



THE EPISCOPAL DIOCESE OF WESTERN MICHIGAN

POLICY & PROCEDURES MANUAL

Last updated March 2021

The Episcopal Diocese of Western Michigan
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POLICY & PROCEDURES MANUAL

The Episcopal Diocese of Western Michigan has policies in place to provide directions to various aspects of ministry in our communities. Policies play a crucial role in the performance of those who carry out ministry - both lay and ordained - and are developed under the auspices of the Office of the Bishop and the Diocesan Council. The policies established by the diocese provide the basic framework for effective and efficient ministry within State and Federal laws, as well as church canons and without regard to race, ethnicity, religion, gender, sexual orientation, age, disability, or political affiliation.

One goal of this manual is to maintain a level of administrative consistency in congregational practices across the diocese. It is also recognized that congregations have unique needs and cultures. When an individual congregation experiences a specific need different from or unaddressed in this manual, they are encouraged to be in contact with their Regional Canon Missioner to help address the issue and perhaps draft or modify this manual to account for that situation.

The Constitution, Canons, and policies of the Episcopal Church supersede policies at the diocesan and parish level.

A staff listing and additional resources are available at www.edwm.org.

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GENERAL POLICIES & PROCEDURES

1. PURPOSE & ORGANIZING

1.1 - DIOCESAN STATEMENT OF IDENTITY, MISSION, AND VISION

We, members of the congregations of the Episcopal Diocese of Western Michigan, affirm and support one another's diverse callings and ministries within the body of Christ, and proclaim our unity in the worldwide Anglican Communion, with our bishop as our chief pastor and leader in the historic apostolic faith and ministry.

OUR MISSION: To proclaim the Good News of the Kingdom. To teach, baptize and nurture new believers. To respond to human need by loving service. To seek to transform unjust structures of society, to challenge violence of every kind, and to pursue peace and reconciliation. To strive to safeguard the integrity of creation and sustain and renew the life of the earth.

OUR VISION: To live our values and be healthy, mission-focused, diverse parishes with innovative, collaborative engagement at all levels.

We seek to serve Christ in all persons, desiring to increase the diversity of our diocese so that it represents the whole population in terms of race, gender, ethnicity, age, sexual orientation, and economic status. We are committed to establishing a strong youth ministry. We will do so by inviting and welcoming all into our midst, nourishing them in their spiritual growth, and supporting them as they minister in Christ's name.

We proclaim the good news of Christ by intentionally developing new models of ministry, planting new congregations, creatively supporting existing parishes, and encouraging responsible stewardship. We will equip ourselves for this ministry by a life-long Christian formation process.

We strive for justice and peace among all people by developing diocesan outreach ministries. We continue to work for the elimination of all biases that separate us one from another, especially that of racism.

We seek to cultivate a mutually nurturing and collaborative relationship between the bishop and the people of the diocese to fulfill our vision.

1.2 - FINANCE AND BENEFITS

1.2.01 Authorization to hold Diocesan Accounts

PNC Bank, Grand Rapids and TCF Banks are designated as the depositories for the checking and savings accounts of the Episcopal Diocese of Western Michigan.

Arcadia Investment Management Corporation is designated as the depository for the investment funds of the Episcopal Diocese of Western Michigan.

NOTES: [Adopted: March 2, 1996] Revised August 15, 1996; Revised January 19, 2002; Revised March 13, 2020

1.2.01a Authorized Signatory(s)

The Diocesan Council shall determine authorized signatories for the Checking Account of the Episcopal Diocese of Western Michigan in consultation with the Chief Financial Officer and Benefits Administrator. Finance Committee and Diocesan Council will monitor best practices for segregation of financial responsibilities as defined by the Episcopal Church Manual for Business Methods in Church Affairs.

1.2.02 Annual Audit of Diocesan Accounts

The Diocesan Council has the responsibility of ensuring that the diocese and its auxiliary organizations have their financial records audited annually and that such audits be conducted in accordance with Episcopal Church Canon Title 1.71 and following the best practices set out in the Episcopal Church Manual of Business Methods in Church Affairs.

1.2.03 Designated Funds

The designated, restricted and unrestricted funds of the diocese will be regularly reviewed and regulated by the Finance Committee. A list of these funds, along with any restrictions, shall be provided to Diocesan Council at least annually.

1.2.04 Investment Policy

1.2.04b Investment Objective

Objective: The primary investment objective is to maintain the purchasing power of the Fund’s assets over long periods while allocating up to five percent (5%) of the previous 10 quarters investment balance on a rolling basis.

Asset Allocation: Within specified ranges, the investment manager shall have the authority to vary and adjust the allocation of asset classes in order to enhance the fund’s total return and/or reduce risk.

| Asset | Range | “Normal” |
|-------------------|--------------|-----------------|
| Equity | 60-70% | 65% |
| Fixed Income | 30-40% | 35% |
| Cash & Equivalent | 0-10% | 0% |

Portfolio Management:

The general guidelines are:

- Risk management through appropriate portfolio diversification is required. The portfolio shall be diversified across industries and sectors of the economy. The market value of any one investment shall not exceed five percent (5%) of the portfolio at the time of purchase except for direct obligations of the U.S. Government.
- Equity and bond investments are selected for their total return potential. Since the Episcopal Diocese of Western Michigan is a tax-exempt entity, dividends or current yields are not primary investment criteria.
- All fixed-income securities will be rated “A” or higher by Moody’s or Standard & Poor’s.

1.2.04c Finance Committee

The Finance Committee shall act as an Investment Committee and shall act in a fiduciary capacity. Under the authority, direction, and oversight of the Diocesan Council, it shall receive and invest for the respective purposes of and subject to the respective limitations contained in their creation, all those funds that are committed to it for investment pursuant to Canon, by the Diocesan Council. For each fund committed to it, the Investment Committee shall establish an investment policy subject to approval by the Diocesan Council. Except as may be limited by the

Diocesan Council, The Diocesan Investment policy or the Investment Policy of the Episcopal Church, the Investment Committee shall have authority to invest, reinvest, or change the investment of any and all funds of the Convention committed to it including the authority to sell, endorse and deliver such securities or to sell, exchange or lease such property and to make such investment, in varying amounts, in notes, bonds, obligations of the United States or of any State or municipality, or preferred or common stocks of corporations listed on established Securities Exchanges. The Investment Committee shall keep minutes of all of its meetings, and shall make periodic, but no less than annual reports to the Diocesan Council.

1.2.05 Health Insurance

1.2.05a Provision of Health Insurance Coverage

In accordance with Diocesan Canon 28.02(b) which states "Each congregation shall provide health insurance through the denominational health plan for all eligible clergy and eligible lay employees." The diocese will offer health, vision, and dental insurance coverage with the Episcopal Church Medical Trust (ECMT), a division of the Church Pension Group (CPG) for eligible, active clergy and lay employees in the diocese.

1.2.05b Eligibility & Minimum Coverage Required

The Diocesan Council has established a minimum level for health insurance coverage. Each parish must provide to full-time (1,500 or more hours per year) clergy and lay employees at least the Anthem CDHP/HSA 20 Plan (Consumer-Directed Health Plan/Health Savings Account), or the financial equivalent, which may enable the employee to choose an alternative plan to cover additional family members. The parish pays 100% of the premium for each employee.

Additionally, for the first year that a full-time employee enrolls in the CDHP/HSA 20, the parish must fully fund the in-network coverage deductible by contributing to an employee's Health Savings Account. In subsequent years the contribution to the employees HSA will be negotiable but in no case less than 65 % of the deductible for that year. The employee may also contribute "tax-free" dollars to the HSA subject to federal maximum limits.

This is the minimum required coverage. Parishes are encouraged to exceed this minimum. Parity is required for clergy and lay employees. If a parish offers more health care benefits to their clergy, the same must be offered to their lay employees, and vice versa.

Individual employees may opt not to accept health coverage under the Denominational Health Plan if they can obtain such coverage through a spouse or partner's plan, or through identified programs.

The Denominational Health Plan through the Medical Trust offers many additional health benefits, which can be explored through the Church Pension Group website.¹

Updated 08/05/2017; Updated March 13, 2021

1.2.06 Mileage Reimbursement

The diocese currently recommends reimbursement to employees and requires reimbursement to supply clergy at the business reimbursement rate set by the IRS.

Effective January 1, 2009, lay volunteers who serve on commissions or committees in the diocese may request mileage reimbursement at a rate set by the Diocesan Council. Only trips of more than 50 miles round trip will be considered for reimbursement. This policy is intended to offset the cost of travel and to reduce financial barriers to service in the wider diocese.

Requests for mileage reimbursement must be received in the Business & Finance office no later than 30 days after the end of each quarter.

1.2.07 Records Retention

The diocese and its parishes and cooperating ministries will follow the guidelines set by the Episcopal Church Manual of Business Methods in Church Affairs.

1.2.08 Annual Audit of Parishes

An Audit must be performed annually and filed with the bishop or ecclesiastical authority not later than 30 days following the date of such report, and in no event, later than September 1 of each year. Audits or Committee Audits must be performed in compliance with: Chapter VI Audit Guidelines for Congregations of The Manual of Business Methods in Church Affairs and The Episcopal Diocese of Western Michigan Guidance for Parish Audit Committees on all assets* under the control of the vestry, not including church building or equipment.

This policy sets forth the requirements for parishes, missions, and other institutions within the diocese. Parishes will be placed into one of five categories using the criteria listed in Table 1.

| ANNUAL INCOME RANGE | | ASSETS | AUDIT TYPE | FREQUENCY |
|----------------------------|----------------------|--------------------------|-------------------|--|
| Greater than \$500,000 | O R | Greater than \$1,500,000 | CPA | Annual & prior to calling a new rector |

¹ <https://www.cpg.org/active-clergy/insurance/health-and-wellness/value-added-benefits/>

| | | | | |
|--|----------------------|--|---|---|
| Greater than \$270,000 & less than \$500,000 | O R | Greater than \$1,000,000 & less than \$1,500,000 | Committee Review | Annual |
| | | | Outside Committee Review OR CPA | Biannual |
| | | | CPA | Every 4 years & prior to calling a new rector |
| Greater than \$150,000 & less than \$270,000 | O R | Greater than \$650,000 & less than \$1,000,000 | Committee Review | Annual |
| | | | Outside Committee Review | Every 5 years |
| | | | CPA (May be waived by the bishop or ecclesiastical authority) | Every 10 years |
| | | | CPA | Prior to calling a new rector |
| Greater than \$100,000 & less than \$150,000 | O R | Greater than \$350,000 & less than \$650,000 | Committee Review | Annually |
| | | | Outside Committee Review | Every 5 years |
| | | | CPA (May be waived by the bishop or ecclesiastical authority) | Prior to calling a new rector |
| Less than \$100,000 | O R | Less than \$350,000 | Committee Review | Annually |
| | | | Outside Committee Review | Every 7 years |
| | | | CPA (May be waived by the bishop or ecclesiastical authority) | Prior to calling a new rector |

*Asset – An asset for this policy is defined as funds held in investments, endowments, reserve accounts, designated accounts, savings accounts, clergy discretionary funds, checking

accounts, restricted (temporary or permanent) funds, etc. It does not include buildings and grounds or equipment.

* Outside Committee Review – Requires a committee composed of persons from another parish in the diocese.

Notes:

Annual audits are required for all parishes, missions, and other institutions by the diocese of Western Michigan (Canon 28 section 28.01). These audits are also required by the Canons of the Episcopal Church [Title I Canon 7 Section 1].

The Episcopal Church Canons permit an audit by committee where authorized by an appropriate diocesan authority and this policy outlines the requirements for Audits or Committee Audits of parishes, missions, and other institutions within the Diocese of Western Michigan.

Members of the Audit Committee will be appointed by the vestry and will serve three-year terms. In the first year of implementing this policy, the members will be elected to a one or two or three-year term. In each following year, one member will be replaced. Members are limited to one three-year term and then must wait one year to be re-nominated and elected.

Compliance

Parishes will be placed in one of these categories based on data provided in their Parochial Report. Parishes unable to complete their audit by September 1 will be seated at the diocesan convention without voice or vote. Any parish not in compliance for a three-year period will have to petition the Convention for seat, voice, and vote.

Guidance for Parish Audit Committees

Overview

Annual audits are required for all parishes, missions, and other institutions by the Episcopal Diocese of Western Michigan (Canon 28 section 28.01). These audits are required by the Canons of the Episcopal Church [Title I Canon 7 Section 1]. This set of diocesan guidelines is written in accordance with the *Manual of Business Methods in Church Affairs* as authorized by the General Convention of the Episcopal Church.

Audit Supervision Committee: Financial and Operational Audit Supervision Committee of the diocese will monitor the process of submission and guide congregations when needed and will stand ready to assist in assuring that the audit is conducted properly.

Approved Auditors: Congregations have several choices for conducting an audit. They may engage an independent certified or licensed public accountant, or they may appoint a committee typically of at least three persons from within the congregation (one person is acceptable under special circumstances), or arrange to have their audit performed by an audit committee from another congregation.

1. Audit committee members should be independent of the decision-making and financial record-keeping functions of the congregation. The members of the audit committee should include at least one financial expert.
2. An audit committee may consist of one or more individuals. A typical audit committee has three members. The actual number of members should be determined by the size and scope of the audit.
3. A review or compliance by a CPA is not an acceptable substitute for an Audit.

Timing of the Audit: The Canons call for a church fiscal year to end on December 31. The vestry and Audit (Review) Committee must allow sufficient time for completion, review, and vestry acceptance of the audit report for transmittal to the diocese prior to September 1 following the year being audited.

Scope of the Committee Examination: The scope of the audit shall include:

1. Sufficient tests of transactions to assure compliance with these guidelines and adequate control of the assets of each congregation.
2. Verification (or preparation) of financial statements in the form approved for the Episcopal Church.
3. A review of management control practices using:
 - a. The Internal Control Evaluation Checklist
 - i. Note – If a CPA does the audit, a review of this checklist is required.

Objectives of the Audit: The major objectives of an audit of the financial statements are for a Congregation to ascertain the following:

1. That the financial statements for the year were prepared from the financial records and present fairly the financial position and changes in net assets and cash flows of the congregation;
2. That the various transactions during the year are proper and are documented appropriately (i.e., authorized, appropriate church purposes, complete and accurate);
3. That the various transactions during the year are recorded in the proper amounts and in the proper accounts and that there were no “off the books” accounts or activity;
 - a. Transactions must be documented appropriately: authorized, appropriate purpose, and complete
4. That the assets, liabilities, income, and expenses, which should be in the financial records, are so shown in the proper amounts and in the proper accounts;

5. That, to the extent feasible, adequate internal control procedures were and continue to be in effect;
6. That the financial statements for the year were prepared from the financial records and present fairly the financial position and changes in net assets and cash flows of the congregation.

Accounts to be Audited: All accounts must be audited. This requirement covers not only the operating accounts of the congregation but also all of its restricted, endowment, property, and cemetery funds and the accounts, if any, of all parish organizations. No church money, including the parish discretionary fund, if there is one, is exempt from the requirements.

Contents of the Audit Report: The Audit Committee is responsible for submitting an audit report to the vestry of the church.

The Audit Report shall consist of:

- a. The Audit Committee Certificate OR report from an independent CPA
- b. The Statement of Financial Position; (Balance Sheet)
- c. The Statement of Activities; (Income Statement)
- d. The Statement of Cash Flows (if used)
- e. Footnotes to the Financial Statements (if applicable)
- f. Completed Internal Control Evaluation Checklist and Financial test checklist
- g. The Audit Committee Findings on Policies and Procedures; and
- H. A corrected parochial report as a result of audit adjustments, if applicable.

Filing of the Audit:

1. Upon completion, the Audit Committee shall present the audit report to the rector, wardens, and a complete copy of the entire report to the Financial and Operational Audit Supervision Committee. Any findings and recommendations should be presented in the Audit Committee Findings on Policies and Procedures, not in the Audit Committee Certificate
2. These items will be discussed with the rector or other responsible persons and a plan for resolution presented to the vestry.
3. A copy of the audit report should be filed with the bishop or ecclesiastical authority not later than 30 days following its completion and never later than September 1 of each year, covering the financial reports of the previous calendar year.

The following is to be included in this report:

1. The Audit Committee Certificate OR report from an independent CPA
2. The Statement of Financial Position; (Balance Sheet)
3. The Statement of Activities; (Income Statement)
4. The Statement of Cash Flows (if used)

5. Footnotes to the Financial Statements (if applicable)
6. Completed Internal Control Evaluation Checklist and Financial test checklist
7. The Audit Committee Findings on Policies and Procedures

The minutes of the vestry will officially record the receipt, acceptance, and subsequent filing of the audit report with the ecclesiastical authority.

If at any time during the Audit the records suggest that something is seriously wrong, the matter should be immediately brought to the attention of the rector, vestry, and the bishop or ecclesiastical authority.

Financial Review Prep List

The following items should be available prior to scheduling a review. Unless otherwise specified the information/documents should be from the year being reviewed:

- Checkbooks
- All Bank and investment brokerage statements for the current year (to include the statement from December of the year previous to the review year and for January of the current year)
- Bank reconciliations for 12/31 of the review year and 12/31 of the immediately previous year
- Savings Account books
- Financial Receipts and Disbursements
- Paid bills file
- Copy of final rector's report for the year being reviewed
- 1099's, W-2's, and other tax forms filed
- Federal and State payment records
- Vestry Minutes
- Parochial Report
- Inventory of Property
- List of assets purchased
- List of organizations that have separate checking and/or savings accounts.
- Copies of their minutes for the review year
- List of balances on notes and unpaid bills at the end of the previous year. List of balances on notes at beginning of review year
- Weekly counters tallies
- Budget for review year and the previous year
- Copy of Annual Report
- Discretionary Fund (reports, checkbook, paid bills, bank statements) and any other accounts that ANY organization in the church has.
- Proof of vestry approval of Clergy Housing Allowance
- Record of pledges and payments (names redacted)
- Copies of monthly Financial Reviews

- List of persons authorized to handle financial accounts
- List of authorized check signers
- Copy of most current prior Audit report

Financial and Operational Audit Supervision Committee

The purpose of the Audit Supervision Committee is to assist the parishes of the diocese in managing the process of completing canonically required yearly audits and provide the Council oversight of yearly progress.

The Committee shall:

- maintain the Guidance For Parish Audit Committees of The Diocese of Western Michigan,
- assure that the audits are conducted properly and in a timely manner,
- advise the Diocesan Council and bishop if any Parishes are not in compliance with the Policy for Annual Audit of Parishes,
- provide support and assistance to parishes as needed,
- review the submissions in cooperation with the Chief Financial Officer and Benefits Administrator.

1.2.09 Gift Acceptance

This Gift Acceptance Policy will provide guidelines to representatives of The Episcopal Diocese of Western Michigan (the diocese) who may be involved in the acceptance of gifts, to outside advisors who may assist in the gift-planning process, and to prospective donors who may wish to make gifts to the diocese. The Diocesan Council or a designated committee established by the Council will review the designation of the gift and accept the gift, if appropriate.

We will, subject to the limitation and requirements listed below, accept the following gifts:

1. Cash

- All undesignated gifts by check or cash shall be accepted by the diocese regardless of the amount.
- All designated gifts by check or cash may be accepted with the approval of the Diocesan Council.
- Checks shall be made payable to the Episcopal Diocese of Western Michigan or an account held by the diocese. In no event shall a check be made payable to an individual who represents the diocese.

2. Publicly Traded Securities

Readily marketable securities, such as those traded on a stock exchange, shall be accepted by the diocese. The securities may be transferred to a brokerage account maintained by the diocese.

- i. Stocks gifted (assigned) to The Episcopal Diocese of Western Michigan as a portion or total of an annual financial commitment (pledge) in a given fiscal year will be sold by the diocese at the time of receipt. The donor must be made aware by the Chief Financial Officer and Benefits Administrator that the donor's credit toward their pledge will be the net proceeds (after costs to sell) received by the diocese after the stock is sold.

A gift of securities to the diocese normally would be liquidated immediately and managed in accordance with the Diocesan Investment management policy, however :

- i. Major gifts (\$20,000+) of stock may be put into a separate fund after consultation with the donor and appropriate parties at the diocese.
- ii. Planned gifts which are undesignated and smaller than \$20,000 may be added to a consolidated, undesignated fund.
- iii. For gift crediting and accounting purposes, the value of the gift of securities under this provision is the mean of the high and low prices on the date of the gift.

3. Closely Held Securities

Non-publicly traded securities may be accepted after consultation with the Finance Committee of the diocese; however, prior to acceptance, the Committee will explore methods and timing of liquidation of the securities through redemption or sale. The Committee will try to determine:

- an estimate of fair market value
- any restrictions on transfer
- whether and when an initial public offering might be anticipated

No commitment for the repurchase of closely held securities shall be made prior to completion of the gift of the securities.

4. Real Estate

Any gift of real estate must be reviewed and accepted by the Standing Committee, in consultation with the chancellor and Finance Committee, before transfer.

The donor normally is responsible for obtaining and paying for an appraisal of the property.

- i. The appraisal will be performed by an independent, professional appraiser.

- ii. The appraisal must be based upon a personal visitation and internal inspection of the property by the appraiser. Also, whenever possible, it must show documented valuation of comparable properties located in the same area.
- iii. The formal appraisal should contain photographs of the property, the tax map number, the assessed value, the current asking price, a legal description of the property, the zoning status, and complete information regarding all mortgages, liens, litigation, or title disputes.

The diocese reserves the right to require an environmental assessment of any potential real estate gift. The cost of the environmental assessment would be paid for by the buyer before acceptance by the diocese.

Gifts of property to the diocese will be taken on a case-by-case basis. The property must be transferred to the diocese prior to any formal offer or contract for purchase being made. In most cases, the diocese will not accept a gift of property unless there is a commitment to purchase from another buyer. The diocese would not take the transfer of the property until just before purchase after all contracts have been approved.

The donor may be asked to pay all or a portion of the following:

- i. Maintenance costs
- ii. Real estate taxes
- iii. Insurance
- iv. Real estate broker's commission and other costs of sale
- v. Appraisal costs

5. Life Insurance

A gift of a life insurance policy must be referred to the Diocesan Council prior to acceptance.

- If the gift is a paid-up policy, the value for gift crediting and accounting purposes is the policy's replacement cost.
- If the policy is partially paid up, the value for gift crediting and accounting purposes is the policy's cash surrender value.

6. Tangible Personal Property

Any gift of tangible personal property shall be referred to and accepted by the Finance Committee and Diocesan Council prior to acceptance. The diocese reserves the right to decline a gift of personal property.

- A gift of jewelry, artwork, collections, equipment, and software shall be assessed for its value to the diocese, which may be realized either by being sold or by being used in connection with the diocese's exempt purpose.

- Depending upon the anticipated value of a gift, the diocese may require a qualified outside appraisal to determine its current market value.

The diocese shall adhere to all IRS requirements relating to disposing of gifts of tangible personal property and will provide appropriate forms to the donor and IRS.

7. *Planned Gifts*

The diocese encourages planned gifts in its favor through any of a variety of vehicles:

- Charitable gift annuity (or deferred gift annuity)
- Pooled-income fund
- Charitable remainder trust
- Charitable lead trust
- Bequest
- Retained life estate

The diocese does not have the staff or facilities to administer all of these gifts, but if possible, will work with the donor's attorney and other advisors to assist in accomplishing the donor's goals. In some cases, the Episcopal Church Foundation may be a resource.

The diocese (or its agent) shall not act as an executor (personal representative) for a donor's estate.

The diocese (or its agent) shall not act as trustee of a charitable remainder trust.

When appropriate, the diocese may invite prospective donors to consider the gift vehicles offered by the Episcopal Church Foundation (specifically, charitable remainder trusts, charitable gift annuities, and the pooled income fund) as well as its investment services. When any planned-gift-related documents, materials, illustrations, letters, or other correspondence are initiated, the following disclaimer should be included:

We strongly urge that you consult with your attorney, financial, and/or tax advisor to review and approve this information provided to you without charge or obligation. This information in no way constitutes advice. We will gladly work with your independent advisors to assist in any way,

All information obtained from or about donors/prospects shall be held in the strictest confidence by the diocese and its staff. The name, amount, or conditions of any gift shall not be published without the express written or oral approval of the donor and/or beneficiary.

The diocese will seek qualified professional counsel in the exploration and execution of all planned gift agreements. The diocese recognizes the right of fair and just remuneration for professional services.

The diocese, upon the advice of the Diocesan Council, reserves the right to decline any gift that does not further the mission or goals of the diocese. Also, any gift that would create an administrative burden or cause the diocese to incur excessive expenses may be declined.

2. MINISTRY & PROGRAM

2.1 PARISH TRANSITIONS

2.1.01 Clergy Licensing

Priests who are not canonically resident in this diocese must be licensed by the bishop in order to function sacerdotally. To be licensed, a priest must complete trainings by the diocese (i.e. Safeguarding God's Children).

Clergy, not currently licensed, who desire to serve in Western Michigan must also undergo a standard Oxford Documents background check. Oxford Document checks and licensing applications can be initiated by contacting the diocesan office. The cost will be billed to the cleric who may be reimbursed by a receiving parish.

It is the responsibility of the rector or vestry to ensure that any priest who is invited to supply in a congregation be appropriately licensed. Clergy who are not sure of the status of their license may contact the Diocesan Office Administrator.

2.1.02 Clergy Transitions

2.1.02a Retiring or Resigning Clergy

The following section uses the word "rector" but these guidelines apply to all clergy holding pastoral and sacerdotal oversight.

The relationship of the outgoing rector to the congregation has a profound impact on the capacity of the congregation to accept the ministry of the incoming rector. Therefore, not only are the parameters of retirement important but how "goodbyes" are said is also important.

- The outgoing rector must submit their plans for retirement in writing to the vestry and bishop no fewer than 90 days before the planned date of retirement. Exceptions to this rule are rare and at the discretion of the bishop or the ecclesiastical authority of the diocese.
- The outgoing rector may not attend worship, provide pastoral care, or officiate at any services of the church from which they are leaving. It is expected that the outgoing rector will worship at another Episcopal church or a different congregation of their choice.

- If it is the wish of a member of the congregation to have such ministrations rendered, it is incumbent upon the outgoing rector to refuse the request.
- The new rector may ask the outgoing rector to function as a supply priest. The outgoing rector may accept or refuse the invitation.
- During the time between rectors, the outgoing rector may not function as a priest in the parish without the permission of the bishop and at the request of the senior warden or interim rector.
- Because only the clergy are under the discipline of the bishop, these expectations apply, particularly to the priest. However, best practices indicate that the congregation is able to move forward with their life when the clergy person's spouse also lives into these expectations.

Adopted July 2007; Revised March 20, 2008; Revised March 13, 2021

2.1.02b Procedure for Parish Transitions

A parish transition begins when the rector or priest-in-charge informs the vestry of an intention to retire or resign, and the vestry and diocese step up to make plans that will result in the calling of a new priest to join the ministry of the parish. There are some canonical responsibilities that must be observed:

- Rector resigns in writing to the vestry and notifies the bishop.
- The senior warden notifies the bishop in writing (an email is acceptable) that the rector's resignation has been accepted.

The process for living in the transition begins. At the earliest opportunity, an appointment is made by the senior warden for the bishop and/or regional Canon Missioner to meet with the vestry. At that meeting, among other things, the leaders will discuss the best way for the congregation to engage the transition process. No two churches are alike and while there are best practices and a standard plan, the diocesan staff will work with the vestry to develop the plan to accommodate the context of the parish.

Notes on Saying Goodbye

Leave-taking can be challenging for both priest and people. Pay attention to it! The way a congregation says 'goodbye' to its rector will lay the foundation for engaging in ministry with a new rector. Be courageous. Celebrate and mourn well together.

There's more to transition than finding a new priest...

Healthy congregations call healthy clergy. The time of transition is a time to take the “temperature” of the congregation. It is a time of discernment: who is God calling to be the clergy leader to engage in Christian ministry with the congregation?

The Canons Missioner have developed a comprehensive process for clergy transitions, which has proved to be very helpful in ensuring success for parishes in their searches for healthy clergy.

Transition/Search Committee Roles

Transition Committee

This group is optional. Depending on the size of the congregation, the vestry can serve this function. The group needs to be a few individuals whose task is to assure that all of the elements in the transition process are completed. The Transition Committee may also, in concert with the vestry, define the tasks required of an interim rector and recommend a person to fill that position. The Transition Committee may also conduct the self-study of the congregation in order to develop the Office of Transition Ministry Portfolio and the Parish Profile.

Search/Discernment Committee

The Search Committee screens and interviews prospective priests, making a recommendation to the vestry according to the charge from the vestry. Members of the Search Committee should be chosen to include a broad spectrum of congregational life, be prayerful and discerning, be able to work confidentially in a small group and be available for regular meetings for 6 to 9 months.

Navigating the Transition Process

The regional Canons Missioner will assist congregational leadership and the search committee through the steps of transition. They can provide coaching, offer perspective, and help leadership be clear in communicating the congregation's story in ways that are forthright and less likely to be miscommunicated. The Canons Missioner have resources and can provide information on all aspects of the transition process. See Appendix B for a list of tasks and timelines.

The vestry selects and places great trust in the Search Committee, which reports regularly to the vestry, and screens and interviews candidates. The Search Committee will need the prayers of the congregation as it works through this process.

Congregational Self Study and Profile

- The profile tells the story of the congregation's past, present, and hopes for the future.

- It describes your neighborhood and how you relate to it.²
- It describes the qualities and qualifications you seek in your next priest.
- All members may participate.
- Data is collected, collated, and communicated back to the congregation in the form of a written profile.

The Office of Transition Ministry Portfolio

- This database of The Episcopal Church will capture and highlight the significant gifts and skills of a congregation.
- It is used to “advertise” your congregation to the larger church.
- It assists the Canon Missioner in finding appropriate clergy matches for the search committee.

Though this process may seem at times to take too long, experience has taught us that those parishes that are most successful in their call of a new rector are the parishes that have taken the time to move through various stages in the transition and follow the guidance of the diocesan staff and the Holy Spirit.

2.2 Safe Church: Protection of Children, Youth, and Vulnerable Adults

To protect the people of our communities against abuse, all congregations, cooperating ministries, and diocesan ministries of the Episcopal Diocese of Western Michigan are required to follow the policies and procedures titled, “*Safe Church: Protection of Children, Youth, and Vulnerable Adults*”³ which is available as a separate document on the EDWM website. The policy includes training requirements, background check instructions, building use guidelines, and much more.

2.3 Dismantling Racism

Objectives of Trainings & Skills Development for Congregations

For congregations of the diocese, the course of study on racism awareness and reconciliation is composed of three segments, designed to move a congregation through three phases:

Pre-Phase One (PP1): Being introduced to at least one aspect of racism by viewing a film or reading a book listed on the Dismantling Racism Resource List on the diocesan website.

² Congregations may consider the use of demographic data offered at no cost by the Episcopal Church at www.episcopalchurch.org/research-and-statistics.

³ <INSERT LINK TO APPROVED SAFE CHURCH POLICY DOCUMENT>

Phase One (P1): Understanding the history of racism: US origins of racism, institutionalization of racism, awareness of personal bias, both implicit and explicit;

Phase Two (P2): Committing to intentional personal and public change: role-play, active engagement, and conversation;

Phase Three (P3): Creating a parish plan and determining outcomes to be measured; designing follow-up activities to maintain momentum.

Opportunities to accomplish this transformation will be accomplished by congregations journeying through the three phases of the process:

Members of the congregation attend approved book studies, diocesan-approved institutes/workshops, community workshops to first receive historical and sociological background on the origins and institutionalization of racism. Following this, participants will write a one-page reflection on the impact that the information has had on them and share with others, face-to-face at the end of the activity or within a previously determined time frame.

Actively participate in interactive dialogue and discussion in small groups, using a series of real-world scenarios- a "What Would You Do?" activity. Participants will be required to analyze their decisions and explore the implications of a given action on all parties involved.

Members of the congregation work with parish leadership to create an action plan, developing ways to make the parish more intentionally inclusive. This plan should reflect more than just quantity - a number of any group of people - but more importantly, quality as well, meaning that all persons are respected, welcomed to contribute, and be actively engaged in the work of the parish.

We encourage parishes to begin development of an action plan once their vestry and clergy have completed Phase One.

Process

If true reconciliation is to take place, the required courses of study must be structured to facilitate a paradigm shift, moving participants and the church from mere awareness, through self-examination, structural analysis, and strategies for systemic change. Only then will skill development begin to grow.

Objectives of Trainings & Skills Development for Individuals

In addition to the above three-phase process for congregations, individuals are expected to undergo regular education. As approved by the 143rd Diocesan Convention in 2017, the Diocesan Council sets forth this policy and procedure beginning at the 144th Diocesan Convention in 2018, persons running for any elected diocesan positions must have completed an approved course of study on racial reconciliation within the prior three (3) years. While the Canons of the Episcopal Church require all seminary students to attend anti-racism training, it

will be expected of clergy and lay leaders that they repeat such work at least every three (3) years.

Training & Skill development is:

COMPULSORY for all clergy and elected lay leaders in the diocese, including the members of diocesan staff, Diocesan Council, the Standing Committee, the trustees, the Commission on Ministry, deputies to the general convention, and delegates to diocesan convention, as well as those in process for ordination to the diaconate or priesthood.

CRITICAL for paid staff, congregational lay leaders, such as wardens, vestry members, child and adult educators, music personnel, and youth program coordinators.

RECOMMENDED for all congregants in the Episcopal Diocese of Western Michigan,

We are linking fulfillment of the mandatory training and skills development especially to clergy being in good standing. Only ministry personnel in good standing may apply for call, appointments, or continued employment.

Because learning and growing is a journey, not a destination, additional courses for strengthening skills must be completed at least every three (3) years.

Satisfactory course approval will be determined by the Dismantling Racism Task Force and publicized prior to any workshop/presentation or other activity approved by the commission.

The task force will provide a list of approved courses via the diocesan website, including any diocesan-sponsored courses as well as approved external opportunities. All courses listed shall be classed by the task force as either Phase One or Phase Two level courses, according to the congregational process outlined above.

Following diocesan-sponsored courses, acknowledgments of participation will be emailed to participants following completion of requirements. After having completed an external course, the participant should forward documentation of course completion to update the person's records. If the course is not already on the pre-approved list, the individual is invited to submit it to the task force for consideration of approval.

Nomination forms for elected positions must include the course taken and the year of study. Should there be no qualified persons for any electable position, those positions will remain unfilled until qualified persons are identified.

[Approved by the Diocesan Council, October 2018; Updated March 13, 2021]

2.4 Expenses for General Convention Deputies

In addition to the registration fees for the convention, each deputy and one alternate deputy in each order (clerical and lay), shall be funded for their own hotel room, at the lowest possible

rate. Reimbursement shall be for the days in which the General Convention is in session and any related pre-General Convention committee meetings plus one additional night at the beginning and the end of the convention. Rooms shall be billed to a master account in the name of the Episcopal Diocese of Western Michigan.

A per diem expense will be determined by the Diocesan Council prior to each General Convention.

Air travel shall be paid for round trip, coach class only, lowest day airfare available, plus ground transportation to and from the airport closest to home, and the convention site. Air travel shall be billed to a master account in the name of the Episcopal Diocese of Western Michigan.

Travel by car will be reimbursed at current IRS reimbursement rates to a maximum of the lowest day airfare available, plus road tolls and parking expenses.

Travel by train (round trip) will be reimbursed to a maximum of the lowest day airfare available, plus ground transportation to and from the railroad station closest to home, and to and from the convention site.

2.5 Guns & Firearms

The Diocese of Western Michigan reaffirms the historic teaching of the church; acts of violence, destruction, and murder are incompatible with the will of God, and the message and person of Jesus Christ, and have no rightful place in our society, especially sacred places.

The church has a long tradition of providing sanctuary and refuge to all. Therefore, the Episcopal Diocese of Western Michigan does not permit any clergy, staff, clients, students, volunteers, and visitors, to carry a weapon on the premises of any property or facility owned or operated by a church. This prohibition does not apply to certain exceptions as allowed by law.

The following are guidelines for keeping our churches and organizations safe:

1. Churches and organizations should post notice at every entrance to a building or campus.
2. Churches and organizations may employ a peace officer. These officers are trained to respond to threats, including from armed intruders, and understand the degree of force necessary in various situations. When an officer responds, at whatever level, he or she is serving in the capacity of a law enforcement professional, with the legal safeguards that apply.
3. Churches and organizations may consult with local police departments to learn what measures should be taken to prepare for emergency situations, including when an intruder enters the building or threatens harm. The police can assist in the development of a contingency plan including periodic safety drills.

In all instances, churches and organizations should be mindful of safety measures that can minimize risk to persons entrusted to their care and should undertake a careful review of applicable policies.

Adopted 6/18/16 by Diocesan Council.

2.6 Politics and the Pulpit

The Episcopal Diocese of Western Michigan values and defends the protections afforded by the First Amendment to the United States Constitution and encourages its clergy and laity to contribute opinions frequently in public discourse on moral and religious matters. Clergy and lay leadership should familiarize themselves with resolutions adopted from time to time by the General Convention of the Church and by the diocesan convention concerning matters of public interest, such as discrimination, diversity, economic development, the environment, equality, family planning, health care, human rights, immigration, international relations, justice, labor, racism, terrorism and other matters of national concern, and decide for themselves which policies should be publicly espoused, defended or opposed.

All members of the diocese should be aware, however, that Congress has placed certain restrictions upon the political activities of churches and other tax-exempt, non-profit organizations which are considered to be more than just expressions of religious or moral opinion and constitute interference in the democratic process. (See "Political Campaign Activity" in IRS Publication 1828 Catalogue 21096G of the Department of the Treasury found at www.irs.gov.)

The basic rules can be summarized as:

- No church or minister, when speaking for the church, shall make any endorsement of any particular candidates for public office;
- No "substantial part" of any tax-exempt entity's resources may be dedicated to attempts to influence legislation (i.e., lobbying).

Questions concerning the limits of protected religious speech and advocacy may be addressed to the appropriate Regional Canon Missioner or the chancellor.

2.7 Alcohol, Drug, and Tobacco Policy

Church Use Policy

With the exception of residential, private living spaces, while on the premises of a facility of the Episcopal Diocese of Western Michigan and/or while conducting business-related activities off the premises, no employee may use, possess, distribute, sell, or be under the influence of marijuana, illegal drugs, or alcohol (except communion wine and as stated below in Section headed “Alcohol at Church-Sponsored Events” regarding social activities), engage in the unlawful manufacture, distribution, circulation, possession, use of illegal drugs or abuse of prescription medication or alcohol. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Congregations are encouraged to consider the section titled “Workplace Conduct - Drug & Alcohol Abuse” within the Personnel Policy section of this manual as a model policy for their use.

Alcohol at Church-Sponsored Events:

From time to time, alcoholic beverages may be served at church or diocesan social activities. In these cases:

1. Moderate use of these beverages is acceptable; immoderate use is not.
2. Applicable Federal, State, and local laws shall be obeyed.
3. Alcoholic and non-alcoholic beverages should be clearly labeled.
4. Non-alcoholic beverages must always be available and served in equally attractive and visible ways as alcoholic beverages.
5. Food must always be served at events where alcoholic beverages will be served.
6. The availability of alcoholic beverages shall not be publicized as an attraction to the event.
7. These guidelines also shall apply when alcoholic beverages are served on church premises at functions where employees are not present.

Smoking and Tobacco Policy

The diocese is committed to providing a tobacco-free and smoke-free environment to protect the health and comfort of all people who use diocesan facilities and/or services. Therefore, smoking and the use of tobacco or marijuana products are not permitted at any time on any premises owned by, leased by, operated by, borrowed by, used by, or otherwise under the diocesan jurisdiction (including but not limited to vehicles, parish halls, office space, offices, camps and conference centers, seminaries, schools, or any other location at which employees perform services).

An exception is extended to residential, private living spaces. However, in those cases, individuals are strongly encouraged not to smoke inside church-owned buildings. In circumstances with shared living spaces, consideration should be given to the effects of

secondhand smoke, especially on children. A local parish or organization with oversight of the property may choose to establish more stringent policies.

2.8 Electronic Documents Retention

Church business communicated via email is official correspondence. Legal statutes and best practices dictate the length of time such correspondence must be retained for archival and legal purposes or reference.

Therefore, congregations are strongly urged to establish unique email accounts for each of their elected officers (senior warden, junior warden, clerk, and treasurer) that are used for official church business. The email accounts may either be tied to the congregation's domain name (e.g. srwarden@stswithins.org) or with an internet service provider (e.g. srwardengracechurch@gmail.com). Control of the accounts and passwords shall be turned over to new officers upon their election. It is recommended that in real-time or at least prior to turning over control of the email account, church leaders print copies of any correspondence deemed of particular value and archive them with other paper documents (e.g. personnel files, audit documents, vestry records, etc.)

Congregations are advised to consider the Episcopal Church Archives Manual⁴ how to organizing and retaining electronic records.

⁴ [*Records Management for Congregations: An Archives Manual for Episcopal Parishes and Missions*](#), 2014

PERSONNEL POLICIES

3.1 - THE OFFICE OF THE BISHOP

Employment by the Episcopal Diocese of Western Michigan is “at-will”: either you or the diocese may terminate your employment at any time, with or without cause or notice. Therefore, this handbook does not constitute an employment contract or guarantee and should not be viewed as a total statement of your policies. Instead, it is a general guide to some important employment considerations. You should consult your supervisor if you have any questions about matters, covered or not covered, in this handbook.

Of course, changes in conditions may require us to supplement, modify, or eliminate policies described in the handbook to meet the needs of our employees or to respond to organizational shifts. While we try to give notice of such changes, either by an announcement or memorandum, this may not always be practical. It may also be necessary to deviate from customary practices in certain unanticipated circumstances. We reserve the right to make such changes at any time and without prior notice.

3.1.1 EMPLOYMENT AND COMPENSATION

EMPLOYEE DESIGNATIONS

| | |
|-------------------|--|
| Exempt/Non-exempt | An employee’s exempt or non-exempt status will be specified in their letter of agreement. Exempt employees who work hours in excess of their minimum per week will not be paid at overtime rates. |
| Part-time/hourly | Employees who are scheduled to work fewer than 30 hours per week. Employees in this category will be paid based on their agreed number of hours a week. Additional time spent, on prior approval of their supervisor, may be “banked” and used as time off at a later date. Banked time will not be carried over from one year to the next. Part-time employees are not eligible for benefits, except when required by canon. Hourly employees will be paid time and a half only when working more than forty hours per week. |
| Temporary | Employees hired with the understanding that their employment will be terminated on a specific date or at the completion of a specific |

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|--|---|
| | assignment. Whether full-time or part-time, they are not eligible for benefits. |
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SALARY ADMINISTRATION

Employees are paid on the 15th and the last day of the month. Direct deposit of paychecks is required.

Exempt employees are not eligible for overtime pay.

All employees will communicate with one another and their appropriate supervisors to coordinate their plans to take vacation and other PTO.

Part-time employees must submit a timesheet to their supervisor on the 1st and 15th of the month, indicating time worked, and PTO taken. For purposes of recording paid time off (PTO), the Average Daily Rate for each part-time employee will be calculated as the number of hours expected per week divided by the number of days expected to be in the office. (For example, an 18-hour week with an expectation of three days in the office will mean an Average Daily Rate of 6 hours per day.)

The diocese deducts Social Security and Medicare taxes for lay employees as required by law. Other elective deductions (state and federal taxes) are made with the employee's consent.

EXPENSE REIMBURSEMENT

With the prior approval of your supervisor, the diocese may reimburse you for any reasonable and necessary job-related expenses (i.e. travel, meals, etc.) You must submit appropriate documentation of these expenses to the Chief Financial Officer and Benefits Administrator.

TERMINATION OF EMPLOYMENT

The diocese requests two-week advance notice of resignation in writing.

Important information about final pay disbursement, benefit termination or conversion, and other matters will be discussed at an exit interview. Any diocesan property must be returned at termination of employment.

3.1.2 TRAINING AND PERFORMANCE STANDARDS

ORIENTATION PERIOD

The first three months of employment with the diocese are an orientation period. Orientation is a time to introduce you to our organization, our employment values, and your co-workers.

During your orientation (or as soon as they are offered) you must complete training required by the diocese (i.e. Safe Church: Protection of Children, Youth, and Vulnerable Adults; Dismantling Racism). The diocese periodically offers these programs at no cost to you. Time taken to attend is considered regular work time.

Orientation gives you an opportunity to learn about and adjust to your job. It is also a time for your supervisor to evaluate your performance.

CONTINUING EDUCATION

Continuing education for clergy will be given according to the canons.

Continuing education for lay employees will be allowed at their supervisor's discretion and are expected to be part of a formal program.

SPIRITUAL DIRECTION

Diocesan employees are encouraged to develop their spiritual lives. Appointments for spiritual direction may take place during working hours.

PERFORMANCE REVIEWS

As an employee of the diocese, you are expected to manifest behavior that is in accordance with our principles and guidelines. Your performance must reflect adherence to our values as well as meet the requirements for the position.

Generally, performance review discussions are held annually. Your supervisor will ordinarily conduct the review.

It must be understood that performance reviews do not create any specific legal rights and are not intended to modify the "at-will" nature of employment with the diocese.

The employee or the diocese may terminate employment at any time, with or without cause or notice. While it is not required, two weeks notice is requested for resignations.

WORKPLACE CONDUCT - DRUGS & ALCOHOL ADDICTION

It is the Episcopal Diocese of Western Michigan's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work and remain at work in an appropriate mental, emotional and physical condition to perform all of their assigned duties and responsibilities.

The following are the elements of the diocesan policy:

1. *A Pastoral Approach.* Alcoholism and other forms of drug dependency are illnesses, which are treatable and should be approached not with punitive action but rather in a pastoral manner and be focused on recovery.
2. *Education and Communication.* Educational programs to inform clergy and laity regarding alcoholism and drug dependency can and should occur at a variety of diocesan venues, including clergy conferences, lay training workshops, parish programs (and those held at the Diocesan House). Diocesan publications can help create awareness of the problems involved, prevention techniques, and treatment options.
3. *Job Protection.* Job protection for those afflicted with chemical dependency and employed by the Church should be a primary concern where possible. The person who undergoes treatment should be afforded job security, both during and after treatment, while protecting the well-being of the congregation and/or diocese and workplace.
4. *Refusal of Treatment.* Job protection for employees (item 3) does not apply to chemically or alcohol-dependent persons refusing treatment or other help. Job suspension, and, if need be, termination, allows the chemically or alcohol-dependent person to experience the consequences of his or her actions. Implementing this policy for clergy refusing treatment is the joint responsibility of the bishop and others she/he chooses to participate in this process.
5. *Intervention and Treatment.* When the disease of alcoholism or other chemical dependency is recognized and later confirmed by competent professionals, intervention begins. Intervention involves a direct, consistent, and loving confrontation by persons who are significant to the chemically dependent person with that person. Intervention requires careful preparation with a trained professional and must be done systematically and non-judgmentally. The goal of intervention is to break the cycle of substance abuse, denial, and shielding by others and motivate the substance abuser to choose immediate treatment.

Procedure for Intervention and Treatment:

- Observation of behavior and keeping a note of incidents may lead you to believe that there is a problem. Signs may be evident but do not automatically assume that the problem is alcohol/drug-related but if problems persist, it should be further looked into.
- Where a supervisor/manager identifies a work performance or behavior indicator of possible alcohol and drug-related problems, they should raise this with the staff member and make them aware of the availability of support services.
- The manager should only deal with work-related issues and not try to diagnose the person's problem.
- They should keep factual and accurate written records of incidents and interactions with the employee. These records should be stored in a confidential file. The file will be anonymous until or unless suspicion is confirmed.
- The Episcopal Diocese of Western Michigan will endeavor to ensure that any employee who seeks help will be treated with discretion and in confidence.
- If work-related problems persist, the staff member may be referred to local support services specializing in substance abuse (including but not limited to rehabilitation and support groups) with their agreement. Employees may seek help from other sources if they prefer.
- The decision to seek help, agree to referral, and/or accept professional intervention will be the responsibility of the individual staff member, and refusal to do so will not influence any present or future promotion or disciplinary procedures that are unrelated to the situation at hand (see item 7 below for clarification.)
- Employees will be given the same sick leave and the same protection and employment rights as other employees with ill-health problems. Time off will be given for treatment or other specialist help or aftercare provided appropriate certification is submitted.
- Where, however, an employee's work performance or behavior remains unsatisfactory despite the availability of services, disciplinary action will begin in consultation with the diocesan chancellor. The employee will be entitled to representation at their own cost and due process.

It is incorrect to assume that nothing can be done until a chemically dependent person "hits bottom". Failure to intervene only allows the disease to worsen, thereby shortening life, damaging relationships, and making treatment more difficult.

The bishop, together with appropriate individuals, may assist with consultation and referral for intervention planning.

1. *Treatment Options.* In approaching the treatment of chemical dependency all of the following may be considered: medical treatment (detoxification), psychotherapy,

outpatient or inpatient treatment in private or public facilities, Alcoholics, and Narcotics Anonymous, a change of job, or, if necessary, in the case of diocesan or church employees, suspension from a position. In deciding on treatment please refer to the diocesan Health Insurance Policy to review which services would be covered. For family members, participation in treatment, aftercare, Al-Anon, or Alateen is highly recommended.

2. *Treatment Aftercare.* Terms such as “recovering alcoholic” or “recovering addict” refer to anyone who has acknowledged his or her chemical dependency, received treatment, and stopped all use of the substance(s) involved. It is clear that there can be no cure for chemical dependency, only recovery through abstinence and treatment. For most recovering substance abusers aftercare through regular participation in groups such as Alcoholics Anonymous and by support from family, friends, employers, and the Church is essential.

Employee Policy and Treatment

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted at the sole discretion of the bishop. The diocese recognizes that addictions prevent persons from being all that they can be and result in personal and institutional stress for those around the addicted person. In addition to those policies governing “leave” and the legally prescribed benefits to which each employee is entitled, those with addictions may receive the additional support of the diocese, to the degree that the bishop believes that the provision of this help and support is appropriate. The bishop may, at their sole discretion, provide supportive services to persons with addictions, including but not limited to, referral and support for addiction intervention, counseling, outpatient services, in-patient service and hospitalization, and ongoing support services. This may include support for families and employees directly affected by the behavior of the addicted person. The provision of these services may be limited by budgetary constraints and is at the sole discretion of the bishop.

E-MAIL AND INTERNET ACCESS

The diocese’s email system and internet connection are designed to facilitate diocesan communications and business. Some incidental use of email and internet access for personal use (as well as phone and texting) is permitted but is a privilege that may be limited or revoked. Employees are expected to abide by the generally accepted rules of computing and network etiquette. All data and electronic messages are the property of the Episcopal Diocese of Western Michigan, which reserves the right to examine any communications, computing, or memory storage system at any time.

ATTENDANCE AND ABSENCES

ATTENDANCE

Because your job is important to the daily operation of the diocese, regular attendance and punctuality are essential. The diocese recognizes that certain absences due to illness, medical appointments, or other personal business may be unavoidable.

If you are going to be late or absent from work, you must notify your supervisor promptly. Any absence for a reason other than accident or illness requires prior approval from your supervisor.

The bishop or ecclesiastical authority will designate a staff person to be responsible for the administration of vacation records and the records of an employee's absence from work.

Full-time employees are generally expected to work at least five days a week and with at least one 24-hour period of Sabbath time. They will occasionally be required by their supervisor to be present for events outside of their regular working hours and may take compensatory time.

Part-time employees will establish with their supervisor their expected working hours and days. When special events require additional hours, they may make arrangements with their supervisor for banking the extra hours or in some cases to receive extra pay for the time spent at the event.

PAID TIME OFF (PTO)

Each employee will be allocated a number of days of PTO per year, depending on their employment status and years of service. This PTO is to be used for the following purposes:

- Planned vacation
- Sick days
- Personal business and appointments
- Bereavement leave (at the discretion of supervisor)

PTO is to be taken at a minimum of half-day increments by full-time employees and may be in one-hour increments for part-time employees.

All employees are expected to make all efforts possible to attend and participate in staff events that their supervisor asks them to join. This may include weekly staff meetings, staff retreats, and diocesan events. Appointments and other PTO are to be scheduled to honor these special attendance requirements.

Full-time employees will receive 25 days per year of PTO. In the first year of employment, the number of days allowed will be proportionate to the time on the job.

Part-time employees are entitled to PTO depending on years of employment. Years are reckoned from January 1 following the date of employment; PTO prior to that date will be granted proportionally.

Part-time employees:

- 1st through 2nd years 3 weeks* per year
- 3rd through 4th years 4 weeks* per year
- After 5 years 5 weeks* per year

*A “week” will be equivalent to the number of hours worked in a normal work-week.

PTO must be taken within the year granted, and may not be carried over into the following year. Exceptions to this rule are at the discretion of the employee’s supervisor.

There is no option of exchanging unused PTO for pay.

SABBATICAL

Sabbatical time is determined within the employee’s LOA. During this time, the employee will continue to receive their salary but may be away from the office for activities of their choosing.

The purpose of a sabbatical is to provide a time of rest, refreshment, and further formation for the employee and their family as well as time for reflection on their work and dreams for future implementation. During this time, the employee receives all their normal compensation and benefits, and the diocese will provide for coverage of their role on staff during the sabbatical time.

Prior to taking their sabbatical, the employee is to submit to the bishop or ecclesiastical authority a written plan for the use of that time. While it is not expected that the employee will return from a sabbatical with a tangible ‘product’, it is reasonable to expect that they will provide a written report on their activities during the sabbatical, highlighting ways in which their spiritual journey and ministry have been impacted by the experience.

MEDICAL OR FAMILY LEAVE

A full-time employee who has completed six months of service is eligible for up to six weeks of paid and six weeks of unpaid leave during a 12-month period for any of the following reasons:

- To care for an immediate family member (spouse,, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

Upon return from leave, the employee will be reinstated to their position.

As a non-profit employer of fewer than fifty employees, the diocese is not legally subject to the provisions of the Family Medical Leave Act of 1993 (FMLA.) In the administration of this policy, however, its actions may be guided by the provisions and regulations of the Act.

PARENTAL LEAVE

This policy is based on Resolution 2000-C042 from the 73rd General Convention of The Episcopal Church. It is anticipated that the 81st General Convention will take action on this issue, at which point this policy may be re-examined.

Employees are entitled to leave for the birth or adoption of a child for up to eight weeks with salary and benefits. Up to four additional weeks may be taken without salary. The staff member may elect to use vacation leave or sick leave during this latter period.

JURY LEAVE

An employee who is called to jury or witness duty will be granted a leave of absence for the time required. The employee's supervisor must be notified of potential jury leave immediately.

A full-time employee shall receive the difference between their regular daily pay and the remuneration received for jury or witness duty during the same period. A court voucher must be submitted to the Chief Financial Officer and Benefits Administrator. However, the employee must report to work whenever available for two or more hours during the regular workday.

MILITARY SERVICE LEAVE

Employees active in reserve units will be granted a leave of absence and have their job rights protected consistent with current legal requirements. If you require a leave of absence, please contact the Chief Financial Officer and Benefits Administrator.

HOLIDAYS

The bishop's staff follows the same holiday schedule as that found in the bishop's covenant agreement:

- Martin Luther King Jr. Day
- Good Friday
- Easter Monday
- The Monday after the diocesan convention
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Thursday and Friday
- Time between Christmas Eve and New Year's Day, December 24-January 1

Full-time employees get these days off as part of their salary.

Part-time employees will be paid their average daily rate (the number of hours expected per week divided by the number of days expected to be in the office) when one of these holidays falls on a normal working day for them.

TERMINATION

On termination of employment, unused sabbatical time, PTO, and banked time (for part-time employees) are forfeited. It is up to the discretion of the supervisor whether severance will be offered.

REMOTE WORK

Remote work is an optional arrangement, in which diocesan employees may use their own homes for workspace.

Any special provisions for remote work outside of these policies should be made in the employee's Letter of Agreement, and in consultation with the person's supervisor.

Procedure

1. Either an employee or a supervisor can suggest working remotely as a possible work arrangement.
2. Remote work can be informal, such as working from home for a short-term project or formal, as will be described below. All informal remote work arrangements will be made on a case-by-case basis, focusing on the business needs of the diocese first. Such informal arrangements are not the focus of this policy.
3. The Episcopal Diocese of Western Michigan will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, photocopiers, etc.) for each remote work arrangement on a case-by-case basis. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Episcopal Diocese of Western Michigan accepts no responsibility for damage or repairs to employee-owned equipment. The diocese reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. Upon termination of employment, all diocesan property will be returned to the diocese.
4. Remote employees will ensure the protection of proprietary diocesan information accessible from their home office. Steps include, but are not limited to, the use of locked file cabinets, desks, secure routers, and regular password maintenance.

5. The employee may establish an appropriate work environment within their home for work purposes. The Episcopal Diocese of Western Michigan will not be responsible for costs associated with the initial setup of the employee's home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.
6. The Episcopal Diocese of Western Michigan will supply the employee with appropriate office supplies (pens, paper, etc.) for the successful completion of job responsibilities. The diocese may reimburse the employee for other business-related expenses such as phone calls and internet access. If services are shared, the diocese may reimburse the employee on a pro-rata basis.
7. The employee and manager will agree on the number of days of remote work allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or email within a reasonable time during the agreed-upon work schedule.
8. Remote employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the organization. Employees working remotely will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements, will require the advance approval of the supervisor. Failure to comply with this requirement can result in the immediate cessation of the remote work agreement.
9. Employees working remotely are expected to take seriously their attention to self-care and regular cessation of work for appropriate sabbath rest.
10. Remote working is NOT designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective remote workers are encouraged to discuss expectations of remote work with family members before entering into a trial period.
11. The availability of remote work as a flexible work arrangement for employees of The Episcopal Diocese of Western Michigan can be discontinued at any time at the discretion of the diocese. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, childcare, and other problems that may arise from such a change. There may be instances, however, where no notice is possible.

COMPUTER USE

To aid you in the performance of your job, access to email, computer files, internet, networks, computer software, and social media devices and software will be made available to employees.

The following policies apply to this access:

- The password protection of any computer program or data file is not permitted without prior authorization.
- All email transported through the diocese's network by electronic means shall be the sole property of the diocese.
- Our workplace shall be harassment-free and sensitive to our employees' diversity. With this in mind, no employee shall use a computer or email system...
 - To cause disruption, offend others, or affect morale.
 - To download or email sexually explicit images, videos, text, or drawings.
 - The use of computers or emails for ethnic slurs, inappropriate jokes, or material that another person may reasonably consider harassing or disrespectful. If you are aware of any violation of this policy, report the incidents to your supervisor or any member of your management team.
- Associate access to the Internet is intended for job-related activities. However occasional personal use is allowed as long as it does not interfere with your performance.
- Included in the diocesan records are all Internet Data that is received, sent, or written using any of the diocese's computer systems.
- Current law states we are required to show this information to law enforcement or other parties with proper legal authorization. For this reason, always make sure that this information and electronic mail, and other communications are accurate, ethical, and legal.
- All methods for accessing the internet within the diocese including technology, services, and equipment are the sole property of the diocese.
- The use of the internet by any employee to write, send, read, or receive anything that can be construed as discriminatory, offensive, threatening, obscene, harassing, intimidating, or disruptive to the workplace is strictly forbidden.

Unacceptable use includes, but is not limited to, comments and/or images of a sexual nature, gender-based comments, derogatory racial remarks, gender-specific language, or any other

language and other images that may offend someone on the basis of race, age, sex, religion, political ideologies, national origin, disability, sexual orientation, gender identity, or characteristic protected by law.

The following actions are specifically not allowed:

- Use of the diocese's time and resources for personal profit
- Theft, usage, or disclosure of another's code or passwords without authorization
- Unauthorized reproduction, downloading of software or electronic files
- Transmittal or posting of diocesan confidential material, trade secrets, or proprietary information to persons outside of the diocese
- Violation of U.S. copyright laws
- Violation of licensing agreements
- Actions that cause damage to diocesan image or reputation
- Exchange of pornographic materials using diocesan equipment

To ensure compliance with this policy by all employees, the diocese may monitor computer and email usage. The diocese reserves the right to record, monitor, and review your usage of the Internet when you are using diocesan-owned computer equipment and/or are connected to and/or through diocesan information and data management systems.

This policy does not apply to employees engaging in discussing workplace concerns based on concerted activities and mutual aid and protection.

Management and employees found to be in violation of this policy are subject to disciplinary action including possible termination of employment.

CREDIT CARD POLICY

The Chief Financial Officer and Benefits Administrator is authorized to obtain a bank credit card in the name of the diocese.

The authorized credit cardholders will be identified by the bishop.

Cardholders are expected to protect the card from loss or theft. If a credit card is lost or stolen, or if there is suspicion of any fraudulent activity, the credit card holder shall notify the Chief Financial Officer and Benefits Administrator. The Chief Financial Officer and Benefits Administrator will then contact the credit card company, and inform the bishop of the situation.

Cards left in the diocesan office must be kept in a locked drawer or file.

The credit card will be used only for ordinary and necessary business expenses incurred on behalf of The EDWM under the following conditions:

- The expenses must be a deductible type business expense as defined in IRS publication 463, pertain to a current diocesan budget activity and category, and be reasonable in amount.

- All charges for purchases outside of existing budget line items require pre-authorization.
- All charges for amounts equal to or greater than \$5000 require pre-authorization.

The following are authorized approvers:

- The Bishop of the Episcopal Diocese of Western Michigan
- The Chief Financial Officer and Benefits Administrator
- Others as may be designated by the ecclesiastical authority

The credit card may not be used to obtain cash advances without permission.

An original sales receipt or invoice and credit card authorization must show the name and location of the vendor, date of service, itemized list and cost of services or products provided, total cost, and signature of the cardholder.

- The receipt or invoice and credit card authorization must be annotated by the credit card holder to show the budget activity and category.
- The credit card holder must submit the original sales receipt or invoice and credit card authorization to the Chief Financial Officer and Benefits Administrator on a monthly basis.
- The Chief Financial Officer and Benefits Administrator or designee will review the sales receipt or invoice and credit card authorization and obtain any missing information from the credit cardholder.

The Chief Financial Officer and Benefits Administrator will monitor the online credit card account for consistency with information received from the credit cardholders.

The monthly credit card statement must be reviewed and processed to enable timely payment of the account without any interest or late charges.

The unopened monthly credit card statement will be sent directly to the Chief Financial Officer and Benefits Administrator.

The Chief Financial Officer and Benefits Administrator will reconcile the monthly credit card statement against the sales receipts or invoices and credit card authorizations received, and obtain those not yet received from the credit cardholders.

The Chief Financial Officer and Benefits Administrator will authorize payment.

Any charges made by the Chief Financial Officer and Benefits Administrator will be approved by a Canon Missioner.

The outstanding balance will be paid in full each month.

PURCHASING POLICY

Authorizations and Approvals

The term “procurement”, as used in this Policy, includes the purchase, lease, or rental of supplies, services, and equipment and contracting for services and construction, repairs, and improvements.

Funds must be available and sufficient in the appropriate account of the currently approved budget prior to the approval of the intended procurement. If restricted funds are used, the procurement must satisfy the restrictions for the use of those funds.

All procurements must be pre-approved by the appropriate authorized officials.

Contracts may only be executed after appropriate legal review by the diocesan chancellor or any special counsel so designated.

Real property may only be conveyed or encumbered with the approval of the bishop and Standing Committee.

Procurement records must be maintained in accordance with Diocesan Records Retention and Maintenance Policy.

Procurement Methods

Vendor lists should be developed and maintained for the procurement of each type of supplies, services, and equipment, normally used in the daily operations of the diocese, including emergency needs.

- The purpose of vendor lists is to minimize the search for qualified, reliable, dependable, and available vendors who can provide the desired procurement when needed and at a reasonable price.

Vendor lists should be reviewed and updated on an annual basis.

The approving official can not be the person who develops and maintains the approved vendor list.

For non-recurring small purchases less than \$1,000, competitive quotes are not required.

For procurements over \$1,000, but less than \$5,000, solicit face-to-face or telephone quotes from at least three different vendors. If less than three quotes were obtained, document the reason for those not choosing to quote.

- Award shall be made to the vendor providing the lowest price unless justified in writing and based on other specified factors that are in the best interest of the diocese.

For procurements over \$5,000, but less than \$25,000, solicit written quotes from at least three different vendors. If less than three quotes were obtained, document the reason for those not choosing to quote.

Award shall be made to the vendor providing the lowest price unless justified in writing and based on other specified factors that are in the best interest of the diocese.

Procurements over \$25,000 shall be made pursuant to a competitive bidding process. An invitation for bid shall be issued and include specifications and all contractual terms and conditions applicable to the procurement; including a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements outlined in the invitation for bids. An abstract of bids shall be tabulated. The diocese may at its discretion reject all bids and obtain new bids. As used herein, reference to "bid" also includes "proposal."

Procurement of professional services may be obtained through qualification-based procurement. The request for proposals shall identify the evaluation factors, where the price is not used as a selection factor. The most qualified competitor shall be selected based on such evaluation subject to the negotiation of fair and reasonable compensation.

Whenever bids are solicited, every effort must be made to include a quote from at least one minority-owned business.

Procurement Process

Procurement requests should be written, dated, and signed by the requestor and approving official. The request should show what is needed in enough detail and clarity so the approving official and the vendor(s) have no question as to what is wanted, e.g., description, quality, quantity, delivery instructions, selection factors, etc. The request should also show an estimated cost for the procurement and where it can be purchased.

The approving official must ascertain (1) that the purchase is necessary and appropriate to achieve the stated need; (2) that the estimated cost is reasonable for the stated need; (3) that there are no outstanding commitments to avoid budget overruns; (4) that sufficient and appropriate funds remain in the budget to fund the purchase; (5) that all other approvals have been obtained; and (6) that the appropriate procurement method is used.

The purchasing person will solicit quotes (bids) using the appropriate vendor list and procurement method,

Procurements must be inspected to ensure that vendors perform in accordance with the purchase agreement or contract.

- The inspection must be documented to include: date of inspection, who inspected, statement concerning the acceptance of the quantity, quality, and timeliness of the procurement provided, and whether the inspection was interim or final. The inspection must be done by a person qualified to do the work.

MOVE REIMBURSEMENT POLICY

Eligibility

Employees may be eligible for move benefits if they work at least 30 hours per week and are compensated on the regular payroll. Determination should be articulated in their Letter of Agreement.

Reimbursement Rules and Guidelines:

Moving and relocation are on a reimbursement basis only. Advance or direct payments will be considered on a case by case basis.

Reimbursements are limited to actual costs incurred up to the amounts allowed in this policy.

To be eligible for reimbursement, expenditures must be reasonable and necessary.

The following reimbursements may be considered:

Travel (actual or "final" move to new job location)

- Actual mileage reimbursed at current IRS standard, using the most direct freeway route between the originating location and the destination location

Transportation of Household Goods and Personal Effects

Common Carrier Moves: The actual costs paid for common carrier transportation of the employee's household goods and personal effects from the former principal residence to the residence at the new work location are reimbursable

Cancellation of lease

Limited to the lesser of one month's rent or the cancellation fee

Other items

As negotiated in the employee's letter of agreement

Reimbursements

Reimbursement will be processed through the payroll system and will be made in accordance with federal and state law. Moving expenses may be considered taxable income. Please consult your tax advisor. "Moving expenses" are defined as the reasonable cost of:

- Moving household goods and personal effects from the former residence to the new residence (including the common carrier), and traveling (including lodging but not meals during the period of travel) from the former residence to the new place of residence.

Self-Moves:

If the employee chooses to move themselves, the amount of the actual cost allowed will be included in the \$12,000 limitation. The following actual costs are reimbursable, within the \$12,000 total limitation, with appropriate documentation:

- Moving vehicle rental. Costs of renting a moving van, truck, trailer, hand truck, or other appropriate moving vehicles, equipment, and supplies are reimbursable.
- Purchase of such a vehicle or equipment is not reimbursable. The purchase of moving supplies, such as packing paper, boxes, or cartons may be reimbursed with appropriate receipts. The amount of any such purchases must not exceed \$500. The gas used by the rental truck during the move is reimbursable with proper receipts.
- Labor used during the move. Reimbursement is limited to a reasonable amount (the highest Federal or state minimum hourly wage) with a maximum total of \$500. Labor provided by the employee or the employee's immediate family member(s) is not reimbursable. A receipt from the individual employed, with signature and amount paid must be attached to the reimbursement request.
- Mileage. If a personally-owned or borrowed moving vehicle is used in the move, reimbursement is allowed at the mileage rate specified in the current IRS standard.
- Tolls. Tolls paid during the move are reimbursable provided the name of the facility (road, bridge, tunnel, etc.) is documented.

Non-reimbursable Expenses:

Costs not specifically allowed in this policy are not reimbursable, nor are actual miscellaneous and incidental expenses such as but not limited to baby-sitting, disconnecting and connecting appliances and utilities, care or transportation of pets, removing and installing antennas, carpet, and draperies, general cleaning, laundry or dry cleaning while in temporary quarters, and the cost to transport recreation vehicles such as but not limited to boats, snowmobiles, all-terrain vehicles, and motor homes.

Employee Responsibilities:

All expenses submitted for reimbursement must be actual, reasonable, necessary, and within diocesan guidelines. Each employee eligible for moving and relocation reimbursement is responsible for making all specific moving arrangements (i.e., times for pick-up and delivery, etc.) and for resolving any damage claims directly with the moving agent;

Completing a moving expense form for submission

Obtaining and submitting original receipts necessary to support all claims for reimbursement;
Submitting claims for reimbursement within thirty (30) days after the employee moves into the permanent residence

Remaining an employee of the diocese for a period of at least one year

Repayment Provision

If the employee elects to voluntarily leave the diocese within 12 months of relocation to the new site or is dismissed for cause, the employee is expected to reimburse the diocese for all costs associated with the move.

3.2 Confidentiality

All employees are responsible for safeguarding the confidentiality of information regarding the **Employer**, its operations, its employees, **[its parishioners,]** and any other individuals and organizations who use the **Employer's** services or are otherwise part of the **Employer's** community.

For purposes of this policy, "confidential information" is any information designated by the **Employer**, orally or in writing, as confidential and any information that the **Employer**, in its sole and absolute discretion, determines a reasonable person would be expected to keep confidential. For example, "confidential information" may include, but is not limited to:

- Records and non-public information concerning **[parishioners/individuals and organizations]** that use the **Employer's** premises and/or services (e.g., health and counseling information);
- Information concerning the **Employer's** operations (e.g., financial information and strategic plans);
- Information concerning the **Employer's** employees;
- Information concerning any pending or contemplated internal or external investigation, audit, or proceeding; and
- Any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect the **Employer** or a member of the **Employer** community.

A **Church** employee is expected to hold confidential information in a fiduciary capacity for the benefit of the **Employer**. Accordingly, during or after his/her employment with the **Employer**, the employee shall not use confidential information except in connection with their job responsibilities and are prohibited from disclosing confidential information to any person or entity outside the **Church** except for authorized business reasons or as may be required by law.

Further, the employee should take care to safeguard confidential information within the **Church** and not disclose such information to another employee and other **Church** officials, except on a “need to know” basis.

Employees who are unsure whether information must be kept confidential shall refrain from disclosing such information. Employees who have questions about confidentiality or privacy should contact **their supervisor**.

Unless the employee receives prior authorization from the supervisor, **they** are not permitted to remove from the **Employer** premises any confidential information.

Employees who violate this policy may be subject to legal action, as well as disciplinary action, up to and including immediate termination from employment.

Upon separation of employment for any reason, the employee will be required to return to the **Employer** all originals and copies (in any format including but not limited to electronic format) of any confidential information.

Nothing contained in this policy is intended to prohibit any required reporting under applicable federal, state, and/or local laws.

3.3 Dating & Pastoral Relationships

All clergy and lay leaders (as specified below) are prohibited from engaging in romantic relationships or sexual relationships with those with whom they have a pastoral relationship.

All supervisors and decision-makers are expected to act promptly and appropriately to prevent violations of this policy including retaliation against those who make a good faith complaint or those who participate honestly and in good faith in either an investigation of a complaint.

Definitions around Pastoral Relationships -

- A relationship between any clergy person and any person:
 - who attends a congregation or other ministry setting in which the clergy person serves;
 - who seeks ministry from or is supervised by the clergy person
- A relationship between any person and clergy person or any duly-appointed lay person, whether employee or volunteer, who is authorized to provide and does provide to such person:
 - counseling
 - pastoral care
 - spiritual direction or spiritual guidance

- ministration of any Sacrament (other than the distribution of the Bread and Wine by a lay person at a public service of Holy Communion)
 - life/leadership/peer coaching
 - supervision
 - learning of such person's confession, in the course of the duly-authorized ministry
- A relationship between any of the following ministers licensed under Canon III.4: Pastoral Leaders, Worship Leaders, Evangelists, Eucharistic Visitors, and Catechists and those persons they serve in the course of these ministries.
 - **Sexual Exploitation** - The development or attempted development of a sexual relationship between a person in any ministerial position, lay or ordained, and an individual with whom they have a Pastoral Relationship.

APPENDIX A

Rules of Order for the Diocesan Convention

Approved by the 146th Diocesan Convention, 2020

I. Preamble

- A. **Supersede Regular Rules.** These Supplemental Special Rules of Order for Virtual Attendance at Annual Convention (hereinafter, "these Rules") shall supersede the regular Rules of Order, and to the extent, they are in conflict with the regular Rules of Order, these Rules shall prevail.
- B. **Purpose.** The purpose of these Rules is to facilitate the calling and meeting of the diocesan convention of the Episcopal Dioceses of Eastern and Western Michigan in a situation where it is impractical to hold a face-to-face physical meeting of the Convention due to governmental restraints or as otherwise directed by the ecclesiastical authority of the diocese.
- C. **Interpretation of Certain Constitutional and Canonical Terms.** For purposes of Conventions governed by these Rules, these terms shall have the following interpretation:
 - 1. "Convention": The meeting of clergy and laity of the Dioceses of Eastern Michigan and Western Michigan conducted wholly or in part via remote electronic participation by its members
 - 2. "seat": The ability to participate in the Convention via an electronic connection
 - 3. "voice": The right to make oral statements during the Convention
 - 4. "vote": The right to cast an electronic poll vote or file an electronic ballot during the Convention

II. SPECIAL RULES FOR THIS CONVENTION

- A. The 26th Convention of the Diocese of Eastern Michigan and the 146th Convention of the Diocese of Western Michigan will meet jointly as one body with the exception that provision may be made for separate business meetings by each diocese.

- B. The joint session and individual business sessions will be via an electronic format.
- C. All actions taken during the Convention using the electronic format will be official actions.
- D. Actions taken at any joint session will be the action of each diocese individually and jointly.

III. ORGANIZATION

- A. The Joint session shall be chaired alternately by the designated Chair for each diocese. Any actions taken by the joint Convention regardless of who is the Chair is at the time will be the actions of each diocese.
- B. Each session of the Convention shall be opened with suitable devotions.
- C. The entire delegation of lay and clergy of any parish that has not properly turned in their parochial report for the preceding year, prior to the beginning of a diocesan or special convention, shall not have the right to vote at that Convention. Such a parish shall retain its right to seat and voice.
- D. The Secretary of the preceding Convention (or, in his/her absence, the Secretary pro tempore to be elected via vote) shall send out the names of the Parishes and Missions in union with the Convention; and the lay delegates from each shall present their certificates of election, which shall be referred to a committee on Credentials, appointed by the Chair, consisting of one presbyter or deacon and one layperson. However, at the discretion of the Chair, certificates of the election may be required to be sent in prior to the Convention and be referred to the Committee on Credentials immediately preceding the opening session of the Convention, thereby eliminating the reading of the names of the Parishes and Missions.
- E. The Secretary shall publish the names of the clergy entitled to seats in the Convention and shall enter into the Journal the names of those who are present.
- F. The Committee on Credentials shall report.
- G. Quorum and right to vote from time to time shall be determined based on clergy who have registered or answered present and lay delegates who have theretofore been seated by the Convention after the above reports.

IV. GENERAL

- A. Nominations from the floor will not be accepted.
- B. When nominations are made for any office, the names shall be recorded in the order in which they are presented.
- C. Elections
 - 1. The Elections Committee Chair shall cause all names proposed for offices that are to be filled by balloting to be entered into an electronic voting system. Separate ballots shall be taken for each office and shall be the order of the day from such hour as the Convention shall fix.
 - 2. In all elections, a ballot shall be void unless the number of votes cast on the ballot is equal to the number of vacancies to be filled.
 - 3. For any person to be elected to any office, they must receive a vote on a majority of ballots cast.
 - 4. If all offices on a ballot have not been filled after two ballots, then the person who received the fewest number of votes on the second ballot will not appear on the third ballot. If balloting continues, the lowest vote-getter will be removed from each successive ballot.
 - 5. A person appearing on a ballot may remove his/her name from the ballot at any time during the balloting process.
- D. In case the Chair withdraws from the sittings of the Convention, they shall appoint a Chair to preside during their absence.
- E. At any time before the final adjournment of the Convention, the Chair may, and if requested by any seven (7) members shall call for the reading of the minutes of the sessions just completed; and after such reading the minutes shall be corrected, signed by the Chair and attested by the Secretary.
- F. All substantive resolutions shall be in the hands of the Resolutions Committee by at least forty-five(45) days for Western Michigan and sixty (60) days for Eastern Michigan prior to the Convention. Resolutions arising out of any addresses to the convention, submitted by the Chairperson of the Resolutions Committee, are excluded from this rule. A majority vote shall be required to permit consideration of later resolutions.
- G. A joint resolution (a resolution considered by both dioceses sitting together) is in order. It must be co-signed by four clergy members and four lay members from each diocese. A joint resolution must be received in either diocesan office at least sixty (60) days before the Convention. If the resolution is submitted on time and in the proper form it will be considered by the joint Convention in the joint

business session of the Convention. Any resolution passed will be a resolution of both dioceses separately and jointly.

- H. No motion shall be considered as before the Convention until it is seconded and stated by the Chair.
- I. When a question is under debate, no motion shall be received, unless it is to lay on the table, to move the previous question, to postpone to a set time, to commit, to amend, to substitute, to postpone indefinitely, or to divide it, and motions of any of these purposes shall have precedence in the order therein named.
- J. A motion to amend by substitution shall be in order.
- K. A motion to amend, to substitute, or amend by substitution must be in written form and presented to the Chair when the motion is made.
- L. A motion to adjourn and a motion to lay on the table shall always be in order and shall be decided without debate. A motion to lay on the table shall require a two-thirds vote of the members present.
- M. A question being decided, it shall not be reconsidered at the same Convention without the consent of two-thirds of the members present nor without a motion being made by one of the majority on the prior decision.
- N. Every member present, when a motion is put, shall vote thereon unless excused by the Convention.
- O. The Convention shall vote by the electronic means approved by the Secretary.
- P. All committees shall be appointed by the Chair unless otherwise ordered by the Convention, and when they may deem it advisable, they may appoint on a committee, to report to the next Convention, a person qualified to be a delegate who is not a member of the Convention.
- Q. When a member desires to speak, he or she shall electronically raise their hand, be recognized, and address the Chair in an audible voice if capable. Each speaker will introduce themselves and their parish and have up to 3 minutes to speak. When three speakers in a row have spoken on the same side of the matter up for debate, the Chair shall determine if there are members who wish to speak on the other side of the matter. If no member requests to speak, debate will end.
- R. No member shall speak more than once on the same subject without leave of the Convention, except that the person making a motion may speak twice on that motion.

- S. Debate on any principle motion and subsidiary motions addressed to it shall be limited to a total of two minutes per person, unless a majority vote of the Convention shall change the limit.
- T. No member shall withdraw from the Convention without leave asked and voted.
- U. These rules of order may be suspended on a two-thirds vote of the members present.
- V. Robert's Rules of Order shall govern the proceedings of the Convention, except as otherwise provided hereinabove.

V. **Conduct of Meeting**

- A. Technical requirements and malfunctions. Each member is responsible for their audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
- B. Forced disconnections. The Chair of the convention may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting.
- C. Assignment of the floor. To seek recognition by the Chair, a member shall use the Zoom "raise hand" request and await recognition. Once the pending action is completed, the Convention Manager shall clear the online queue.
- D. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the Zoom Chat feature for so indicating, and shall thereafter wait a reasonable time for the Chair's instructions before attempting to interrupt the speaker by voice.
- E. Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the Secretary for this purpose, preceded by the member's name, parish affiliation and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., "John Smith, Rector of St. Swithen's, Stafford, 3:"; "Richard Roe, Holy Name, Millstone, 1"). Use of the online area designated by the Secretary for this purpose shall be restricted to posting the text of intended motions.
- F. Seconding of motions and related posts. Members responding "so moved" to a request from the Chair for a motion, or seconding any motion that requires a

second, must do so using the Zoom Chat feature without needing to be recognized by the Chair.

- G. Display of motions. The Secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Secretary, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
- H. Video display. The Chair, the Secretary, or their assistants shall cause a video of the Chair to be displayed throughout the meeting, and shall also cause display of the video of the member currently recognized to speak or report (if such display is permitted by them).

APPENDIX B: TRANSITIONS

The Transition Checklist

Although this process is presented in linear fashion, many of the stages overlap.

- Rector resigns
- Bishop is notified of resignation
- Sr. warden makes an appointment with bishop's office to meet with vestry to outline the process
- Bishop or designee meets with vestry to outline the process
- Farewell event for the rector
- Exit interview with rector and vestry - optional
- Mini self-study to determine clergy needs (interim, supply) after rector's departure
- Vestry submits year-to-date budget showing budget to actual operating expenses to bishop's office and cash/investment balance sheets
- Audit required before a call may be issued
- Vestry determines available finances for clergy compensation, including benefits
- Contract with interim cleric/schedule supply clergy
- Congregational self-study
- Parish by-laws reviewed by chancellor
- Written profile
- Community Portfolio (OTM) completed
- Vestry adopts profile and portfolio
- Vestry adopts a budget for the search
- Vestry appoints a search committee, including a chaplain
- Vestry gives "charge" to the search committee
- Search committee commissioned
- The search committee receives interview training thru the Transition Ministry Officer
- Diocesan Transition Ministry Officer provides names of rector prospects to the search committee
- Search committee screens/interviews prospective rector
- Background checks of clergy through bishop's office
- Vestry meets individuals who are visiting as final prospects
- Final prospects meet with the bishop
- Search committee discerns
- The search committee makes a recommendation to the vestry in accordance with the 'charge'.
- Senior warden contacts the bishop with the name of the individual to be called

- Bishop affirms call choice
- The senior warden issues the call
- Covenant agreement with new rector is signed
- Announcement to the congregation
- Search committee closure
- Closure with interim/supply clergy
- Welcome the new rector
- Mutual Ministry Review
- The transition committee celebrated and dismissed

Roles of the Discernment Team, Vestry, and Diocese

All: Pray for the Discernment Team, Vestry, Parish, and Diocese

DISCERNMENT TEAM (SEARCH COMMITTEE)

- Communicate regularly with the vestry and parish to share non-confidential information
- Be in regular contact with the diocese via the Regional Canon Missioner
- Draft parish profile and obtain approval by the parish vestry and the diocese
- Complete Office of Transition Ministry (OTM) Profile and obtain approval by vestry and diocese
- Receive candidate names and information from diocese
- Review candidate materials and screen candidates
- Draft initial interview questions for written responses (optional)
- Screen candidates
- Draft interview questions for phone/video interviews
- Conduct phone/video interviews
- Screen candidates
- Conduct second phone/video interviews
- Screen candidates
- Submit finalist(s) names to vestry
- Meet with finalist(s) when/if they visit

VESTRY

- Issue charge to the discernment team, including search budget, number of finalists requested, geographic range of search
- Receive regular updates of non-confidential information from the discernment team
- Approve parish and OTM profiles
- Complete audit of parish finances
- Update parish by-laws and have them reviewed by the diocesan chancellor
- Interview final candidates via video conference or bring them to parish for in-person interviews
- Schedule interviews of candidate(s) with the bishop and Canon Missioner
- Extend call to candidate
- Approve Letter of Agreement for the senior warden to negotiate with the new rector

DIOCESE

- Approve parish and OTM profiles
- Receive names of all applicants
- Screen applicants with their current canons to the ordinary and bishops
- Present names and information of approved candidates to the discernment team
- Interview final candidate(s) when they visit the parish
- Approve Letter of Agreement for the new rector

- Advise, train and guide the discernment team and vestry throughout the search process