

SHEPHERD OF THE HILLS LUTHERAN CHURCH

**VOLUNTEER
HANDBOOK**

A WORD OF WELCOME

Dear Partners in Christ:

Welcome, and thank you for offering your time in our shared ministry. It is a great privilege to serve Christ here in this congregation as we minister to those who are members, friends and guests of Shepherd of the Hills Lutheran. Please know that as you serve, you are not alone. All of us – volunteers and staff – stand together to support and to serve alongside one another, as we seek to live out Christ's love in the world and the workplace.

We take the charge from Jesus to "love one another" very seriously. We are committed to making sure that Shepherd of the Hills is a safe place for all people for that is one way we show that we love one another. We desire for people to be treated with respect and care. You will see that love in a few ways in this Volunteer Handbook.

Our policy of protecting begins with all volunteers completing an application form and agreeing to a background check – one way we keep people safe. Through the background check the Department of Justice will determine if there are violent felonies and/or drug charges within the last 10 years and any sex crimes in your history. The confidential report from the Department of Justice will be reviewed by me only as Pastor.

You will also see that we have, and enforce, a Sexual Harassment and Misconduct Policy. We want you to be safe as well.

May God bless you in your work as we share this journey.

Shalom,



Pastor Bob Willse
Pastor

Sexual Harassment and Sexual Misconduct Policy

Statement of Policy

Sexual misconduct is a violation of the role of pastor, employees, volunteers, counselors, supervisors, teachers, and advisors of any kind who are called upon to exercise their integrity, sensitivity and caring in a trust relationship. Sexual misconduct breaks the covenant to act in the best interests of parishioners, clients, co-workers and students. Sexual misconduct is never permissible or acceptable.

It is the policy of Shepherd of the Hills Lutheran Church that sexual misconduct, including but not limited to sexual harassment of any employee or volunteer by another employee or volunteer, will not be tolerated. Failure by any individual to adhere to this policy will result in disciplinary action, up to and including termination.

If at any time you feel you are being sexually harassed or the victim of sexual misconduct, you should immediately contact the Pastor and/or the Mutual Ministry Team.

The right to confidentiality, both of the complainant and of the respondent, will be respected to the extent consistent with the legal obligations of the church and with the need to investigate the allegations and to take appropriate actions. Submitting a complaint or report of possible sexual harassment will not be retaliated against.

Shepherd of the Hills Lutheran Church will investigate all reported charges of sexual harassment and sexual misconduct, and will undertake such action which it deems reasonably necessary and appropriate to stop unwanted and inappropriate behavior which may violate this policy.

Action which the church may deem reasonably necessary and appropriate to stop unwanted and inappropriate behavior addressed in this policy may include, but is not limited to, verbal or written warnings, counseling, paid and unpaid suspensions, demotions, change of duty and termination of the volunteer or employment relationship.

It is the responsibility of all employees, members, volunteers and other agents of Shepherd of the Hills Lutheran Church to conduct themselves in this manner consistent with this policy while on church property and in connection with church-sanctioned events.

Shepherd of the Hills Lutheran Church is committed to assisting in resolving such issues when they occur within its employment, volunteers or counseling relationships, but can do so only if it is aware of them.

Definitions

For the purpose of the above policy, **sexual misconduct** includes;

- a. Child or vulnerable adult sexual abuse;
- b. Sexual harassment;
- c. Rape or sexual contact by force, threat or intimidation;
- d. Sexual conduct (such as offensive obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another.

- e. Sexual malfeasance, which is defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, or lay employee with a church member). Sexual conduct includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it to meant to restrict church professionals from having normal, mutual, social, intimate or marital relationships.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or their continued status in an institution;
- b. Rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual;
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
- d. Such creates an intimidating, hostile or offensive working environment.

Examples of sexual harassment include, but are not limited to:

- Preferential treatment or promises of special treatment (e.g. compensation or promotions) for submitting to sexual conduct or adverse treatment of an employee for refusing to accept an invitation to enter into a personal or sexual relationship.
- Subjecting an employee to unwelcome sexual attention.
- Intentional physical contact, which is sexual in nature; such as touching, pinching, patting, grabbing or brushing against another employee's body, or physical assaults of a sexual nature.
- Sexually-oriented gestures, jokes or comments.

Policy with Respect to Vulnerable Adult and Children's Service Workers and Procedure for Background Checks

Statement of Policy

It is the policy of the Shepherd of the Hills Lutheran Church to strive to take the following steps to minimize the possibility of child and vulnerable adult abuse in connection with church-directed programs and events. Shepherd of the Hills Lutheran Church recognizes, however, that in some circumstances compliance with every item of this policy may not be possible.

Adult Supervision

A minimum of two adults, at least one of whom shall have been a member of Shepherd of the Hills Lutheran Church for at least six months (unless a shorter period is otherwise

authorized in individual cases by a Shepherd of the Hills Lutheran Church Pastor), shall attend and supervise all program events conducted at or under the direction of Shepherd of the Hills Lutheran Church, which involves children under the age of 18 or other vulnerable persons.

Vulnerable Adults and Children Service Workers

Application and Request for Background Check. Any person who is employed by, volunteers with, or seeks to be employed by Shepherd of the Hills Lutheran Church, and who has, may have or seeks to have access to a child under the age of 18 or to a vulnerable adult to whom Shepherd of the Hills Lutheran Church provides care, treatment, education, training, instruction or recreation shall truthfully complete, date and sign a Confidential Application for Children's/Youth/Vulnerable Adult Work as set forth in the attached Attachment A and a Request for Background Check form, as set forth in the attached Attachment B. The failure to sign this request or any other document necessary to process the Request will be considered as a withdrawal of the application for the position under consideration.

Reference Checks. A record of the contact with references identified by an Applicant shall be maintained in a confidential file and shall contain information about each contact substantially in the form set forth in the attached Attachment C.

Procedure for Background Checks. As a result of the reference check or for any other reason, Shepherd of the Hills Lutheran Church may request a background check to determine whether the Applicant is the subject of any reported convictions.

In the event Shepherd of the Hills Lutheran Church determines to request a background check from the appropriate State authorities, the Applicant who is the subject of a background check shall be informed that:

- a. Shepherd of the Hills Lutheran Church will request a background check of the Applicant for purposes of the application to be employed by or volunteer with Shepherd of the Hills Lutheran Church or for purposes of continuing as an employee or volunteer, and to determine whether the Applicant has any history relating to crimes including but not limited to child abuse crimes, murder, manslaughter, felony-level assault or any assault/crime committed against a minor, kidnapping, arson, criminal sexual conduct, prostitution-related crimes or any other crimes.
- b. The Applicant has a right to be informed by Shepherd of the Hills Lutheran Church if the application has been denied because of the response from the California Department of Justice.

Background Check Results. Only authorized representatives of Shepherd of the Hills Lutheran Church who have a need to know the information may review the information contained in the response of the California Department of Justice to the requested background check. Authorized representatives to review this information may include, but not necessarily be limited to the Pastor, call committee, and other hiring personnel.

NOTE: This sexual harassment and sexual misconduct policy provides guidelines for use by Shepherd of the Hills Lutheran Church. Shepherd of the Hills recognizes that it may not be appropriate in every circumstance to follow the terms of this guideline precisely.

A Drug-Free Environment

We insist upon a drug-free environment for employees and volunteers. If we are to continue to fulfill our responsibility to provide a reliable and safe environment to our employees, volunteers, and our congregation, we must be physically and mentally fit to perform our duties in a safe and efficient manner at all times.

The use or possession of alcoholic beverages and/or mood-altering, non-prescription chemicals, and the abuse of prescription chemicals on the job, while operating a church vehicle, or during working hours is not allowed. Employees and volunteers may not report to work under the influence of alcohol or illegal drugs.

A volunteer who suspects, or has known facts that another volunteer may be a substance abuser or involved in illegally related activities, may report this information to the Pastor. No retaliation will be taken against anyone who reports such information, except in cases in which the report is determined to have been willfully false or malicious.

Disciplinary action up to and including immediate termination may result from violations of this policy. For questions or concerns about policy violations, contact your supervisor or the Pastor.

If you prefer, you may refuse to answer the following question, or you may discuss your answer in confidence with the Pastor rather than answering it on this form. Answering yes or leaving the question unanswered will not automatically disqualify an applicant from children, youth or vulnerable adult work.

Were you a victim of abuse or molestation while a minor? Yes No

CHURCH HISTORY

Church of which you are a member: Name: _____
Address: _____
Telephone: _____

OTHER CHURCHES YOU HAVE ATTENDED REGULARLY DURING THE PAST FIVE YEARS:

Name: _____ Name: _____
Address: _____ Address: _____
Telephone: _____ Telephone: _____

REFERENCES

*Please complete at least two references **IN FULL**.*

If you do not have any previous church or non-church work experience, you may list two personal references.

PREVIOUS CHURCH WORK INVOLVING CHILDREN, YOUTH AND/OR VULNERABLE ADULTS:

Church: _____	Church: _____
Address: _____ Street	Address: _____ Street
City State Zip	City State Zip
Telephone: _____	Telephone: _____
Contact Person: _____	Contact Person: _____
Type of Work: <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid	Type of Work: <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid
Date(s) of Work: _____	Date(s) of Work: _____

Description of Work: _____

Description of Work: _____

PREVIOUS NONCHURCH WORK INVOLVING CHILDREN, YOUTH AND/OR VULNERABLE ADULTS:

Organization: _____

Organization: _____

Address: _____
Street

Address: _____
Street

City State Zip

City State Zip

Telephone: _____

Telephone: _____

Contact Person: _____

Contact Person: _____

Type of Work: Volunteer Paid

Type of Work: Volunteer Paid

Date(s) of Work: _____

Date(s) of Work: _____

Description of Work: _____

Description of Work: _____

PERSONAL REFERENCES:

NOTE: Please list persons who have observed your work with children's, youth or vulnerable adults. If you are unable to list persons who have observed such work, list persons who have known you in employment or volunteer situations. If you have no previous paid or volunteer work experience, you may list other personal references, including teachers and relatives.

Name: _____

Name: _____

Address: _____
Street

Address: _____
Street

City State Zip

City State Zip

Telephone: _____

Telephone: _____

Relationship: _____

Relationship: _____

APPLICANT'S STATEMENT

The information contained in this application is true/correct and complete to the best of my knowledge. Any misrepresentation or omission on this application will be grounds for discharge from service whenever it is discovered. I authorize any person or entity listed in this application to give Shepherd of the Hills Lutheran Church any information (including opinions) that they may have regarding my character and fitness for children/youth/vulnerable adult work. In consideration of the receipt and evaluation of this application by Shepherd of the Hills Lutheran Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application. I have read and acknowledge receipt of copies of Shepherd of the Hills Lutheran Church's **Sexual Harassment and Sexual Misconduct Policy** and **Policy With Respect to Vulnerable Adult and Children's Service Workers and Procedure for Background Checks** in effect as of the date of this application.

CERTIFICATION

I certify that:

- (a) no civil, criminal, or church-related complaint related to sexual misconduct or sexual harassment has ever been brought or is pending against me;
- (b) I have never resigned or been terminated from a paid or volunteer position due to sexual misconduct or sexual harassment.

_____ Signature _____ Date

NOTE: *If you are unable to make the above certification, you may instead provide on an attached page a description of the complaint or termination and the outcome of the situation, as well as any explanatory comments you care to add.*

I further state that **I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act.** This is a legally binding agreement which I have read and understand. By signing below, I acknowledge that I have read and agree with everything stated in the Applicant's Statement.

Applicant's Signature: _____ Date: _____

Witness: _____ Date: _____

**REQUEST FOR BACKGROUND
SHEPHERD OF THE HILLS LUTHERAN CHURCH**

THE SHEPHERD OF THE HILLS LUTHERAN CHURCH requests that LifeScan conduct the following inquiry:

1. Has _____ ever been convicted of a background check crime? If so, please describe the crime and the particulars of the conviction.

I have been informed that LifeScan will be asked to conduct a background check. I understand that I will be the subject of this background check for purposes of my employment/volunteering to determine whether I have been convicted of any crime defined under the Act. I have the right to be informed of the response to the request for a background check and to obtain a copy of the report, or any record that forms the basis of the report, from the requesting party. I understand that I have the right to challenge the accuracy and completeness of any information contained in the report or record under the relevant information provisions of the Data Practices Act. I understand that I have the right to be informed by Shepherd of the Hills Lutheran Church if my application has been denied because of the report received from LifeScan. I understand that I have the right not to be required either directly or indirectly to pay the cost of the background check.

I UNDERSTAND MY RIGHTS AS STATED ABOVE AND AGREE TO A BACKGROUND CHECK.

_____ Signature	_____ Date
_____ FULL Name (print neatly)	_____ Gender (M / F)
_____ Maiden Name (if applicable)	_____ Date of Birth
_____ Alias and/or Former Name(s)	_____ Social Security Number

**RECORD OF CONTACT WITH A REFERENCE OR CHURCH IDENTIFIED BY AN APPLICANT FOR
YOUTH OR CHILDREN'S WORK
SHEPHERD OF THE HILLS LUTHERAN CHURCH**

CONFIDENTIAL

FOR OFFICE USE ONLY

1. Name of applicant:
2. Date of orientation:
3. Reference or church contacted (identify organization and person contacted):

4. Date and time of contact:
5. Person contacting the reference or church:
6. Method of contact: letter phone personal conversation
 other: _____
7. Summary of conversation (summarize the reference's or minister's remarks concerning the applicant's fitness and suitability for children's/youth/ vulnerable adult work):

Legible Signature

Date

Position

**SHEPHERD OF THE HILLS LUTHERAN CHURCH
VOLUNTEER ACKNOWLEDGMENT**

I hereby acknowledge that I have received and read the Shepherd of the Hills Lutheran Church Volunteer Handbook. I agree to conform to the rules and regulations outlined in this handbook as well as future communications from Shepherd of the Hills Lutheran Church.

It also is understood that the Volunteer Handbook provides general information on current guidelines covering volunteer related policies and procedures. Shepherd of the Hills Lutheran Church may make changes to it at any time without prior notice, as it deems necessary.

I understand the volunteer relationship is at-will, for no specified period of time, and may be terminated by either Shepherd of the Hills Lutheran Church or the volunteer at any time with or without notice or cause.

Volunteer name (please print)

Volunteer's signature

Date returned

Please return this form to the Ministry Coordinator before beginning your volunteer term.