervisors or other Volunteer/staff. Examples of matters that may be considered appropriate disputes under this policy include:

- A belief that ministry Volunteer/staff policies, practices, rules, regulations, or disciplinary procedures have been applied improperly or unfairly to a volunteer/staff;
- Treatment considered unfair by a volunteer/staff, such as coercion, harassment, or intimidation;
- Alleged discrimination because of a legally protected status such as race, color, sex, age, national origin, or disability; and

- Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, or salary.

Volunteer/staff should notify the ministry in a timely fashion of any dispute considered appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for Volunteer/staff with appropriate complaints. As used in this policy, the terms “timely fashion,” “reasonable time,” and “promptly” generally will mean 7-10 working days.

The dispute resolution procedure has a maximum of three steps, but disputes may be resolved at any step in the process. Disputes will be processed until the volunteer/staff is satisfied, does not file a timely appeal, or exhausts the right of appeal under the policy. A decision becomes binding on all parties whenever a volunteer/staff does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

Volunteer/staff who feel they have an appropriate dispute should proceed as follows:

- **Step One**—Promptly bring the complaint to the attention of the Senior Pastor. If the dispute involves the Senior Pastor, then the volunteer/staff may proceed directly to step two. The Senior Pastor should investigate the complaint, attempt to resolve it, and give a decision to the volunteer/staff within a reasonable time. The Senior Pastor should prepare a written and dated summary of the dispute and proposed resolution for the employee’s personnel file (if applicable).
- **Step Two**—Appeal the decision to the Elders, if dissatisfied with the Senior Pastor’s decision, or initiate the procedure with the Elders if Step One has been bypassed. This appeal or initial dispute notification must be made in a timely fashion using a written form provided for this purpose. The Elders version of the dispute and decision will then be submitted using a similar written form. The Elders will, in a timely fashion, confer with the volunteer/staff, the Senior Pastor, and any other members of ministry leadership considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.
- **Step Three**—Appeal an unsatisfactory decision to the entire Church Leadership. The timeliness requirement and procedures to be followed are similar to those in Step Two. The Church Leadership will take the necessary steps to review and investigate the dispute and will then issue a written, final, and binding decision.

Final decisions on disputes will not be precedent-setting or binding on future disputes unless they are officially stated as ministry policy. When appropriate, the decisions will be retroactive to the date of the volunteer/staff’s original dispute notification.

Information concerning an employee dispute should be confidential. Supervisors, Elders, and other members of ministry leadership who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.

Time spent by employees in dispute discussions with ministry leadership during their normal working hours will be considered hours worked for pay purposes.

Volunteer/staff will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if a volunteer/staff raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises meritless disputes. Implementation of the dispute resolution procedure by a volunteer/staff does not limit the right of the ministry to proceed with any disciplinary action that is not in retaliation for the use of the dispute resolution procedure. In addition, Volunteer/staff and supervisors are prohibited from retaliating against a volunteer/staff who properly uses the dispute resolution procedure.

The ministry may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy. Further, this policy does not alter the employment-at-will relationship in any way.

Procedures for Addressing Interpersonal Conflict

Step 1: Confrontation/Negotiation

If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. (Matthew 18:15)

Whenever a conflict arises between two or more individuals in the workplace, they are encouraged to meet directly to discuss the issue(s). If both individuals' hearts are right in the matter, the great majority of disagreements will be resolved at this level.

GUIDELINES

1. This step is to be a *direct* dialogue with the offender or between the two persons who have the disagreement.
2. The Volunteer/staff in conflict shall not gossip and/or attempt to win third parties to "their side" of a conflict.
3. The Volunteer/staff in conflict shall not talk *about*, but shall talk *with* the persons that can settle the conflict.
4. If Biblical dialogue between the offender and offended can take place at this level—control over the outcome is 100% within their power to complete.

Step 2: Mediation/Intervention

But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. (Matthew 18:16)

If the direct confrontation and negotiation does not resolve the conflict, the offended volunteer/staff shall initiate a meeting with the Senior Pastor to discuss the problems and suggest solutions.

GUIDELINES

1. The Volunteer/staff in conflict and the Senior Pastor shall not gossip and/or attempt to win third parties to "their side" of a conflict.
2. Information concerning the interpersonal conflict should be kept confidential. The Volunteer/staff involved and Senior Pastor may only discuss it with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.

3. Although this step of Biblical submission to the authority placed over the employee removes some of the control from the original parties, the Senior Pastor's primary focus shall still be to help resolve the volunteer/staff's dissatisfaction.

Step 3: Arbitration/Discipline

If he refuses to listen to them, tell it to the church; (Matthew 18:17a)

If the mediation/intervention with the supervisor is unsuccessful, the volunteer/staff shall meet with the Elder Council to attempt to resolve the conflict. The Elder Council will listen to both parties, and will then consider the case and issue a decision.

GUIDELINES

1. If the supervisor is unable to resolve the conflict or is without authority to implement the suggested solutions, the Volunteer/staff must submit the dispute to the Elder Council.
2. The Volunteer/staff in conflict and the Elder Council shall not gossip and/or attempt to win third parties to "their side" of a conflict.
3. Information concerning the interpersonal conflict should be kept confidential. The Volunteer/staff involved and Elder Council may only discuss it with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
4. Although this step of Biblical submission to the authority placed over the employee removes some of the control from the original parties, the Elder Council's primary focus shall still be to help resolve the volunteer/staff's dissatisfaction.

Serious Diseases

Volunteer/staff with infectious, long-term, life-threatening, or other serious diseases or illnesses may continue to serve as long as they are able to perform the duties of their position without undue risk to their own health, to that of other Volunteer/staff, or to that of the people to which Laurelwood Baptist Church ministers.

Serious diseases and illnesses for the purposes of this policy include, but are not limited to the following: cancer, heart disease, major depression, multiple sclerosis, hepatitis, tuberculosis, certain musculoskeletal disorders, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS).

Nothing in this policy in any way limits Laurelwood Baptist Church's right to discipline, up to and including termination, Volunteer/staff who by their own sinful behavior acquired such a serious disease or illness.

Laurelwood Baptist Church will support, where feasible and practical, educational programs to enhance volunteer/staff awareness and understanding of serious diseases and illnesses.

A volunteer/staff afflicted with a serious disease or illness is to be treated no differently than any other volunteer/staff. Therefore, if the serious disease or illness affects his ability to perform assigned duties, the volunteer/staff will be treated like other Volunteer/staff who have disabilities which limit their job performance.

A volunteer/staff who is diagnosed with a serious disease or illness, and who wants an accommodation should inform the Elders of his condition as soon as possible and provide any pertinent medical information needed to make decisions regarding job assignments, ability to

continue working, or ability to return to work. Laurelwood Baptist Church may require a doctor's certification of a volunteer/staff's ability to perform job duties. In addition, Laurelwood Baptist Church may require such a volunteer/staff to undergo a medical examination.

A volunteer/staff whose disease or illness directly threatens the health or safety of the volunteer/staff or others must inform church leadership of his condition as soon as possible.

Laurelwood Baptist Church will attempt to maintain the confidentiality of the diagnosis and medical records of Volunteer/staff with serious diseases and illnesses, unless otherwise required by law. Information concerning a volunteer/staff's serious disease or illness will be treated as confidential and ordinarily will not be disclosed to other Volunteer/staff. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of service.

Volunteer/staff concerned about being infected with a serious disease or illness by a co-laborer or a recipient of ministry services should convey this concern to their direct supervisor. Volunteer/staff who refuse to work with or perform services for a person known or suspected to have a serious disease or illness, without first discussing their concerns, will be subject to disciplinary action, up to and including termination of service. Where there is little or no evidence of risk of infection to the concerned volunteer/staff, the volunteer/staff's continued refusal may result in disciplinary action, up to and including termination of service.

CHILD ABUSE PREVENTION POLICIES AND PROCEDURES

Purpose

- A. To help Laurelwood Baptist Church provide a caring, safe, and secure environment for children in all phases of ministry life.
- B. To help Laurelwood Baptist Church reduce its legal risk and liability exposure.

Biblical Foundation

Laurelwood Baptist Church seeks to express God's love of children and provide for their personal wholeness. This caring community seeks to prevent child abuse of any form to our children and youth and to minister to victims of abuse and their families. The Bible is foundational to our understanding upon which all policies, procedures, and ministries must stand.

And they were bringing children to Him so that He might touch them; but the disciples rebuked them. But when Jesus saw this, He was indignant and said to them, "Permit the children to come to Me; do not hinder them; for the kingdom of God belongs to such as these. "Truly I say to you, whoever does not receive the kingdom of God like a child will not enter it at all." And He took them in His arms and began blessing them, laying His hands on them.. (Mark 10:13-16)

"And whoever receives one such child in My name receives Me; but whoever causes one of these little ones who believe in Me to stumble, it would be better for him to have a heavy millstone hung around his neck, and to be drowned in the depth of the sea. "Woe to

the world because of its stumbling blocks! For it is inevitable that stumbling blocks come; but woe to that man through whom the stumbling block comes! (Matthew 18:5-7)

Our goal in response to these Biblical mandates is to maintain a safe, secure, and loving place where children may grow: a place where caregivers, teachers, and leaders (both paid and volunteer/staff) minister appropriately to their needs.

Child Abuse Prevention Policy

Laurelwood Baptist Church desires to be a safe place for all children and adults who attend any activity. Unfortunately, the ministry is not immune to abuse, either by its members or by those in leadership positions. Incidents of child abuse or neglect cut across racial, social, economic and religious boundaries. Although no organization or individual can assure complete protection, this Child Abuse Prevention Policies and Procedures reflects Laurelwood Baptist Church's commitment to help protect children from harm. This policy applies to all volunteer/staff and compensated workers of Laurelwood Baptist Church.

Laurelwood Baptist Church will not tolerate child abuse or neglect. Your cooperation in this commitment not only reflects your concern about children's safety in this society, but also your willingness to take steps toward preventing child abuse and its detrimental effects.

For the safety and protection of our children and workers, all people who participate in ministry-sponsored activities with children are required to comply with the guidelines provided in this manual.

Definitions

In this policy the following definitions apply:

- A. **Adult**—Any person age 18 or older;
- B. **Child** or **Youth**—Any person under the age of 18;
- C. **Child Abuse**—An act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. The following definitions and explanations apply in determining whether abuse of a child has occurred:
 - 1. **Physical Abuse**—A physical injury, threat of injury or creation of a real and significant danger of substantial risk of death, disfigurement or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation, bone fracture, brain damage, skull fracture, subdural hematoma, burns, scalding, cuts, bruises, welts, abrasions, internal injuries, poisoning, sprains, dislocations, gunshot, and stabbing wounds;
 - 2. **Physical Neglect**—The failure to provide food, clothing, shelter, or supervision for a child if the child's health or safety is endangered. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate shelter, inadequate personal hygiene, inadequate food, and malnutrition;

3. **Sexual Abuse**—Abuse that consists of sexual contact or interactions with a child, including physical contact (fondling, sexual intercourse) and nonphysical contact (exhibitionism, child prostitution, pornography, voyeurism);
 4. **Medical Neglect**—Refusal or failure by caretaker to obtain and/or follow through with a complete regimen of medical; mental; or dental care for a condition, which if untreated, could result in illness or developmental delays;
 5. **Failure to Thrive**—A syndrome of infancy or early childhood that is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation. Children are considered to be in this category only when the syndrome is diagnosed by a physician and is caused by non-organic factors;
 6. **Mental Abuse/Neglect**—A pattern of acts or omissions by the caretaker that result in harms to a child's psychological or emotional health or development;
 7. **Educational Neglect**—The child's caretaker is directly responsible for the failure of the child to attend school or an approved alternative program of study; and
 8. **Bizarre Discipline**—Any actions in which the caretaker uses eccentric, irrational, or grossly inappropriate procedures or devices to modify the child's behavior.
- D. Compensated Worker**—Hourly, salaried, part-time or full-time employee who works with children at any ministry-sponsored activity;
- E. Volunteer/staff Worker**—Any non-compensated individual who works with children at any ministry-sponsored activity;
- F. Mandated Reporter**—Any persons with the responsibility for the care of children is a mandated reporter. Washington State law provides that if a caregiver has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the Department of Social and Health Services (1-866-END-HARM) and any other local authorities.
- G. Corporal Punishment**—Any punishment applied to the body including, but not limited to slapping, spanking, pinching, pulling, shaking, or squeezing.

Reducing the Risk of Child Abuse

In an effort to create the safest possible environment within Laurelwood Baptist Church, several abuse prevention measures will be used. These measures include screening of paid and volunteer/staff workers for past child abuse convictions or expungements, provision for training on child abuse issues to paid and volunteer/staff, use of the two adult rule, standards for appropriate classroom discipline and open classrooms.

A. Six Month Rule

Volunteer/staff workers must be members or regular attendees (if applicable) of Laurelwood Baptist Church for at least six months prior to the time they begin serving with children in ministry-sponsored activities. (Please Note: Most ministry-related positions of service require ministry membership, only a few do not.) There is an exception to the six-month guideline. If a volunteer/staff worker:

1. Has served in ministry with children for at least six months in the ministry he or she attended prior to coming to Laurelwood Baptist Church;
2. Can provide a copy of his or her volunteer/staff application form on file at the former ministry; and

3. Can provide a reference from the Volunteer/staff person with whom they worked at that ministry or completes an application process for childcare with Laurelwood Baptist Church, they may be considered for service prior to the six months of regular attendance at Laurelwood Baptist Church.

B. Volunteer/staff Screening

The following procedures reflect Laurelwood Baptist Church's commitment to provide protective care for all children and workers who participate in ministry sponsored activities.

1. All volunteer/staff and compensated workers must complete the following procedures before participating in any ministry-sponsored child or student activities:
 - a. All volunteer/staff and compensated workers must complete a standard application and disclosure form. References may be checked.
 - b. The Children's Ministry Director will conduct an interview to discuss placement and any other pertinent items.
 - c. All persons who work with children or students will be offered orientation/training activities appropriate to the level of the volunteer/staff or compensated worker involvement. Additionally, one-on-one training with the Children's Ministry Director will be available in conjunction with any other children's ministry leaders.
 - d. Applicants must sign written acknowledgement stating they have reviewed a copy of the *Child Abuse Prevention Policies and Procedures* of Laurelwood Baptist Church.
2. No adult individual, whether serving as a volunteer/staff or a compensated workers, who has been convicted of a crime against a child or a violent crime against another adult, will provide services in any ministry-sponsored activity or program for children or youth.
3. All volunteer/staff and compensated workers are subject to background checks for the purpose of obtaining information regarding criminal history or child abuse findings. Ministry leaders will obtain written consent from volunteer/staff or compensated worker to conduct a background check and give to the Office Manager who will process the request in conjunction with the Business Administrator in accordance to the background policy and procedures. This process will be repeated every 2 years.
4. Applications and the results of any screening will be kept confidential by authorized ministry Volunteer/staff.

C. Two-Adult Rule

Whenever possible, teachers will be assigned in teams of two or more per ministry nursery, Sunday school class, junior church class, and youth meeting. Concerted effort will be made to recruit sufficient numbers of volunteer/staff teachers to permit such team teaching. Other ministry-sponsored groups of children or youth, whether they meet at the ministry or elsewhere, must have two or more adult sponsors present. When a ministry-sponsored children's youth group has both male and female participants, both male and female adult sponsors must also be present.

D. Classroom Discipline

All teachers and workers will use the following discipline measures. If a child is behaving inappropriately, the teacher or worker will tell the child specifically what he/she is doing that is not acceptable and state what the expected behavior is, e.g., "We do not throw the blocks. We use blocks for building." If this measure is not effective, the child

will be guided to another activity. If inappropriate behavior continues, the child may be placed at a table to work alone away from the other students.

If the child's disruptive behavior continues after these steps have been taken, the Children's Ministry Director and/or parents of the disruptive child will be notified and either may choose to stay with the child. Additionally, if a disruptive occurrence involves another child (i.e. an aggressor and a victim) all parents of the incident will be notified and an incident report will be given to the Children's Ministry Director for review. No corporal discipline or verbal abuse, e.g., ridicule, are to be used at any time. If isolating the child within the classroom or removal of the child from the room becomes necessary, the situation will be discussed with the child's parents or guardian as soon as possible.

E. Open Classrooms

Classrooms or childcare rooms will be visited without prior notice by ministry Volunteer/staff, parents, or other volunteer/staff ministry workers, e.g., Children's Ministry Director. The Children's Ministry Director or delegate will conduct brief observations of childcare rooms and classrooms of children or youth during Sunday school and other meeting hours.

F. Driving Policies

The designated leader of the event must know each person designated to provide automobile or van transportation to or from the ministry. The driver must:

1. Be at least 25 years old;
2. Have a valid state driver's license, qualified for the vehicle being operated;
3. Have no record of convictions for the past five years for drunken driving, driving under the influence, driving with a suspended or revoked license or reckless endangerment;
4. Have proof of insurance; and
5. Never be alone in a vehicle with a single child not their own.

G. Gifts

No Volunteer/staff, either paid or volunteer/staff, are to give gifts to individual children or young people without the prior knowledge of the parent(s) or responsible clergy. Because gift giving can be a form of buying loyalty or silence, gift giving should be done on a group basis, or for special occasions only. Gifts may not be elaborate but should be modest and appropriate to the occasion.

H. Overnight Trips

Situations where Volunteer/staff are taking children or young people out of the area for long periods of time or for overnight outings are to be carefully planned. Only known, proven Volunteer/staff will be permitted to sponsor/chaperone the trips. New Volunteer/staff or Volunteer/staff may be used as additional sponsors, but shall not be left alone with the children or young people in a situation where there are no other Volunteer/staff to observe. In no circumstance will one adult be allowed to take children or youth on an overnight outing.

Age-Specific Guidelines for Working With Children

A. Nursery

1. A minimum of two adult female caregivers must be present in each nursery regardless of how few children are in attendance.
2. The windows of the nursery will remain uncovered to allow a clear view of all activities.

3. Ministry nursery workers who change diapers must adhere to the following procedures.
 - a. Always use rubber gloves when applying lotion or powder.
 - b. Always keep a cloth or wipe between your hand and the child.
4. Children will be released to parents at the nursery room. Persons other than the child's parents or guardians must be authorized to pick up the child.
5. Only assigned workers are allowed to stay in the nursery or to be in the nursery area during sessions.
6. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. **Corporal discipline is never allowed.**

B. Preschool Ministry (Toddlers Through Kindergarten)

1. A minimum of two caregivers (one being an adult) must be present with each group of children regardless of how few children are in attendance.
2. The windows of classroom doors and between classrooms will remain uncovered to allow a clear view of classroom activities.
3. When possible, children will be encouraged to take care of their own bathroom needs. Should assistance be required, the outer bathroom door must remain ajar while the teacher assists the child.
4. Children will be released to parents at the door of the classroom. Persons other than the children's parents or guardians must be authorized to pick up the children.
5. When children are taken out of the classroom the teachers are to take a count of the children to insure all are present.
6. Only assigned workers are allowed to stay in preschool rooms or to be in the preschool area during sessions.
7. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. **Corporal discipline is never allowed.**
8. The Children Ministry Director, or one delegated to do so by her, must approve any children's activities that are held off site. Parental permission will be secured for off-site activities and there will be a minimum of two adults present. All activities involving taking the children off the ministry campus must be scheduled on the official ministry calendar.

C. Children's Ministry (First Through Fifth Grades):

1. A minimum of two caregivers (one being an adult) must be present with each group of children regardless of how few children are in attendance.
2. The windows of classroom doors and between classrooms will remain uncovered to allow a clear view of classroom activities.
3. When possible, children will be encouraged to take care of their own bathroom needs. Should assistance be required, the outer bathroom door must remain ajar while the teacher assists the child.
4. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. **Corporal discipline is never allowed.**
5. The Children's Ministry Director or one delegated to do so by her must approve any children's activities that are held off-site. Parental permission will be secured for off-site activities and there will be a minimum of two adults present. All

activities involving taking the children off the ministry campus must be scheduled on the official ministry calendar.

D. Student Ministry (Sixth Grade Through Age 17):

1. A minimum of two adults must be present regardless of how few students are in attendance.
2. Organized events on or off the ministry campus will be Volunteer/staffed with a minimum of one adult per ten students.
3. The Youth Pastor or one delegated to do so by him must be informed in advance of all activities held on or off the ministry campus. Parental permission will be secured for off-site activities and there will be a minimum of two adults present. All activities for students, on or off the ministry campus, must be scheduled on the official ministry calendar.
4. Overnight events that are attended by students of both genders must also be chaperoned by adults of both genders. At least one adult will be present in each sleeping area.
5. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. **Corporal discipline is never allowed.**
6. It is recognized that certain counseling and ministerial situations may preclude the presence of two adults and that the general guidelines for supervision of workers should not restrict situations where individual counsel and guidance is necessary. However, such counseling should only take place in a room where interior windows allow a clear view of the activities in the room.

Reporting Child Abuse

If Laurelwood Baptist Church receives an allegation of child abuse, it will respond with the utmost concern to the victim, parent, or other party making such an allegation. The accused will be treated with dignity and support. Without clear and convincing evidence to the contrary, Laurelwood Baptist Church's leadership will assume that such complaints are made in good faith. Persons making such complaints should have no doubt that Laurelwood Baptist Church takes them seriously and will take appropriate action.

When it becomes necessary to report suspected child abuse or neglect, the protection of children must be the most important concern. It is the legal responsibility of any person with responsibility for the care of children to report all cases of child abuse they observe, and further, to report visible signs of alleged abuse. Failure to report could lead to liability on the part of the ministry, the observer or both. Laurelwood Baptist Church has determined that it is the responsibility of the program Volunteer/staff to report all cases of suspected child abuse to the proper legal authorities. While the confidentiality of the pastor/parishioner relationship is very important, reporting reasonable suspicion of child abuse has the potential for helping individuals receive help for a previous problem and may prevent further harm to a child, that person or others.

What is reasonable suspicion? Reasonable suspicion means that there is credible evidence or a discrepant or inconsistent history in explaining a child's suspected abuse.

A report based on reasonable suspicion does not require proof that abuse or neglect has actually occurred or that the reporter witnessed the incident in question. Reporting is not a determination

that child abuse or neglect has actually occurred; rather, it is a request for an assessment of the condition of a child.

Because we believe children are a gift from the Lord, Laurelwood Baptist Church has adopted the following guidelines for reporting child abuse:

- A.** Treat each allegation of child abuse seriously.
- B.** Attempt to assure the safety and protection of persons who have been harmed.
- C.** Pray for the ministry and all persons affected by the allegation.
- D.** Immediately begin documenting all procedures observed in handling the allegation.
- E.** Immediately notify the Children's Ministry Director. The Children's Ministry Director will initiate an internal investigation of the allegations within 24 hours of notice.
- F.** Immediately notify the appropriate state office of the allegation.
- G.** Immediately notify the parents if it is not known that they have previous knowledge of the allegations.
- H.** Immediately notify the ministry's insurance company. As appropriate, the Business Administrator shall immediately notify the ministry's insurance carrier of the possibility of a claim. If the abuse allegation does not implicate a ministry volunteer/staff or ministry volunteer/staff, this step may be omitted.
- I.** If the accused has assigned duties within the life of the ministry, that person must be temporarily relieved of his duties until the investigation is concluded.
- J.** The Senior Pastor should extend whatever care and resources necessary. In providing care to the principals (alleged victim and the accused) and their families, the Senior Pastor should under no circumstances be drawn into a discussion of the truth or falsity of the allegation which could contaminate an official investigation. Do not assign blame or take any steps that involve establishing or negating the allegation.
- K.** It is appropriate to show care and comfort for the alleged victim. This should be the pastoral objective from the moment the allegation is received or otherwise made known.
- L.** Observe confidentiality for both the alleged victim and the accused until advised to the contrary by a Pastor, Elder, or Children's Ministry Director.
- M.** Do not confront the accused until the safety of the child or student is secured.
- N.** Do not prejudge the situation, but take the allegations seriously and reach out to the alleged victim and his or her family. Showing care and support help to prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the alleged victim is the first priority. In some situations, ministries have responded in a negative or non-supportive manner to the alleged victim. This can increase the anger and pain of the alleged victim and his or her family. Further reconciliation can then be more difficult and the possibility of damaging litigation increases.
- O.** Treat the accused with dignity and support. If the accused is a caregiver, that person should be relieved temporarily of his or her duties until the investigation is completed.
- P.** If the media or other parties contact a ministry official about a pending allegation of child abuse, they should be referred to the Senior Pastor. Only the ministry leader or his designee should make comments about the allegations. The ministry leader will use the text of a prepared public statement to answer the press and to convey news to the congregation. The prepared statement shall be made only after consultation with the ministry's attorney and will include the steps the ministry has taken to protect children, such as the development and implementation of this manual, and the care and concern the

ministry has for all parties involved. The privacy and confidentiality of all involved shall continue to be of primary concern.

Important Phone Numbers

National Child Abuse Hotline 1-800-4-A-CHILD
State / Local Child Abuse Hotline 1-866-END-HARM

Drug and Alcohol Policy and Program

Our Laurelwood Baptist Church ministry team is comprised of both paid and unpaid staff/ volunteer. Whether a staff member is a full or part-time paid staff, or a full or part-time volunteer, it is absolutely essential that each member's testimony be above reproach. In this policy, the term staff member is used to describe all of these various groups of individuals.

Purpose:

- Laurelwood Baptist Church has committed to its staff members, and the community to provide a Drug and Alcohol free working environment. The company expects staff to be in a suitable mental and physical condition to perform their essential job functions satisfactorily at all times.
- In addition, Laurelwood Baptist Church has an obligation to its staff and members to ensure safe working conditions. To meet that obligation and to further our commitment to promote high standards of performance, productivity, health, safety, and reliability, Laurelwood Baptist Church has established this policy.
- Laurelwood Baptist Church will ensure that a copy of this Drug Policy and Program is given to each staff member prior to the start of alcohol and controlled substances testing.
- This policy covers pre-staffing drug testing to all applicants who are extended a conditional job offer and reasonable suspicion and random drug and alcohol testing of all active staff workers, as well as post accident testing.
- The Designated Employer Representative of Laurelwood Baptist Church is the designated person whom can answer any questions you may have in regards to this Drug Policy and Program.
 - The DER is Michelle Todd and Doug TenKley.
- All Laurelwood Baptist Church staff are subject to this Drug Policy and Program.
- All staff shall act in accordance to this Drug Policy and Program while performing any duties on Laurelwood Baptist Church work sites, in Laurelwood Baptist Church vehicles or while on Laurelwood Baptist Church property during all working hours.

Drug-Free Workplace Statement:

- Laurelwood Baptist Church is committed to providing a safe work environment and to foster the well being and health of its staff.
- That commitment is jeopardized when any Laurelwood Baptist Church staff illegally uses drugs or alcohol on the job, comes to work with these substances present in his/her body, or possesses, distributes, or sells drugs in the workplace.
- Laurelwood Baptist Church staff with suspected drugs or alcohol in their possession on the job will be suspended without pay, pending investigation. If the substance is identified as alcohol or illegal drugs, the staff is subject to disciplinary action up to and including termination.
- All Laurelwood Baptist Church staff need to report for work in a condition that will permit the staff to perform their job duties safely and efficiently, free from any impairment that is caused by alcohol or drugs.

- Laurelwood Baptist Church recognizes the need to avoid unnecessary intrusion into its staff's private lives, in addition to insuring its staff privacy and confidentiality to the greatest extent possible.
- Laurelwood Baptist Church believes that the goals of this alcohol and drug policy should include education, and prevention.

The following information outlines Laurelwood Baptist Church position regarding the use, abuse and possession of alcohol, drugs, and associated paraphernalia:

Staff shall not:

- Report for work with any detectable level of alcohol or controlled substance, intoxicant, or illegal drug in their system.
- Engage in the use of any alcohol or illegal drug on Church property, work site, or on Company time, including breaks and lunch periods.
- Possess or attempt to distribute, sell, obtain, share, manufacture, transfer, or receive any alcohol, controlled substance (drugs), or any other substances and/or related paraphernalia that could impair job performance or pose a hazard to the safety and welfare of the staff and/or other staff on Laurelwood Baptist Church property or on Laurelwood Baptist Church time. Violation of this rule will result in immediate termination.

Medically Authorized (Prescription) Drugs and Over the Counter Drugs:

- Staff must report the use of medically authorized (prescription) drugs that might impair job performance to their immediate supervisor. Also, each staff must provide proper authorization from a physician to work while using such authorized drugs. It is the staff's responsibility to ask his/her attending physician if the prescribed drug might impair job performance.
- Some of the over the counter drugs may also impair job performance. Staff must report the use of over the counter drugs that could impair job performance to their immediate supervisor. Please read the directions carefully.
- Laurelwood Baptist Church requires a physician's written excuse from any staff claiming to need time off for medical reasons, or because the staff is taking a prescribed drug or an over the counter drug that impairs performance or safety.
- All medically authorized or over the counter drugs must be in their original container.
- Abuse of medically authorized or over the counter drug is considered in violation of this Policy.

Drug and Alcohol Testing:

Laurelwood Baptist Church has established the following procedure for testing drug and alcohol use among its staff.

Laurelwood Baptist Church has the right to require urine, breathalyzer and/or blood samples in any of the following situations, using the service of a licensed laboratory.

- Pre-employment / Volunteer controlled substance testing:
 - Any offer of employment / volunteer role, including full-time, part-time and temporary at Laurelwood Baptist Church may be contingent upon satisfying drug-testing requirements. If the job applicant fails to comply with this policy, the testing requirements or the company's related requests, or if the test result is positive, the company will withdraw the offer of employment. Individuals with positive drug test results may not apply or be considered for employment for six months after a positive test result.
 - A new hire may be prohibited from performing a safety-sensitive function until he/she has received a negative controlled substance test result.
- Post-accident alcohol and controlled substance testing:

- Any staff involved in an “on the job” accident or a "near miss", may be subject to testing. Individuals required to be tested will be escorted to a testing facility or a mobile testing facility will be dispatched to the tested site. Testing of an individual involved in a "near miss" will be determined on a case by case basis.
- Any staff who is required to take a post-accident alcohol test is prohibited to use alcohol for eight hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
- Random alcohol and controlled substance testing:
 - All staff may be subject to random testing. Random tests are conducted using RandomWare computer software that randomly selects from a pool of staff.
- Reasonable suspicion/cause alcohol and controlled substance testing:
 - Laurelwood Baptist Church shall require staff to submit to alcohol and/or controlled substance testing when they have reasonable suspicion to believe that the staff member has violated the company policy based on an observation or observations of a staff member’s conditions, performance, appearance, behavior, speech, mood, odors, etc., that may impair a staff members faculties.
 - The basis for reasonable suspicion/cause can include, but is not limited to the following:
 - Absenteeism or repeated tardiness.
 - Substantial loss of productivity at work.
 - Physical indicators (pinpoint pupils, dilated pupils, change in skin coloration, bloodshot eyes, excessive perspiration, etc.).
 - Behavioral indicators (stumbling, slurred speech, incoherent speech, rapid speech, apparent confusion, moodiness, weariness, fatigue, unusually energetic, lack of focus or concentration, disorientation, emotional outburst, hostility, unexplained changes in behavior, inability to do normal job tasks, the unsafe handling of equipment or tools, behavior such as drinking alcohol or using drugs, etc).
 - The smell of alcohol or drugs.
 - Any accident involving property damage, physical injury, or near miss.
 - written statements, pictures vocals or video posted on the internet associated to their name or screen names which implicates them in the involvement of controlled substances.
 - When there is a reasonable suspicion, the staff is not to return to work until “fitness for duty” is established. Laurelwood Baptist Church may treat this time as a suspension pending the outcome of the drug and alcohol testing. In the absence of any other concurrent disciplinary action, Laurelwood Baptist Church may pay for the straight time lost from work if the test results are negative.
 - If a subsequent incident investigation results in a recommendation for termination of employment or other disciplinary action as a result of Laurelwood Baptist Church safety or other policy violations the termination or other disciplinary action will occur regardless of the test results.
- Return to work after layoff for the lack of work:
 - If a staff member returns to work within 1 year from date of pre-employment test and issuance of card with Laurelwood Baptist Church the staff may not be required to be re-tested.
 - The Staff is re-entered into the random testing pool and subject to random testing.

Positive Test Results and Last Chance Agreement:

If the test is positive, Laurelwood Baptist Church may refer the staff to a certified drug and alcohol treatment center in lieu of discipline on the first such occasion through its Staff Assistance Program (EAP). The following procedure will apply:

- All “positive” tests are re-tested for confirmation. After a staff member tests positive, he/she will be taken of duty without compensation immediately until the test is confirmed. For a urinalysis, a gas chromatography/mass spectrometry test will be done. Confirmatory tests also will be done for saliva, blood alcohol tests, breath tests, or any other substance test.
- If the retest is negative, the staff may be reinstated for work and may be paid straight time for lost time. If however, the second test confirms the initial positive test, the staff will be suspended from work without pay, and may then have the opportunity to sign a “Last Chance Agreement.” The staff may elect to terminate employment rather than to sign the “Last Chance Agreement.” (LCA copy attached)
- A “Last Chance Agreement” requires that within 24 hours, the staff must contact an accredited Substance Abuse Professional (SAP) of their choice. This counselor will assess the nature and severity of the staff’s problem and establish a treatment program. The staff will also sign a “release of confidentiality information” to allow the SAP to provide information to Laurelwood Baptist Church regarding its treatment recommendations.
- Before returning to work, the staff is required to submit to an alcohol and/or drug test, and/or be released by a SAP. After returning to work, the staff is required to submit to unscheduled testing at the employer’s discretion. Laurelwood Baptist Church may also require other conditions. Refusing to take a test is considered a breach of the “Last Chance Agreement” and may result in termination.
- When a staff member who is under a “Last Chance Agreement” tests positive for alcohol or drug use, the staff will be immediately terminated. The staff may be considered for rehire by Laurelwood Baptist Church only after he/she provides the Laurelwood Baptist Church with a certification by an appropriate SAP stating that he/she has successfully completed a recommended treatment program. Laurelwood Baptist Church may also terminate a staff member for any other violation of a “Last Chance Agreement,” as determined by the company or their certified drug and alcohol counselor, apart from a positive test.
- Any costs accrued that are not covered by insurance are the sole responsibility of the staff.

Appeal Procedure:

- The staff or applicant, at his or her expense (but maintaining an independent chain of custody), will have the opportunity to have the sample sent from the original laboratory to a second licensed or approved facility for GC/MS testing, or other approved confirmatory test. A staff member may request an independent test by notifying the Safety Coordinator in writing within three calendar days after the day the staff is informed of the test results. The test result will be kept confidential and will be available only to the staff and Designated Staff Representative (DER). If disciplinary action is executed for reasons other than the test results, the appeal will have no effect on such action.

Refusal to Test:

- Laurelwood Baptist Church may terminate a staff member or withdraw any offer of employment to an applicant who refuses to submit to drug and alcohol testing under the conditions described in this policy or who otherwise fails to comply with this policy, the testing requirements or the company’s related requests.
- Refusal to submit to a test includes failing without a valid medical explanation, to give enough urine, breath, blood, or other approved physical sample for a drug or alcohol test and/or engaging in conduct that obstructs the testing process.

Confidentiality:

- The results and records of alcohol and drug testing of Laurelwood Baptist Church are considered confidential and must not be discussed or shared with anyone who does not need to know.
- A manager/supervisor will not discuss the suspected reason for a referral with anyone who does need to know.
- These records shall not become part of a staff member file, but will be maintained as separate confidential medical record.

Testing:

- Advanced Diagnostic Services, Inc. will be the Third party consortium Administer for Laurelwood Baptist Church.
- Collection/screening process
 - Staff must take photo Identification to the collection site along with a Laurelwood Baptist Church voucher.
 - You will be asked to remove any unnecessary outer garments such as a coat or jacket, and to empty the contents of your pockets prior to performing the collection. We will provide a lock-box and key for personal belongings such as wallets, purses, or briefcases.
 - A urine specimen is required for the controlled substance screening and a breath sample is required for the alcohol screening.
 - You will be instructed to wash and dry hands prior to providing specimen.
 - The temperature of your specimen must be taken within four minutes. Please provide the specimen to the collector as soon as possible to insure an accurate temperature is attained.
 - After you provide the specimen, you must hand the cup to collector.
 - Staff needs to keep the specimen in full view at all times until it is sealed and labeled. This protects you against the wrong label applied to your bottle, or someone possibly tampering with your specimen.
 - In the presence of the donor, the urine sample is sealed in the urine specimen bottle with a specimen seal tape. This tape has the specimen ID number and the date it was sealed. The donor will put his/hers initials on the label for the purpose to certify that it came from you
 - In the presence of the donor, the sealed urine will be placed in a specimen bag along with the appropriate paperwork and sealed in front of the donor.
- Nothing in this agreement shall preclude the Employer from entering into an agreement with a third party, which imposes conditions that are different from those in this policy. In such circumstances Laurelwood Baptist Church may vary from the procedure set forth in this agreement, so long as the variations do not reduce the minimum standards set forth herein regarding the testing method, results, and the basis upon which testing can be required.

Searches

- Laurelwood Baptist Church reserves the right to inspect and/or search all personal property on Laurelwood Baptist Church premises or in Laurelwood Baptist Church vehicles for alcohol, drugs, or any other substances that might impair a staff member's job performance.
- Refusal to submit or cooperate with any such investigation will be considered insubordination, and will subject the staff to disciplinary action up to and including termination.
- Laurelwood Baptist Church may contact local law enforcement officials if controlled substances are found on Laurelwood Baptist Church property or in Laurelwood Baptist Church vehicles.

Staff Responsibility:

- Abide by this policy.
- Seek assistance if the staff has a substance abuse problem.
- Encourage other staff to seek assistance.

- Report the use, possession, impairment from use or abuse of, sale or trafficking of drugs or alcohol while engaged in Laurelwood Baptist Church business.

Other Conditions:

- Any Staff tampering with, substituting, or altering a drug or alcohol screening test is subject to immediate termination. The offer for employment will be withdrawn to an applicant engaging in such conduct.
- All staff are required to cooperate fully in any investigations resulting from this Policy.
- Any criminal conduct on Laurelwood Baptist Church time will result in immediate termination.
- Staff must comply with all Laurelwood Baptist Church rules, policies and job performance standards as determined by management upon returning to work after completing a treatment program.
- Violation of Laurelwood Baptist Church Policy or rules apart from and including this Policy will result in disciplinary action.
- Laurelwood Baptist Church reserves the right to decide whether or not sufficient suspicion exists, the level of discipline to be applied, and whether or not a staff member should be given the opportunity to participate in “The Last Chance Agreement” through the SAP.
- Laurelwood Baptist Church may, at any time, with or without notice, revise or amend this policy.

Controlled Substances and Alcohol Description and Effects of Abuse:

- Laurelwood Baptist Church feels it is important for their staff to understand the effects controlled substances and alcohol abuse have on their health, work, and personal life.
 - Marijuana – Cannabis also known as weed, pot, grass, or gold can stay in a persons system for up to two months. Marijuana’s possible effects include euphoria, lack of motivation, short-term memory loss, lowered productivity, and/or increased appetite. Marijuana’s possible effects of an overdose include fatigue, paranoia, and/or possible psychosis. Initial Screening level 50 NG/ML – GC/MS – Confirmation Level 15 NG/ML.
 - Cocaine – a stimulant also known as coke, flake, snow, or crack can stay in a persons system for up to 7 days or longer. Cocaine’s possible effects include increased alertness, excitation, euphoria, increased pulse rate, loss of appetite, and/or insomnia. Cocaine’s possible effects of an overdose include agitation, increased body temperature, hallucination, and/or convulsions. Initial Screening level 300 NG/ML – GC/MS Confirmation Level 150 NG/ML.
 - Phencyclidine – a hallucinogen also known as PCP, angel dust, or hog can stay in a persons system for up to 30 days. Phencyclidine’s possible effects include illusions, poor perception of time and distance, and/or hallucinations. Phencyclidine’s possible effects of an overdose include longer and more intense “trip” episodes, awake coma, bizarre behavior, psychosis, and/or possible death. Initial Screening level 25 NG/ML – GC/MS Confirmation Level 25 NG/ML.
 - Opiates – a narcotic (codeine, heroin, and morphine) also known as smack, horse, Big M, Dover’s powder, Robitussin A-C, Tylenol w/codeine, paregoric, hydrocodone, or oxycodone can stay in a persons system for up to three days. Opiate’s possible side effects are euphoria, drowsiness, respiratory depression, constricted pupils, and/or nausea. Opiate’s possible effects of an overdose include slow and shallow breathing, clammy skin, convulsions, comma, and/or death. Initial Screening level 2000 NG/ML – GC/MS Confirmation Level 2000 NG/ML.
 - Amphetamine/Methamphetamine – a stimulant also known as crystal, ecstasy, crank, speed, meth, bennies, uppers, reds, biphematine, delcobase, desoxyn dexedrine, obetrol, MDA, or MDMA can stay in a persons system for two days or longer. Amphetamine/Methamphetamine’s possible effects include increased alertness, excitation, euphoria, increased pulse rate, loss of appetite, and/or insomnia. Amphetamine/Methamphetamine’s possible effects of an overdose

include agitation, increased body temperature, hallucinations, or convulsions. Initial Screening level 1000 NG/ML – GC/MS Confirmation Level 500 NG/ML.

- Ethanol – a depressant (Alcohol) also known as alcohol, booze, liquor, spirits, or wine stays in, a persons system for up to 14 hours. Ethanol’s possible side effects include slurred speech, disorientation, loss of inhibitions (memory), and/or impaired judgment. Ethanol’s possible effects of an overdose include shallow respiration, cold and clammy skin, weak and rapid pulse, coma, and/or possible death. Screening is done by Breath Alcohol Analyzer.

Definitions:

- The term “use” means consuming, possessing, selling, concealing, distributing, or arranging to buy or sell, being under the influence, or reporting for duty under the influence of alcohol or drugs to any degree
- The term “alcohol or drugs” means any form of alcohol and/or other intoxicating substances, narcotic plant, or similar narcotic substance, whether illegal or not, including legal drugs obtained illegally.
- The term “working hours” means all the time in which staff are engaged in work / volunteer duties or subject to the control of Laurelwood Baptist Church. This also includes scheduled breaks; travel to and from work, or from one work place to another
- The term “employer’s property” means all facilities, job sites, vehicles, and equipment that are owned, leased, operated, or utilized by Laurelwood Baptist Church or its staff for work-related purposes: This includes parking areas, driveways, lockers, tool boxes, and storage areas used by staff. It also includes other public or private property, facilities, vehicles, and equipment located away from the Laurelwood Baptist Church facility if the staff is present on such property for a work-related purpose. It also includes all staff property, such as lunch boxes, toolboxes, backpacks, purses, vehicles, and the like that are brought by the staff onto Laurelwood Baptist Church property or used for a work-related purpose.
- The term “Over the Counter Drugs” are those drugs that are generally available without prescription from a medical doctor and are limited to those drugs that have the capacity to impair a staff member’s ability to perform his/her job safely and efficiently.

The term “Drug Paraphernalia” are any items that are used for the administering or storing of prohibited drugs.

CRIMINAL BACKGROUND CHECK POLICIES AND PROCEDURES

Purpose

The purpose of this policy is to outline the requirements and guidelines for the conduct of criminal background checks at Laurelwood Baptist.

Statement of General Policy

In an effort to provide the safest possible environment for Volunteer/staff, visitors and church members and enhance the security of physical resources, Laurelwood Baptist Church shall, consistent with the requirements of the law and prudent practices, conduct criminal background investigations on applicants and current employees who are under final consideration for employment. Laurelwood shall also conduct criminal background checks on any volunteer/staff serving with or around minors for any church related activity.

Definition

“Criminal history or background check” means verifying that the selected applicant or employee does not have any undisclosed criminal history in every jurisdiction where the applicant or employee currently or has resided.

Policy

It is the policy of Laurelwood Baptist to obtain:

- Criminal history record information on applicants who are under final consideration, following normal screening and selection processes, for any position of employment; or
- Criminal history record information on a current employee who is under consideration for a transfer, promotion or reclassification whom the institution did not previously obtain criminal history record information on; and
- Criminal history record information on any volunteer/staff who works with minors for any church related activity at any time as designated appropriate by Laurelwood Baptist

The criminal background reports will undergo administrative review. Certain convictions or misdemeanors undisclosed or otherwise may be considered a disqualifying factor for employment or volunteer/staffing.

Laurelwood Baptist Church will use the information obtained only for the purpose of evaluating the applicant for employment or volunteer/staff status. This policy does not automatically exclude individuals with criminal convictions consideration for employment or volunteer/staff status. Laurelwood Baptist Church shall in no way use that information to discriminate on the basis of race, color, national origin, religion, sex disability or age.

Laurelwood Baptist Church may not disclose the information to any person who is not directly involved in evaluating the applicant’s qualifications for employment or volunteer/staff status. Reports will be kept in confidential files and destroyed once the individual is no longer an employee, volunteer/staff or a candidate.

Procedures

Applicants responsibilities:

All applicants will be required to submit a signed Background Search Authorization form listing all legal names past and present and date of birth. Failure to submit to background check shall disqualify the individual from employment or volunteer/staff status. All individuals must provide truthful, correct and complete information on the authorization form. Failure to do so may result in disqualification.

The applicant must provide full disclosure of any past convictions or misdemeanors in order to be considered for a position of employment or as a volunteer/staff.

In the event of past convictions or misdemeanors disclosed, applicant may provide a statement of explanation and a character reference from their Pastor or someone else in church leadership who knows them and is familiar with the situation of the report and could verify information given by applicant.

False or misleading statements:

Any false or misleading statements will be grounds for the immediate rejection of the applicant, or immediate dismissal of a current employee or volunteer/staff.

Decision, meetings, and appeals

In the event that the applicant does not receive clearance, the Business Administrator or designated individual will, at the written request of the applicant, schedule a meeting to discuss information received. The applicant will be given the opportunity to respond to the information.

Obligation of the applicants hired or given volunteer/staff status

The applicant has a continual obligation to report any criminal conviction that may occur during their employment or volunteer/staff status with Laurelwood Baptist Church. Failure to do so may result in immediate termination.

POLICY MANUAL RECEIPT

I, _____, (volunteer/staff) acknowledge receipt of a copy of the **Volunteer/Staff Policy & Procedure Manual**. I understand that this Policy Manual describes important information about my service with **Laurelwood Baptist Church**. I further understand that I am responsible for reading, understanding, and complying with the contents of this Policy Manual, and that I should consult the Business Administrator regarding any questions about the content of this Policy Manual or any questions about my employment that are not answered in the handbook.

I have entered into my working relationship with **Laurelwood Baptist Church** voluntarily and acknowledge that there is no specified length of service. Accordingly, either **Laurelwood Baptist Church** or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. I understand that no representations made or information distributed by any representative of **Laurelwood Baptist Church** shall be considered to alter the at-will status of my service.

I further understand that this Policy Manual is not a contract of employment nor a legal document, and nothing contained herein creates a contract between **Laurelwood Baptist Church** and me. **Laurelwood Baptist Church** may revise the information contained in this Policy Manual to supercede, modify, or eliminate existing policies.

Finally, I understand that this Policy Manual is **Laurelwood Baptist Church's** property that must be returned to the ministry when I leave my service with **Laurelwood Baptist Church**.

VOLUNTEER/STAFF'S NAME (printed): _____

VOLUNTEER/STAFF'S SIGNATURE: _____

DATE RECEIVED: _____

Certificate of Receipt of LBC Drug Policy

I, _____ certify that I have received, and read the Laurelwood Baptist Church Drug Policy and Program, and I understand that if I fail to abide by the policies of the Laurelwood Baptist Church Drug Policy Program I am subject to termination of services.

Volunteer/Staff Signature

LBC Leader Witness Signature

Print Name

Print Name

Date

Date

Background Search Authorization

I consent to Laurelwood Baptist Church conducting a criminal records check, as long as the results are kept confidential. I authorize the appropriate Law Enforcement Agency to release information pertaining to any record or file maintained on me and release said Agency from any and all liability resulting from such disclosure. **This is automatically renewed every 2 years of service without additional authorization.**

Date of Birth

Today's Date

Print Full Name

Print Maiden Name (if applicable)

Applicant's Signature