

POLICY GROUP No. 1

FSC GOVERNANCE

A. Governing Method

Adopted May 23, 2016

As an elected body of the church membership, the Governing Board:

1. Sets mission, goals, budget, and direction of the church.
2. Sets policies to guide decisions and to achieve outcomes.
3. Delegates authority to members of the Executive Team.
4. Holds members of the Executive Team accountable for progress toward goals and adherence to policies.
5. Makes ongoing assessments of and adjustments of the authority delegated to members of the Executive Team.

B. Senior Minister

Adopted May 23, 2016

1. The Senior Minister shall be appointed or removed as provided in the FSC Bylaws.
2. The Senior Minister shall be responsible for the following:
 - a. Implementation of goals and adherence to policies as determined by the Governing Board that primarily relate to the spiritual and religious life of the Church (which for purposes of these policies shall include worship, music, pastoral care, education, and social justice), except for areas or functions for which responsibility has been delegated to an Associate Minister;
 - b. Supervision and development of staff members who are primarily engaged in the spiritual and religious life of the church, except for areas or functions for which responsibility has been delegated to an Associate Minister;
 - c. Hiring/termination decisions regarding non-ministerial staff members who are primarily engaged in the spiritual and religious life of the church, except for areas or functions for which responsibility has been delegated to an Associate

- Minister;
- d. Advising the Governing Board on hiring/termination decisions regarding Associate Ministers and the Executive Director;
 - e. Serving as the public spokesperson of the Church;
 - f. Serving on the Executive Team;
 - g. Mentoring and supporting the other members of the Executive Team; and
 - h. Any other responsibilities delegated to the Senior Minister by the Governing Board.

C. Associate Minister

Adopted
May 23, 2016

1. An Associate Minister, who reports to the Senior Minister, will be responsible for supporting the spiritual and religious life of the Church; and any other responsibilities delegated by the Governing Board.

D. Executive Director

Adopted May 23, 2016

1. The Executive Director shall be appointed or removed by the Governing Board.
2. The Executive Director shall be responsible for the following:
 - a. Implementation of all goals and adherence to all policies as determined by the Governing Board, other than goals and policies that primarily relate to the spiritual and religious life of the church or any other area or function for which the Governing Board has delegated authority to the Senior Minister;
 - b. Supervision and development of staff members, other than staff members who are primarily engaged in the spiritual and religious life of the church or any other area or function for which the Governing Board has delegated authority to the Senior Minister;
 - c. Hiring/termination decisions regarding all non-ministerial staff members, other than non-ministerial staff members who are primarily engaged in the spiritual and religious life of the church or any other

- area or function for which the Governing Board has delegated authority to the Senior Minister;
 - d. Primary responsibility for implementing stewardship and fund development plans and strategies;
 - e. Overseeing and managing Church operations and physical plant;
 - f. Serving on the Executive Team; and
 - g. Any other responsibilities delegated to the Executive Director by the Governing Board.
- 3. In the event that the position of Executive Director becomes vacant, the Governing Board will assume the responsibilities through its Officers Committee.

E. Executive Team

Adopted May 23, 2016

1. The Executive Team shall be comprised of the Senior Minister and the Executive Director, and shall be chaired by the Senior Minister.
2. The Senior Minister and Executive Director shall exercise the authority delegated to them by the Governing Board through the Executive Team.
3. The Executive Team shall make decisions by consensus.
4. If the Executive Team is unable to reach consensus on a decision, members of the Executive Team shall have the final authority to make decisions on behalf of the Executive Team as follows:
 - a. The Senior Minister shall have final authority to make decisions that primarily relate to the spiritual and religious life of the church and any other area or function for which the Governing Board has delegated authority to the Senior Minister;
 - b. The Executive Director shall have final authority to make all other decisions on behalf of the Executive Team.
5. Any member of the Executive Team who disagrees with a decision of the Executive Team may, in their discretion, notify the Officers Committee of the Governing Board of their disagreement. The Officers Committee shall determine whether consideration of the issue by the Governing Board is appropriate.

6. The Executive Team shall provide information directly to the Governing Board as required for the Board to verify implementation of goals and compliance with policies. This shall include a written report by the Executive Team to the Governing Board prior to each monthly Governing Board meeting.

F. Writing and Amending Policies

Adopted May 23, 2016

1. The Governing Board or Executive Team may propose a new policy or policy revision, or the Governing Board may request the Executive Team to draft a new policy or policy revision.
2. Any new policy or revision to an existing policy shall be reviewed by the Governing Board no less than two times for relevance, substance, and grammar before a vote can be taken at a scheduled Governing Board meeting.

G. Operational Procedures

Adopted May 23, 2016

1. The Executive Team shall have the authority to create operational procedures to provide written guidance in areas where the Board has not adopted a policy or to provide written guidance as to how a policy shall be implemented.
2. The Executive Team shall ensure that operational procedures are consistent with church mission, church bylaws, church policies, and local, state, and federal law.
3. The Executive Team shall ensure that all operational procedures enacted by the Executive Team are available to the Governing Board and the Congregation.
4. The Executive Team shall notify the Governing Board if the Executive Team believes a new operational procedure or revisions to an existing operational procedure is necessary.
5. The Executive Team shall ensure that staff has input to new operational procedures and/or operational procedure revisions.
6. The final version of the new or revised operational procedure

shall be presented to the Governing Board for informational purposes before implementation.

H. Governing Board Chair Role Adopted October 28, 2013

1. The Chair
 - a. Holds the Governing Board accountable to act with integrity and in accordance with bylaws.
 - b. Assures that meeting agendas focus on governing matters.
 - c. Conducts meetings in a respectful, timely manner.
2. The Chair may speak on behalf of the Governing Board and the Church to the public, press, and other entities.

I. Governing Board Members Code of Conduct
Adopted October 28, 2013

1. Governing Board membership supersedes personal interest, therefore:
 - a. Board members will speak as a collective voice.
 - b. Members must avoid conflict of interest:
 - i. No conduct of private business or personal services is to occur except as procedurally controlled.
 - ii. Nepotism is to be avoided.
 - c. A Governing Board member may not be employed at FSC.
2. Governing Board members may not exercise individual authority over the Executive Team or staff.
 - a. Concerns regarding the Executive Team are to be brought before the Governing Board.
 - b. Concerns regarding staff performance are to be taken to the Executive Team; if response is unsatisfactory, concerns are to be brought to the Governing Board.
3. Interactions with the public, press, or other entities are to be made with respect to the collective voice of the Governing Board.

J. Retention and Access to Governing Board Documents
Approved: August 18, 2014

1. The approved minutes of all Governing Board meetings and

the annual report of the Church shall be maintained in the Church office. Minutes and annual reports shall be available for review upon request by any interested person. The minutes of at least the last five Governing Board meetings shall also be available for review on the Church's website, along with at least the Church's last two annual reports, the Church's Bylaws, and all policies adopted by the Governing Board.

2. Documents referenced in the minutes of a Governing Board meeting shall not be considered part of the minutes, or attached to the minutes, unless the Governing Board specifically designates that a particular document shall be attached to the minutes.
3. All other documents approved at a Governing Board meeting (e.g., financial statements, Executive Team reports, and Chair reports) shall be maintained in the Church office. Such documents shall be available for review upon request of any member of the Church. Such documents from at least the last five Governing Board meetings shall be available for review on the Church's website if access to such documents is secured to allow access only by members of the Church.
4. All other documents circulated by Governing Board members in advance of a Governing Board meeting are not required to be maintained in the Church office. A member of the Church may request the opportunity to review any such document by making a request to the Governing Board Secretary. Any such request shall be considered by the Officers Committee no later than the next Officers Committee meeting and may be approved by a majority of the Governing Board officers.

K. Congregant Comments at Governing Board Meetings

Adopted: August 18, 2014

1. At each regularly scheduled Governing Board meeting, time will be allotted on the agenda for congregants to make verbal comments to the Governing Board on any matter relevant to the Church. The time period for an individual congregant's

verbal comments shall not exceed three minutes without leave of the Chair.

2. The Governing Board will listen respectfully to all congregant comments but will not engage in a responsive discussion with congregants during the comment period. A summary of all verbal comments, including the name of the congregant making each comment, shall be included in the Governing Board minutes.
3. The Chair may also grant permission to congregants to make verbal comments to the Governing Board on a particular agenda item during the time period for Governing Board consideration of that agenda item.
4. Congregants may also submit written comments to the Governing Board Secretary. Comments may be submitted by U.S. mail, e-mail, or hand delivery to the Church office or the Secretary.
5. All congregants who make a verbal or written comment to the Governing Board shall receive a written letter of thanks from the Secretary for their comments.
6. At each Officers Committee meeting, the Officers Committee will determine whether any congregant comments require a written follow-up response from the Governing Board to the congregant. If a follow-up response is required, the Secretary shall draft a written response or delegate the drafting of a written response to an appropriate Governing Board member. The response must be approved by the Chair before it is sent by the Secretary to the congregant.

POLICY GROUP No. 2
CHURCH GROUPS

(formerly "Lay Leadership Organization Policy"**)

A. Categorization of Interest and Service Groups

Adopted October 28, 2013

This policy enables the congregation to serve the mission and vision of Fountain Street Church and empowers groups of members and friends to explore their gifts of service and ministry. To this end, all voluntary groups at Fountain Street Church are categorized as either Interest Groups or Service Groups based on their structure and relationship to the Executive Team.

1. **INTEREST GROUPS** are informally organized and self-governing but must have a designated contact person registered with the Executive Team. They do not expend funds from the church's operating budget and may not solicit funds under Fountain Street Church's 501(c) (3) status. Interest Groups may request the use of church facilities for meetings and may also promote their activities in church publications.
2. **SERVICE GROUPS** are formed to provide a direct benefit to the members of Fountain Street Church, or to support a ministry of the church. They are permitted to raise funds within the context of the church's 501(c) (3) status. They are self-organized, self-governing, and formally recognized by the Executive Team. They are required to comply with all operational procedures governing church groups.

**POLICY GROUP No. 3 FSC
FINANCIAL POLICIES**

A. Renting the Church Facility

Adopted October 28, 2013

The church facility shall not be rented for purposes unrelated to the mission of the church unless the Governing Board otherwise approves.

B. Employee Salary Information

Adopted October 28, 2013

1. All information and records of the church regarding employee compensation other than the compensation of the Senior Minister is confidential and may be accessed only by:
 - a.) All members of the Executive Team;
 - b.) Church Accounting Manager; and
 - c.) One Administrative Assistant to the Executive Team to be designated by the Executive Team.
2. The GB may inspect information and records at any time.

C. Confidentiality of Congregant Giving

Adopted October 28, 2013

1. All information and records of the church regarding individual congregant giving may only be accessed by:
 - a.) All members of the Executive Team;
 - b.) Church Accounting Manager; and
 - c.) One Administrative Assistant to the Executive Team to be designated by the Executive Team.
2. No one else may have access to this information without the express permission of the Executive Team. In granting access to this information to another person(s), the Executive Team shall report to the Governing Board the name of the person(s) given access to this information and the reason(s) for granting access.

D. Budgeting

Adopted October 28, 2013

The Executive Team may not propose a budget which:

1. Contains too little detail to enable reasonably accurate projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.
2. Plans the expenditure in any fiscal year of more than the sum of (a) funds projected to be received in that period; and (b) unrestricted cash reserves on hand.
3. Deviates materially from Governing Board-stated priorities in its allocation among competing budgetary needs.

E. Financial Condition

Adopted October 28, 2013

The Executive Team may not, without Governing Board approval:

1. Expend more than the amount approved for expenditures in the Governing Board's adoption of the church's annual operating budget.
2. Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered, revenues within 90 days.
3. Allow cash to drop below the amount needed to settle payroll and debts in a timely manner.
4. Use Fountain Street Church Foundation funds in a manner inconsistent with the Foundation Trust Agreement.
5. Conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered, revenues within 30 days.
6. Allow actual expenditures to deviate materially from Governing Board-stated priorities.
7. Otherwise take any action that places the church in fiscal jeopardy.

F. Asset Protection

Adopted October 28, 2013

The Executive Team may not, without Governing Board approval:

1. Fail to adequately insure against theft, casualty losses to at least 80 percent replacement value and against liability losses to board members, staff or the organization itself.
2. Allow unbonded personnel access to material amounts of funds.
3. Subject church facilities and equipment to improper wear and tear or insufficient maintenance.
4. Unnecessarily expose the organization and its board or staff to claims of liability.
5. Make on its own authority any purchase of greater than \$20,000.00.
6. Make any purchase of over \$10,000.00 without sealed bids.
7. Make any purchase of over \$1,000.00 without confirmation of competitive prices.
8. Receive, process, or disburse funds without sufficient controls to protect against embezzlement or fraud.
9. Invest church funds in insecure instruments, including uninsured checking accounts and bonds of less than AAA rating.
10. Fail to provide the Governing Board Treasurer monthly updates on the financial condition of the church.
11. Fail to provide the Governing Board Treasurer with access to account information from which the Treasurer can independently assess and verify the financial condition of the church.
12. Otherwise risk financial losses beyond those necessary in the ordinary course of business.
13. There should be no conflict of interest in awarding purchases and/or other contracts.

G. Memorial Gifts
2014

Adopted: August 18,

1. All donations/gifts received by the Church in the context of a memorial shall be automatically designated as gifts to the Fountain Street Church Foundation ("Foundation").
2. All donations/gifts received by the Church in the context of a memorial shall be deemed unrestricted gifts to the Foundation unless the donation designates a specific fund maintained by the Foundation, in which case the donation shall be treated as a restricted donation for allocation to that specified fund.

POLICY Group No. 4
RELATIONSHIP BETWEEN GOVERNING BOARD &
EXECUTIVE TEAM

A. Communication and Counsel to the Board Adopted October 28, 2013

With respect to providing information and counsel to the Governing Board, the Executive Team will:

1. Keep the Board adequately and accurately informed of relevant trends, public events of the organization, and significant external and internal changes, including changes in any assumptions upon which any Board policy has previously been established.
2. Submit monitoring data required by the Board, in a timely, accurate, and understandable fashion, directly addressing provisions of Board policies.
3. Gather as many staff and external points of view, issues, and options as needed to inform Board deliberations.
4. Present timely and accurate information and advice to the Board to inform Board deliberations.

B. Delegation to the Executive Team Adopted May 23, 2016

The Governing Board is responsible for establishing goals and policies for FSC. The Governing Board delegates to members of the Executive Team responsibility for the implementation of goals and compliance with policies.

1. The Executive Team is authorized to make decisions, take actions, and develop activities that are consistent with church goals, policies and bylaws.
2. No individual Governing Board member, officer, or committee has authority over the Executive Team.
3. An individual Governing Board member, officer, or committee may request information from the Executive

Team, so long as the request does not place an undue burden on Church staff and resources.

C. Monitoring Executive Performance Adopted May 23, 2016

1. The Governing Board shall monitor the performance of members of the Executive Team to determine whether policies are being complied with and goals are being fulfilled.
2. The Governing Board has the authority to monitor compliance with any policy or fulfillment of any goal by any method at any time.

D. Associate Minister Performance Reviews Adopted May 23, 2016

1. A performance review ("Review") of the Associate Minister of the Church shall be conducted by the Senior Minister with regards to the Associate Minister's support of the spiritual and religious life of the Church. A Review by the Senior Minister shall occur six months after the hiring of a new Associate Minister. Thereafter, a Review by the Senior Minister shall occur in July of each year.
2. The Review by the Senior Minister shall be in writing with option to respond.
3. The Senior Minister shall report to the Governing Board that a required Review has been completed at the next Governing Board meeting following the completion of the Review.
4. Each Review by the Senior Minister shall be provided to the Oversight Committee Chair within 30 days after completion of the Review. The Senior Minister may redact confidential information from any Review provided to the Oversight Committee Chair. The Oversight Committee Chair shall have the discretion to share the Review with other members of the Oversight Committee as necessary to perform Oversight Committee duties.
5. Each Review by the Senior Minister shall be provided to the Governing Board Chair within 30 days after completion of the

Review. The Governing Board Chair shall have the discretion to share the Review with other Governing Board members as necessary to perform Governing Board duties.

6. The Oversight Committee Chair or Governing Board Chair may obtain copies of past Reviews by the Senior Minister as necessary to perform their duties.
7. The Church shall keep a record of all Reviews by the Senior Minister in a secure personnel file.

E. Executive Director Performance Reviews Adopted May 23, 2016

1. The Oversight Committee of the Governing Board shall review the performance of the Executive Director regarding all areas or functions for which the Governing Board has delegated authority to the Executive Director. A review shall occur six months after the hiring of a new Executive Director. Thereafter, a review shall take place on a schedule as determined by the Governing Board, which shall be a minimum of every year.
2. Although the Senior Minister shall not conduct a review of the Executive Director, the Oversight Committee's review of the Executive Director shall consider feedback from the Senior Minister in assessing the performance of the Executive Director.
3. The review shall be shared with the Executive Director. The Executive Director shall be provided the opportunity to respond in writing to the review. The Executive Director shall also complete a self- assessment as part of the review. The self-assessment and any written response by the Executive Director shall be attached to, and become part of, the review.
4. The Oversight Committee Chair or Governing Board Chair may obtain copies of past reviews as necessary to perform their duties.
5. The Church shall keep a record of all reviews in a secure personnel file.

F. Minister Sabbatical Leave

Adopted: December 22, 2014

1. A minister shall be entitled to take a sabbatical leave after completion of at least five years of consecutive full-time employment with the Church.
2. Sabbatical leave is for study, education, writing, or other forms of professional or personal growth.
3. Sabbatical leave shall not exceed three months in duration. Full salary, housing and benefits will be paid during sabbatical leave.
4. A sabbatical leave plan detailing how the minister's job functions will be performed during the minister's sabbatical leave must be approved by the Governing Board at least six months in advance of any sabbatical leave. The sabbatical leave plan will also describe how the sabbatical leave will be of benefit to the church and to the minister's professional / spiritual development.
5. Sabbatical leave for less than three months is acceptable. In the event a minister takes a sabbatical leave of less than three months, any remaining sabbatical leave time may be used at a later date, so long as the Governing Board approves a separate sabbatical leave plan for any subsequent sabbatical leave.
6. Following the completion of three months of sabbatical leave, a minister must complete an additional five years of consecutive full-time employment with the Church before becoming eligible for an additional three months of sabbatical leave.
7. In extraordinary circumstances, a minister may be recalled from sabbatical leave upon a motion adopted by the Governing Board. In such an event, the minister shall be entitled to a follow-up sabbatical leave under a plan to be agreed to between the minister and the Governing Board.
8. Absent extraordinary circumstances, the church will not take

any adverse action with regards to the minister's employment during the period of sabbatical leave. Following a sabbatical leave, it is expected that the minister will complete at least one year of additional employment with the Church.

9. Accrued sabbatical leave will not be paid upon the conclusion of a minister's employment with the Church.
10. This policy shall only apply to ministers hired after January 1, 2013.

POLICY GROUP No. 5 HUMAN RESOURCES

A. Philosophy of Child Abuse Prevention and the Protection of Minors

Adopted October 28, 2013

1. The goals of Fountain Street Church are to foster trust, understanding, and respect for all people. According to the vision and mission statements, we strive to be a vibrant church community that challenges individuals to craft their own spiritual journeys and to engage in creative and responsible action in the world. With that in mind, we acknowledge that certain behaviors violate the fundamental rights, dignity, and integrity of the individual; among those are sexual harassment and child abuse. Therefore, the church institutes this policy: *Fountain Street Church does not permit any form of abusive behavior within the community life.*

B. Definitions

Adopted October 28, 2013

1. Behavior

- a.) Child Physical Abuse: harm or threatened harm that results in a bruise, a wound, a mark, or an injury to a minor under the care or supervision of another person.
- b.) Child Sexual Abuse: contact or non-contact sexualized behavior or conversation with a minor under the care or supervision of another person that exploits the minor or results in the sexual gratification of the other person.
- c.) Sexual Harassment: unwanted action, word, gesture, or touch that the staff/volunteer knows or should reasonably know would be unwanted, that diminishes sexual dignity or integrity.

2. Church Personnel and Others

- a.) Adult: A person 18 years of age and older.
- b.) Minor: A person under 18 years of age.

3. Character School: all religious education programs directed toward youth from Nursery through Fountain Club.
4. Volunteers: unpaid adults who care for, supervise, or have responsibility for minors in the community life of FSC.
5. Staff: adults paid to serve FSC including a responsibility to care for, supervise, or have responsibility for minors in the community life of FSC.
6. Provider: any staff or volunteer who works with minors in any capacity in the Character School on behalf of Fountain Street Church.
7. Helpers: minors over the age of 15 who care for, supervise, or have responsibility for minors in the community life of FSC.
8. Consultant: Fountain Street Church reserves the right to select a person or agency to assist with training, reporting, and responding to allegations of abuse. This person or agency may be drawn from the greater Grand Rapids community. Any person whose name is listed as a Member, Friend, or Newcomer at FSC is ineligible to serve in this role.
9. Civil Authorities: local Children's Protective Services or local police department or sheriff's department.
10. FSC Officials: Governing Board Chair, All Clergy Staff, Executive Director

C. Education and Training Policy

Adopted October 28, 2013

1. Each year an opportunity will be given for volunteers, staff, and interested members to increase their awareness of abuse and to learn effective strategies for its prevention.

D. General Policies for Character School

Adopted October 28, 2013

1. Infants and Pre-school Age

- a.) Minors may volunteer for service, but should not care for infants and pre-school children without adult supervision.
- b.) At least one adult should be in each nursery and classroom when infants and pre-school age children are present.
- c.) At least two unrelated people should be present in nursery and classrooms when infants and pre-school age children are present.
- d.) Providers and minors may take children from the nursery or pre-school classrooms only for good reason, such as to use the bathroom or in case of illness. For children who do not require assistance in the bathroom, the attendant should remain outside the bathroom. For children who require assistance, the attendant should assist the child with the bathroom door ajar. The diapering of a child should take place in the nursery room with another attendant present.
- e.) An adult or minor, with the exception of parents or guardians, not scheduled as a nursery or pre-school attendant for a particular church service should not spend time in those rooms during or after the service.
- f.) Infants and pre-school age children should not be unaccompanied at any time.
- g.) The Provider should verify that all infants and pre-school age children are signed in and out by the parent or care-giver.

2. School Age

- a.) Providers should identify bullying and harassing behavior among minors in their program and have a policy to discourage these behaviors.
- b.) Providers should provide adequate supervision of the minors in their care. Each function should be supervised by at least two persons, one of whom must be an adult and another who is at least four years older than the oldest minor in the classroom.
- c.) Providers may meet individually once if requested by the school age child and thereafter *only* with the

acknowledgement of a parent and with the awareness of another Provider. Any such meeting should occur in a public place.

- d.) Providers may not meet with Character School members in homes, apartments, or other private places without the acknowledgement of the parent or guardian.
- e.) Character School members should not arrive more than ten minutes before the start of the class, nor should they stay longer than ten minutes after the class.
- f.) Character School activities that take place away from the church facility, out of town, or overnight should be conducted in compliance with the Off-Premises policy.
- g.) While the appropriate display of affection between Providers and members is often part of conveying support and encouragement to one another, such displays can be misinterpreted. For that reason, displays of affection should be limited to such actions as a brief hug, an arm around the shoulder, an open-hand pat on the back, a handclasp, or a light touch to the forearm. A Provider's or member's right to refuse any of these will be respected.

3. Tower Club and Fountain Street Club

- a.) Character School Providers should sponsor a class every year for their members about abuse.
- b.) Providers may meet individually once if requested by the youth and thereafter only with the acknowledgement of a parent and with the awareness of another Provider. Any such meeting should occur in public places.
- c.) Providers may not meet with a member in a home, apartment, or other private place. Regardless of the relative ages, it is never appropriate for a Provider to date a member of Character School or the close friend of a member.
- d.) Providers should provide supervision of the youth in their care. Appropriate supervision is contingent on the number of members present and the setting of the event. Providers should not hold a Tower Club or Fountain Club function without appropriate or sufficient supervision. Any event under the supervision of only one Provider should be cancelled. These guidelines also apply to activities off-premises.
- e.) Character School activities that take place away from the church facility, out of town, or overnight should be

- conducted in compliance with the Off-Premises policy.
- f.) While the appropriate display of affection is often part of conveying support and encouragement to one another, such displays can be misinterpreted. Therefore, displays of affection between Provider and member ought to be limited to such actions as a brief hug, an arm around the shoulders, an open-hand pat on the back, a handclasp or handshake, or a light touch to the forearm. Restrict these displays to a public area. A Provider or member's right to refuse such a display of affection will be respected.
 - g.) Exchange of gifts, phone calls, text messaging, emails, letters, or conversations of an intimate or sexualized nature between a member and Provider is prohibited.

4. Discipline

- a.) Corporal punishment (slapping, hitting, pushing) is not permitted.
- b.) Abusive verbal discipline (yelling, hurling insults, threatening) is not permitted.
- c.) Parent(s) are to be informed and involved whenever a child/youth misbehaves beyond minor correction or if a pattern of misbehavior increases.
- d.) Concerns about a child's behavior or the appropriate response to a child's behavior should be reported to the appropriate leader.
- e.) An aide or a parent should be involved weekly in classrooms where misbehavior is an ongoing problem.
- f.) Expectations of children's/youths' behavior must reflect their age and level of comprehension. Similarly, discipline must reflect their age and level of comprehension.
- g.) Children should be reminded of the behavior that is acceptable for the setting. Older children and youth may benefit from having these expectations in written form.
- h.) Providers should review appropriate forms of discipline before the new season of church-sponsored programs.
- i.) Whenever possible, Providers should try to avoid disciplining a child/youth by choosing one or more of the following options:
 - (i) Distract the child/youth with another activity
 - (ii) Help the child/youth focus on another more acceptable behavior
 - (iii) Isolate the child/youth from others if another

Provider is available to assist

- j.) For young children, time-outs should not last longer (in minutes) than the age of the child. For example, a three-year-old should not have to sit for a time-out any longer than three minutes.

E Off-Premises Policy

Adopted October 28, 2013

1. Minors may not attend off-premises, out-of-town, or overnight activities without the written consent of a parent or guardian. The consent form only acknowledges that the parent or guardian allows the minor to attend the activity. A separate form is required for each event.
2. Co-ed activities must be supervised by adult men and women. In addition, supervision is contingent on the number of minors and the location of the event.
3. A Provider should not transport just one minor. At least two providers or two minors should be in each vehicle and a cell-phone within reach for all persons in the vehicle. Providers and minors must follow applicable seatbelt, air bag, and child restraint laws. When transporting minors, Providers must follow applicable motor vehicle laws.
4. For overnight accommodations, minors should sleep in a room under adult supervision and should refrain from physical contact while sleeping. The adult to minor ratio in a sleeping environment should never fall below two youth to one adult.
5. Regardless of age, consumption of alcoholic beverages, tobacco and illegal substances is forbidden.
6. Any off-premises activity still requires the Provider to comply with all the terms of the Child Safety Policy of FSC.

F. Screening Policy

Adopted October 28 2013

1. FSC staff will screen providers before service in the Character School begins. The steps of screening will include some or all of the following depending on level of service: an application, submission of references, interview, and a criminal record check. In addition, all providers in the Character School are required to sign the Code of Ethics. (Use FSC Code of Ethics)
 - a.) Any prospective provider whose screening or background check makes evident prior conviction for sexual offense, child abuse, or a felony crime shall not be eligible to serve in the Character School.
 - b.) Fountain Street Church reserves the right to reject any applicant for any reason.

G. Reporting Policy

Adopted October 28, 2013

1. Any complaints involving the abuse of minors should follow the established reporting procedure and applicable Michigan law.
2. A. Provider observing signs of abuse or having abuse reported to her or him should report immediately (within 24 hours) to:
 - a.) Civil authorities if the Provider is a mandatory reporter under Michigan law and a reasonable suspicion of abuse exists;
 - c.) Civil authorities if the Provider is not a mandatory reporter but believes a reasonable suspicion of abuse exists;
 - d.) A designated Church Official if the Provider is not certain whether a reasonable suspicion of abuse exists. After reviewing the matter with the official, the Provider may report to the civil authorities.
3. Providers should not conduct an independent investigation. In addition, neither a Provider nor a FSC official should conduct an investigation of an incident outside of the FSC property or programs. However, an FSC official may appoint

individuals to conduct an investigation of an incident within FSC property or programs **only after** the civil authorities have begun their investigation.

- a.) Upon hearing of an alleged incident of child abuse, the Provider should write a report regarding the matter and submit the report to the civil authorities within 72 hours. After notifying the civil authorities, then the Provider should file a copy of this report with designated FSC officials.
- b.) If the minor's parent or guardian is aware of the alleged incident, he or she may file the complaint with the civil authorities. FSC supports parents or guardians who file an incident report with civil authorities, and FSC agrees to cooperate fully with an investigation into an alleged incident on church property or in church programs.
- c.) If the parent or guardian is unaware of the alleged incident, the civil authorities will decide who should contact the parent or guardian regarding the allegation.
- d.) In any event, FSC will conduct an investigation in a fair manner with respect to the alleged accuser and accused.
- e.) Including a reasonable suspicion of abuse, any member of FSC with knowledge that a Provider engaged in misconduct or violated any policy herein may report the matter to a designated FSC official.

H Response Policy

Adopted October 28, 2013

1. The following actions are dependent on the circumstances of the incident:
 - a.) The Executive Team may suspend a paid staff accused of abuse. If a suspension occurs it will continue through out the investigation period. If the accused is proven guilty the Executive Team will move to terminate employment and bar the individual from future paid or volunteer service to the church.
 - b.) The Executive Team or the Governing Board may suspend an unpaid volunteer accused of abuse. If the

accused is proven guilty, the Executive Team or the Governing Board will bar the individual from future service.

- c.) The church will provide information and support to all parties involved.

I Volunteer Screening

Adopted October 28, 2013

1. Under the Child Safety Policy of Fountain Street Church those who work with minors must permit the church to conduct a basic criminal background check before serving.
2. Volunteers working with other vulnerable persons or assets (people with disabilities, those in a hospital or other treatment facility, those in jail or prison and those whose job is to steward money or other property of the church) will be requested to allow a basic criminal background check as part of their service to the church.

J. Staff and Volunteers

Adopted October 28, 2013

1. Staff and volunteers shall be treated at all times in a fair, professional, and respectful manner.
2. Pay and benefits shall not deviate materially from market compensation.
3. The Executive Team may not:
 - a.) Discriminate among employees beyond clearly job-related, individual performance, or qualifications.
 - b.) Subject staff to unsafe or unhealthy conditions.
 - c.) Withhold from staff a due-process grievance procedure that can be used without bias.
 - d.) Prevent staff from grieving to the board when:
 - (i) internal grievance procedures have been exhausted, and
 - (ii) the employee alleges either that
 - (a) FSC policy has been violated to his/her detriment or

- (b) FSC policy does not adequately protect his/her human rights.

K Compensation and Benefits

Adopted October 28, 2013

1. With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Executive Team may not cause or allow jeopardy to fiscal integrity or public image.
2. Accordingly, the Executive Team may not:
 - a.) Change its own compensation and benefits as established by the Governing Board;
 - b.) Promise or imply permanent or guaranteed employment.
 - c.) Establish current compensation and benefits which:
 - (i) Deviate materially from the geographic or professional market for the skills employed.
 - (ii) Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses of revenue.
 - (iii) Treat Executive Team members differentially in a manner that disrupts the stability of team ministry and the morale of the Executive Team responsible for it.
 - d.) Establish deferred or long term compensation and benefits which:
 - (i) Cause unfunded liabilities to occur or in any way commit the organization to benefits, which incur unpredictable future costs.
 - (ii) Provide less than a parity of some basic level of benefits to all full time employees, though differential benefits to encourage longevity in key employees are not prohibited.
 - (iii) Allow any employee to lose benefits already accrued from any foregoing plan.
 - (iv) Are instituted without prior monitoring of these above stated provisions.