

First Christian Church Board Minutes
 June 15, 2023, 7:00pm, **Action Items in RED**

Name	Position
Open Position	At Large Board Cabinet
Don Zobel	At Large Board Cabinet
Linda Stinson	At Large Board Cabinet
Mary Frederick	At Large Board Cabinet
Teanna McMahan	At Large Board Cabinet
Mary Cotton	Clerk of Board
Susan Latham	Deacon Rep. Board Cabinet
Chuck Varner	Elder Rep. Board Cabinet
Lee Mason	President
Matt Gordon	Sr. Minister
Janet Chenard	VP Finance
Beth Baird	VP Personnel – Shared & At Large Mbr
Tom Frederick	VP Personnel - Shared
Steve Herb	VP Program

Attendees:

Members: Teanna, Matt, Mary F, Mary C, Tom F, Tricia, Lee, Steve, Linda, Don

Absent: Susan, Chuck

Visitors: Emily

Devotion: Tom Frederick

Approve Minutes - All

1. Congregational Minutes January 22, 2023. Lee moved to approve the minutes as presented. Teanna seconded and all approved.
2. Congregational Minutes April 30, 2023. Don moved to approve the minutes as presented. Mary F. seconded and all approved.
3. Board Minutes April 3, 2023. Tom moved to approve the minutes as presented. Linda seconded and all approved.

Recap of Ancient Ways MOU Email vote – Lee

Name	Position	Ten Rivers MOU (02/14)
David Sisson	At Large Board Cabinet	N
Don Zobel	At Large Board Cabinet	Y
Linda Stinson	At Large Board Cabinet	Y
Mary Frederick	At Large Board Cabinet	Y
Teanna McMahan	At Large Board Cabinet	Y
Mary Cotton	Clerk of Board	Y
Susan Latham	Deacon Rep. Board Cabinet	Y
Chuck Varner	Elder Rep. Board Cabinet	Y
Lee Mason	President	Y
Matt Gordon	Sr. Minister	Y
Janet Chenard	VP Finance	Y
Tom Frederick	VP Personnel - Shared	Y
Steve Herb	VP Program	Y
Yes		12
No		1
No Record		0

Ancient Ways email vote was ratified by the Board as detailed above.

Review & Approve the FCC Employee Handbook – Tom

This is not a new document. It hasn't been reviewed by the Board or anyone except Matt and Personnel before now. Personnel wants to have it approved as a policy level document. Then we will continue to give it to our employees. They sign it and it is part of the new employee orientation.

We changed from 9 to 11 holidays to match the State list of holidays. We added a floating holiday. That would be worked out with other employees and Matt. It is a synthesis of our policies. Instead of asking them to read all the policies, we put notes as to policies that effect employees.

We need to be aware that when we change a policy that effect employees, then we need to update this policy as well.

Comments: Very good and comprehensive and not that long. Very good work.

Linda moved we approve the FCC Employee Handbook Policy as presented. Steve seconded and all approved.

Review & Approve Outreach Coordinator Position Description – Tom (see attached)

This is not a new position but one we've had in the past. Kevin Weaver used to be in this role. Now that we are having many non-profits in our building, we want to look into providing a similar service. We don't want to call it security. We didn't want to hire a security guard.

Stone Soup has agreed to fund a part of this position. The job would include patrolling before and after Stone soup nights so people do not stay around. This person would come on Sunday morning to clear out the area before church. We do not have money in the budget. The first step is to have a position description. This doesn't mean we are going to hire anyone yet. The position can be hired by Personnel without Board approval once the position is approved. Finance and Personnel would approve the hiring if it happens.

This would allow us the ability to do multiple things closer to the time we want for activities, such as memorial services, or marimba lessons, evening meetings, etc.

ACTION ITEM - Tom Frederick:

~ Include a more detailed sentence of the potential of less desirable clean-up responsibilities in the Outreach Coordinator Position Description such as may be found in the Custodial position description.

~ Add word "maximum of" to 20 hrs/week.

Don moved that we approve the position with amendments as directed by the Board (see Action Item above). It was seconded by Teanna and all approved.

Funding for Outreach Coordinator Position

for 6 months in 2023, July to December – Tom (see attached)

Tom read through this material presented on slides.

- We have had a similar position in the past
- Proposing 20 hours a week (possibly could be 15 hours/week)
- \$20/hour (dependent on skills and experience)
- Be present after Stone Soup times - People come and stay, need to be shepherded out of the building (purpose of Stone Soup MOU funding)
- Be present when the church is opening for staff, some of the office hours and activities in the mornings
- Valley Merchant Police does 'Rounds' at night - ~\$390/Month, 7 Days a week.
- Be available for scheduled FCC events, e.g. Memorial Service, - hour before and after the event
- The recently approved and signed Stone Soup MOU includes provisions for Stone Soup paying \$20/hour up to 20 hours per month (15-20 hours per month) for an FCC Security/Safety Employee
- We could, per the MOU, charge Stone Soup up to \$400/month for this service
- Details for Stone Soup coverage of a security person would be coordinated with Stone Soup leads
- We have had a similar position in the past
- FCC would hire, pay and manage the employee. A Security Services Company could also be explored.

Security Employee	2018 (Some funding from Stone Soup and CDC)	2019 (For Stone Soup Only)	2023 Proposal - Annualized	2023 MOU (From Stone Soup & annualized)	2023 Needed from FCC - Annualized
Budgeted	\$28,400	\$3,600	\$20,800	\$4,800 (~1.5 hours/Stone Soup Session)	\$16,000
Actual Costs	\$22,514	\$1,200	Tbd	Tbd	Tbd

Range of Dollars from Jefferson St. Distributions

Distribution Percent	Funds Generated Annually over 10 Years	Fund Balance Start to Finish
5% Annual Distribution	\$39K to \$38K	\$775K to \$756K
7% Annual Distribution	\$54K to \$44K	\$775K to \$612K
10% Annual Distribution	\$78K to \$47K	\$775K to \$441K

	10%		7%		5%	
	Distribution	End Balance	Distribution	End Balance	Distribution	End Balance
Year 1	\$77,500	\$732,375	\$54,250	\$756,788	\$38,750	\$773,063
Year 2	\$73,238	\$692,094	\$52,975	\$739,003	\$38,653	\$771,130
Year 3	\$69,209	\$654,029	\$51,730	\$721,636	\$38,556	\$769,202
Year 4	\$65,403	\$618,058	\$50,515	\$704,678	\$38,460	\$767,279
Year 5	\$61,806	\$584,064	\$49,327	\$688,118	\$38,364	\$765,361
Year 6	\$58,406	\$551,941	\$48,168	\$671,947	\$38,268	\$763,447
Year 7	\$55,194	\$521,584	\$47,036	\$656,157	\$38,172	\$761,539
Year 8	\$52,158	\$492,897	\$45,931	\$640,737	\$38,077	\$759,635
Year 9	\$49,290	\$465,788	\$44,852	\$625,680	\$37,982	\$757,736
Year 10	\$46,579	\$440,169	\$43,798	\$610,976	\$37,887	\$755,842

From Monica Myers Greenberg Discussion

We are going to move on this in July. We need about \$8,000 for 2023 and then \$16,000 for 2024. Stone soup would schedule the time in detail. It would be toward the end of the meal staying after to help people move along with their belongings. Of course, as with all MOU's, it can be adjusted at the end of the year since it is an annual agreement. It might vary by which day. Our needs will vary as well when we have events.

It was mentioned that if Stone soup decided not to support this position at the end of the MOU period in July, 2024, we would retain responsibility for an employee. Finance would work on changes remembering that there needs to be concern for our commitment to the employee before hiring.

Review of the DRAFT MOU Writing process & Expectations of Board Member - Emily, Lee (see attached)

Emily, Tom F. and Lee are working on an MOU writing process. The draft was sent to the board for input. They divided the process up in chunks, and then worked through those chunks. We will have phases but it turned out to be longer than desired. It is shorter now. Outstanding is an MOU for Harm Reduction who is using the Bus Driver room.

ACTION ITEM: Draft MOU Writing Process Team

~There was a plea for a board member to join. They also need another member from Finance.

The intent is to start the discussion with the Board as soon as possible. Comments came back that it was a very good draft document. The Board looks forward to the final version. Lee shared some concerns in a PowerPoint presentation he collected during the process.

- A concern was expressed by one Board Member with the Ancient Ways MOU.
 - The concern stemmed from two parts:
 - A few of the beliefs stated by Jaiaen Beck of Ancient Ways on their website.
 - FCC being recognized as providing an "in-kind donation" to Ancient Ways might be construed by some as support of her beliefs.
 - Impact on the MOU process
 - Several of us felt that the primary objective in finding a community partner with which to develop an MOU was that our Missions aligned.
 - We felt it impractical and intrusive to question partners as to their "beliefs."
 - We felt that Jaiaen's interest in non-traditional medicine showed support for the culture of the peoples which she serves.

- Is there general agreement within the Board on this approach?
- It was felt by some that the Ancient Ways MOU process was rushed, while others thought it as taking too long.
 - Hence, we have tried to create some timing expectations for the MOU process.
 - To shorten the cycle, we have established a couple of checkpoints where we will be asking the Board for email comments and/or approvals.
 - This is due to the fact that the Board (unlike Finance or Program Cabinets) does not have regularly scheduled meetings.
 - Due to the available space being filled, it's relatively unlikely that we will be using this process soon.
 - Exploration phase:
 - To proceed to the Writing phase requires the approval of the First Christian Church Program Cabinet, Finance Cabinet, and Board. The primary criteria for approval is whether the organization's Mission is in alignment with FCC. The Board will have one week to provide feedback.
 - Writing phase:
 - Once a draft of the MOU is available, the Board will have two weeks to provide comments. This is the primary timeframe for Program, Finance, and Board input.
 - Voting phase:
 - Once the MOU has been approved by both the Finance and Program Cabinets, the Board will have two weeks to vote.
- Now that we have multiple MOU's in place, several folks have observed the broad range of "discounts" on the \$/sqft rental rates being paid by our Community Partners.
- This is due to the current practice of telling the partner the Market Price rent and then asking what they can afford to pay.

The gray ones are using space that we cannot use at all now that they are there. The other ones are shared spaces.

FCC Community Partners - 2023

Community Partner	\$/Sq. Ft	Rent	Market Value	Discount	In-Kind Donation - Annual
We Care	\$1.50	\$300	\$360	16.7%	\$720
Ancient Ways	\$1.50	\$285	\$570	50.0%	\$3420
Ten Rivers	\$1.50	\$300	\$700	57.1%	\$4800
Stone Soup	\$1.50	0	\$424	100%	\$5089
Jackson St	N/a	XXX	XXX	XXX	XXX
12-Step Groups	N/a	Donate	N/a	N/a	N/a
AYSO	N/a	Equipment	N/a	N/a	N/a
Yoga	N/a	N/a	N/a	N/a	N/a
Tai Chi	N/a	N/a	N/a	N/a	N/a

Table courtesy of Tom Frederick

The Church Community Presentation - Emily Herb

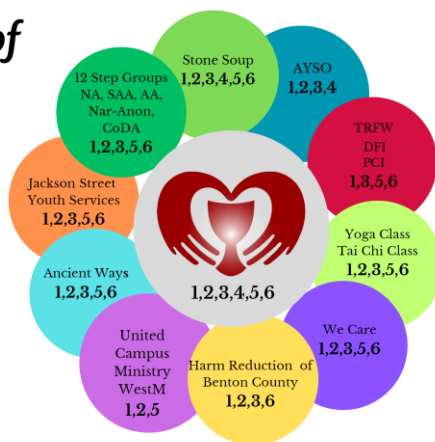
The partnerships are complex. These items are true for all.

1. We as a church cannot have a landlord/tenant relationship with groups or individuals with whom we do not have some level of shared values or mission unless we want to pay taxes on the money we collect from them.
2. Everything we do is mission & ministry.
3. These are mutually beneficial partnership – complex, diverse, and entirely outside of the model of business most people are familiar with.

A Community of Communities

Sharing differently with each:

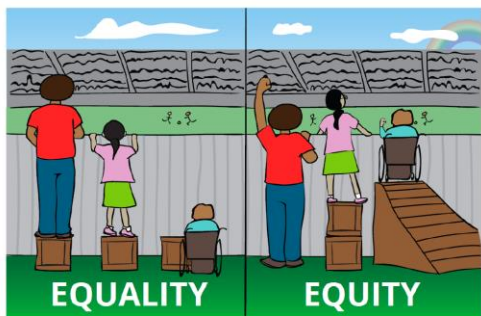
1. Values and Missions*
2. People (members, volunteers, participants)
3. Space
4. Tools and Equipment
5. Money
6. Office Support/Staff



How do we decide if a group matches our mission (in order to not have to pay income tax). Start with our Mission statement. It was easy in the Next steps meetings to bring up a list of our values.

We are and will be a community of communities. Sharing values and Mission is the only thing we have to share in order to have a mission relationship. *(Clerk's Note: See Policy 320 Vision Statement presented by Emily)* We share support and resources; additional work for Becca and House & Grounds. For example, We Care will clearly share resources. Tai Chi is a church program that is bringing in money. Matt sets it up so we share staff. We do not want to look at this as a way to get people in the pews, but it does happen.

We share differently with each group. All groups have different amounts they share with us. Our Christian values are at the heart of what we do and how we decide to involve, participate and share with these groups.



This is an amazing opportunity to live out our Christian values in the heart of Corvallis. We are the center of the First Christian Church Community. Our mission and values are our guide. Mission and ministry is our work. Our relationships do not have to be the same to be equitable and life giving for all the members of the community. Within our diverse "community of communities" we have more potential for meaning, strength, and resilience as well.

Discussion:

Should some "discount" guidelines be established? It was suggested we have some bottom line for the discount. Part of the reason we are doing this is to raise some money. Maybe there should not be 0% contribution in the relationship. Some were concerned that Stone Soup has 0%. It was explained that they have paid for many building improvements and maintenance over many years. Some don't want to take options away from the process.

Don shared that he did research on market value. Some were 1.25 – 1.58/sq ft. Don noted that he had a conflict of interest since he is on the We Care Board as well as ours and will abstain from voting (*per our Conflict of Interest Policy*). The market rate is about \$1.50/sq. ft/mth for office space in Corvallis. Lee also researched this and agreed.

We need to be careful about using the word "Rent". Be sure to use "donations". Our guideline is telling them the market rate and then have them take it back to their organization to discuss what they can do in their budget. It is a negotiation or a collaboration. We want to create a relationship model as opposed to a business model. Finance or Program can still say this might not be acceptable.

The concern that people might get the idea that we are aligned with the owner of Ancient Ways as stated in her Biography, for example.

Emily explained she believes it is not our intention to know individual personal beliefs, but we want to know the organization's primary mission. If we are uncomfortable with the values of an organization, then we do not want to have that group in our building. Most groups do not put personal Bios on their websites. We do not do any kind of background check with anyone in our building including each other. Everybody being welcome is important to us. We don't decide which beliefs are acceptable in our church. Someone with totally different vision and mission could be on the board of a group we rent to. We don't do checks of personal beliefs of individuals, but of the mission they perform. For members, we still accept people in our worship, but not necessarily renting or using our building unless the organization they represent has a shared mission.

We Care MOU - Emily (see attached)

Steve reported that Program cabinet did approve the We Care MOU by email prior to this meeting.

We Care has more volunteers and staff than the other groups. We care will have more people with keys. We have a door key issue that we need to deal with as a church. We are handing out quite a number of keys. There are solutions, but they are costly. Sometimes they work on Fridays when both interior and exterior doors are locked. Only one person needs to be able to get into the building. She needs access at all times. She's an employee of We Care. Most others work 10-1 on Mon-Thur. We may need another external key for Friday. At most, 2 people.

Matt has been working with Bruce (H&G) and they have some people coming for estimates and ideas. For example, a lock box, for example (such as those used in real estate).

Finance Cabinet moved we accept this MOU as presented. Linda seconded and all approved except for one abstention.

Review of the Stone Soup MOU - Matt, Lee (see attached)

Finance and program both approved. Lee added a section for in-kind donation which was not passed by Finance and Program. But we can amend it here. It is similar to the ones in the other MOUs.

ACTION ITEM: Emily Herb, Lee Mason, MOU COMMITTEE

~Fix verbiage of all MOU's to not use the word "rent". These are donations or contributions that are voluntary and should be not associated with a business income.

Lee moved we approve the amended version of the Stone Soup MOU. Matt seconded and all approved.

Questions on Cabinet & Minister Reports: Lee

None

ACTION ITEM: Board Members Mark Your Calendar:

NEXT MEETINGS:

Board Meeting Oct 2, 7pm

Closing Prayer - Matt

Respectfully Submitted,
Mary Cotton,
Clerk of the Board

Appendix

Finance Cabinet – Report to the Board, June 15, 2023

Items being brought forward for Board discussion/vote:

- Recommending We Care and Stone Soup MOU's for approval;
- Personnel presenting a new position description for an Outreach Coordinator (no plans to hire yet until funding determined beyond Stone Soup support);
- Board approval needed for updated Employee Handbook (Personnel will present);
- Need to add approval of Tricia Martin as a check signer (Ann trained her!) to the Board minutes for the bank.

Summary of Information:

Since the last Board meeting on April 3rd, Finance met on May 8th and June 12th via Zoom; highlights of those meetings follow:

Year to date financial highlights (based on Fin Secretary and Treasurer's Reports):

- As of the end of May the General Fund balance was \$22,831, with \$114,515 in income and \$106,980 in expenses for the year-to-date. Building Use and Office Space donations, plus interest income are all ahead of budget. We are waiting on a Minister's health insurance budget refund that should bring this expense more in line with target; some larger expenses which are currently over budget include Natural gas (60%), Maintenance & Repair (70%) and payroll for Nursery Attendants.
- As of the end of May collections from the 29 Estimates of Giving for 2023 were at 53% (same as last year), for a total of \$77,418.
- 12 units were on target, 8 units were ahead, and 9 units were behind.
- \$1,160 in faith income (5%) and \$7,729 (39%) in Loose Offerings has been received YTD.
- Lauri Morris heading to Ecuador on mission, fully funded by donations!
- On the Personnel front, we are looking at options for a new custodian or custodial contract, as well as a Volunteer Nursery Coordinator.
- Highlights of the house and grounds work the past few months were:
 - Split air system for Room 14 (Stone Soup room) has been installed and inspected; and
 - Broken window in kitchen was replaced;
 - Bruce and Steve installed new LED light fixtures in McLean Hall; and
 - Sound baffling installation was completed and is GREAT!!
- Two more [rental MOU's](#) were agreed on with Ancient Ways and WeCare in respect of FCC rooms 30 and 34 respectively, which together will produce \$7,020 in annual rent, as well as "in-kind donation" value of \$4,140. Move-in date was 6/1/23 for Ancient Ways and WeCare hopes to move in next week.
- **Trustees** - Update on Boy Scouts suit is that it remains "stayed". Insurance inspection of Disciples House occurred with no concerns raised. An additional \$150 of coverage was approved to be added for the church building in respect of "lessor protection" from more building occupants. No sale of Oak Lawn cemetery plot.
- **Disciples House** – Emily reported some exciting possibilities working with WestM that will come to us at a later time. Jackson St. is still moving ahead with its other plans, but we will stay in relationship with them. Getting bids on roof, and consider doing it in phases.

Respectfully, Janet Chenard and Tricia Martin, Co-VP's Finance

Senior Minister Board Report - June 2023

Summary: My last board report was just a few months ago in April, here is the new information I want to share. I am looking forward to some vacation time this summer and a more relaxing pace for church meetings and events. I am also focused on fall planning.

Worship Report: Easter was fantastic, and Pentecost may have been better. I am looking forward to our summer worship times. I'm working on my fall sermon series right now called "Outcasts and Outsiders" which focuses on some unlikely and obscure heroes in the Biblical narrative.

Adult Education: Our Wednesday morning group concluded its study for the school year. We will break until September. Our after service class taught by Rev. John Evans and myself had a very good turnout. We will resume this class in the fall.

Children's Education: Our CE team continues to put in so much time and effort towards a dynamic and engaging program for our children. I am incredibly grateful to Emily, Miranda, and Christa for their efforts. We had a fantastic celebration and picnic on June 11.

Personnel Report: Most things remain stable in this area, we did have a turnover for our custodial position. One of the "action items" that came from our next steps meeting is to consider hiring someone to be a presence more often at the church, with more community groups and activities happening, there is a need for greater monitoring and security. Tom, Beth and I are working on a "outreach coordinator" position for review.

Pastoral Care Report: Three memorial services since our April board meeting: Roger Weaver, Sarah Robertson, and Carolyn Dyer Ordway. I've made 6 hospital visits since April. GeorgeAnn Taylor passed away, but the family is not doing a service.

Wider Church and Ecumenical: Not much going on here, but I did attend a dinner at WestM on June 11.

Wellbeing Wednesdays: Tai Chi is breaking for the summer and yoga will continue on Wednesday evenings.

Outreach and Other Things: MOUs have dominated many conversations in the last few months. I am open the board will approve our MOUs and help us develop a clear process. Our "next steps" meeting went well and we will resume in the fall. Craft Fair planning has begun. ~Pastor Matt

Program Cabinet report to the Board June 2023

The Program Cabinet has been actively planning the transition from the academic year to the summer. Summer Events will include; Picnics in the Park Wednesdays, the July All Church bike ride and Picnic, involvement with Corvallis Open Streets in August including a bike decorating booth and a food booth, and a potential Summer Youth Camp hosted at the church in August.

The Cabinet also approved the MOU's for both Ancient Ways and Stone Soup at our May meeting where we also discussed the potential need to carry out an email vote on the We Care MOU. At the time of this report the digital voting is open.

To conclude this report I would like to pass on to the board that I have received several statements of appreciation for the use of our space and compliments of the beauty of our building from Yoga participants, new marimba players and our community partners. Steve Herb, VP Program

June 2023 Personnel Cabinet Report to the Board

- We are working on our Nursery Workers Position Description and staffing plan. We are pursuing a Volunteer Nursery Coordinator.
- We have an open Custodian position. We have had a temporary person assisting. We are looking at both Custodial Service Companies and hiring a custodian.
- We have updated our FCC Employee Handbook. We are seeking Board approval on 6/15 for this 'Policy Level' document.
- We have developed an Outreach Coordinator Position Description. We will seek Finance Cabinet Approval on 6/12 and Board Approval on 6/15. We are initiating funding discussions for this position.

POSITION DESCRIPTION – OUTREACH COORDINATOR

Position Title: Outreach Coordinator

FTE or Hours: 20 hours per week

Supervisor: Senior Minister and/or Vice President of Personnel

Compensation: \$20.00 per hour

Position Summary

Organization in which this job exists: First Christian Church in Corvallis, with a membership of 100+, employs an average of 10 individuals and has multiple volunteers. The church serves as a community center for many, including 12-step groups and Stone Soup meals served three times a week. In addition, multiple church committees meet in the building monthly.

Purpose of this position and how it works within this organization: Because of the hundreds of people served in this building monthly, it is of great importance to maintain a safe and supportive environment for members and visitors. This position plays an important role in the overall mission of the church by working with staff, members, visitors and community resources to ensure a healthy, safe and supportive space for all.

Required and Preferred Qualifications: Required qualifications include the ability to follow written and verbal instructions, good communication and team skills with members, visitors, co-workers and the general public. The physical ability to complete job responsibilities including ability to lift heavy items (up to 70 pounds), and a demonstrable commitment to promoting and enhancing diversity. Preferred qualifications include experience in security duties for a business/non-profit organization. Also social work skills and experience, as well as a demonstrable ability to work in a careful, thorough, and diligent manner. Current First Aid certification is a plus.

Responsibilities

Building Safety/Security (0.6): Keep building safe and secure during use times. Be a physical presence on-site in the morning, in the evening, during some of FCC Staff hours and during FCC/community partner activities. Encourage member and visitor appropriate behavior and not staying on the premise longer than required. If people on site are not demonstrating appropriate behavior intervene with guidance involving others if/as needed.

Guiding visitors towards Community Resources (0.3): Coach and point visitors towards in-house or external community resources, e.g. the Corvallis Daytime Drop-in Center. Use compassion and empathy with visitors while supporting FCC policies, guidelines and limits. Learn what these in-house and external community resources are and when to recommend which one.

Other Duties as Assigned (0.1): Duties not otherwise listed due to infrequency, but which fall under the umbrella of the position description. Assigned by supervisor.

Spring 2023 List of Changes to FCC Employee Handbook:

- Table of Contents footnote: removed reference to "the 2004 National Council of Nonprofit Association's "Employee Handbook""
- Footnotes throughout document: corrected many Policy reference numbers
- 1: Introduction (and throughout document): changed "Personnel Chair" to "Personnel VP(s)"
- 2: Goals, Values & Beliefs (and throughout document): changed "Board of Directors" to "FCC Board"
- 4.1: Changed

"Ordinarily, work hours are from 9:00 a.m. - 2:00 p.m., Monday through Thursday, including one half-hour for lunch."

To

"Ordinarily, work hours are from 9:00 a.m. - 2:30 p.m., Monday through Thursday, including one half-hour non-paid break for lunch."

- 4.2: Removed "salary range" from list of required parts of a job description
- 4.2: Changed "The supervisor(s) or the Senior Minister shall have discretion..." to "The Senior Minister and/or the Personnel Committee shall have discretion..."
- 4.3: Clarified "included on the stub of the employee's paycheck"
- 4.3: Added state transit tax, state mandated child support, and Paid Leave Oregon to list of approved salary deductions. Removed "life insurance" from being listed under "other benefits."
- 5.3: Added entirely new "5.3: Raising Issues or Concerns" and adjusted numbering accordingly
- 6: Changed "The Board of Directors must approve any changes" to:

"The Finance Cabinet and Board must approve any changes. The Finance Cabinet recommends cost-of-living increases to the board and congregation during the budget process. The budget is adopted each January and cost-of-living increases go into effect with the January pay checks for those employees not on probationary status."

- 7.1: Added "who work half-time or more and normally scheduled to work" to clarify employee eligibility for holidays
- 7.1: Added Juneteenth and a "floating holiday" to list of paid holidays to match the State of Oregon's eleven holidays
- 7.1: Changed "Full-time and part-time employees receive one (1) paid day off for each full day of holiday time." to "Employees who work half-time or more receive one (1) paid day off of holiday time for each full day normally scheduled to work."
- 7.2: Added: "If the total amount of unused PTO reaches a "cap" equal to one and one-half times the annual PTO, further PTO accrual will stop. An employee who separates from employment at any time will not be paid for any accrued PTO."
- 7.5: Removed the entire following passage deemed defunct by Personnel due to not being referenced in any Policy, and updated section numbering accordingly:

7.5 Personal Leave

In addition to PTO, FCC provides three (3) days of personal leave per calendar year to all Full-Time and Part-Time employees who have completed six months of employment. Temporary employees are not eligible for personal leave. Personal leave may not be taken in the first six (6) months of employment. All personal leave is subject to prior approval by the Senior Minister. No personal leave benefits are paid upon separation from employment with FCC for any reason.

- 8.2: Changed "The Building will generally remain open to the public seven days a week" to "The Building will generally remain open to the public during all FCC staff office hours, FCC church and partner/community events"
- 13.4: Added "These items must be returned upon the end of employment."
- 13.5: Added "Personal information about members or other employees."

Developing an MOU at First Christian Church Corvallis

MOU Committee Members:

- [Emily Herb](#)
- [Matt Gordon](#)
- [Michelle Varner](#)
- [TBD- Finance](#)
- [TBD - Board](#)

Phase 1 - Exploration

If an organization is interested in exploring the idea of renting, using, or sharing space with FCC Corvallis beyond occasional use then they would enter into the exploratory phase. One can arrive at this phase either through a church member hearing about an interested party and reaching out to them, or the interested party reaching out to FCC directly.

In both cases the interested party needs a Navigator. This person can be a member of the MOU writing committee or a regular church member working in conjunction with a member of the MOU writing committee.

During this phase the navigator answers questions, gives a tour, and gauges interest, and acts as the communication liaison between the interested party and the MOU writing committee.

Important things to consider:

- [The interested party must be registered as a 503 3 c \(non-profit\)](#)
- [The interested party must have a stated mission that aligns with the values of First Christian Church Corvallis in the judgment of the MOU Committee, Program Cabinet, Finance Cabinet, and Board. \(We make no effort to inquire into the beliefs of the organization.\)](#)
- We don't have a one size fits all approach to this. We try to meet the organization where they are at.
- [Currently we are quoting folks \\$1.50 per square foot as the monthly rental price of the rooms. \(\(This is considered to reflect 2023 market pricing in the Corvallis area.\)](#) We ask them to consider this price and if they can pay it, great, if not ask them to tell us what they can pay and that we will take it to our cabinets and board for consideration.
[1-o If they cannot pay the full amount, we will include a clause in the MOU that the organization recognizes the difference between the agreed rental price and the market value as an "in-kind donation."](#)
- Becca can answer questions about keys, calendars, building hours, security, etc.
- If a person needs a navigator they can reach out to a member of the FCC MOU writing Committee - Matt, Emily, and Michelle [and TBD](#).

Exploration Milestones:

- [To proceed to the Writing phase requires the approval of the First Christian Church Program Cabinet, Finance Cabinet, and Board. The primary criteria for approval is whether the organization's Mission is in alignment with FCC.](#)
- [Approvals are expected to be conducted via email.](#)
- [Turnaround time on approval to proceed is expected to be within one week.](#)
- [Total expected duration of Exploration Phase is two weeks.](#)

Phase 2: MOU Writing

In this phase the FCC MOU writing committee and the outside organization enter into a period of negotiation regarding what is in the MOU. The MOU Committee has a number of MOU’s to use as templates. These MOU’s include insurance statements that are required by our insurance company. This process is done through google docs so that FCC and the organization can collaboratively work together easily.

When the MOU is close to being finished by the MOU writing committee and the organization, then the MOU is sent out to the FCC Finance Committee, the FCC Program Committee, and the FCC Board for comment.

After the comment period if the organization is still in agreement with the MOU then we are done with this phase.

Writing Milestones:

- [The expected duration of the Writing phase is four weeks. This is broken down into two weeks to write the MOU and two weeks for comment.](#)
- [The expectation is that virtually all questions and concerns with the prospective agreement will be brought up during the comment phase. This is the primary timeframe for Program, Finance, and Board input.](#)

Phase 3: Voting on the MOU

- [To proceed to the Implementation phase, the MOU needs to be voted on by the Program Cabinet, the Finance Cabinet, and the Board.](#)
- [It is expected that the MOU will be responsive to pertinent questions and concerns brought up in the comment period of the Exploration phase.](#)
- [It does not matter what order Program and Finance vote on the MOU, but the Board is the final vote.](#)
- [The Board will vote within two weeks of the MOU being approved by Program and Finance Cabinets.](#)
- [The expected duration of the Voting phase is four - seven weeks, depending on how the end of the Writing phase aligns with the regularly scheduled Program and Finance Cabinet meetings.](#)
 - [Timing Example 1 \(4 weeks\)](#)
 - [Edit MOU to respond to comments - 1 week](#)
 - [Wait for Finance Cabinet approval - 0 weeks](#)
 - [Wait for Program Cabinet approval - 1 week](#)
 - [Wait for Board approval - 2 weeks](#)
 - [Timing Example 2 \(seven weeks\)](#)
 - [Edit MOU to respond to comments - 1 week](#)
 - [Wait for Finance Cabinet approval - 3 weeks](#)
 - [Wait for Program Cabinet approval - 1 week](#)
 - [Wait for Board approval - 2 weeks](#)

Phase 4: Implementing the MOU

Implementing the MOU requires a number of different people to be involved.

Becca will hand out keys, train people in the security system, and discuss how calendaring and communication will take place.

[The President or Clerk of the Board will sign the MOU on behalf of First Christian Church.](#)

The treasurers??

Expected duration of Implementation phase.

- [1 week](#)

Expected duration of MOU process:

- [11-14 weeks](#)

<u>Phase</u>	<u>Duration</u>
Exploration	2 weeks
Writing	4 weeks
Voting	4 - 7 weeks
Implementation	1 week
Total	11-14 weeks

Memorandum of Understanding (MOU)

Between First Christian Church of Corvallis 501(c)(3) and We Care 501(c)(3):

1. Background

First Christian Church is a diverse, inclusive community providing a living witness to the compassionate Christ. From our central location in the heart of Corvallis, we seek out, develop and support ministries to meet the human needs for physical and spiritual wholeness. On the basis of our Disciple heritage, we embrace the ecumenical movement, develop lay leadership and promote intellectual freedom in the pursuit of truth. We Care was established in 1983 in order to allow the resources of several faith communities to share in providing the structure needed for judicious assistance to those seeking aid. We Care provides one-time financial assistance to residents of Benton County in emergency situations when:

No other help is available from public or private sources.

It appears that recipients will be able to manage successfully after a single assist.

This is a memorandum of understanding between the First Christian Church of Corvallis, hereafter called "FCC" or "Landlord" and We Care, hereafter called "The Tenant".

2. Occupancy

2.1 Rent. During the term, the tenant agrees to pay FCC the sum of \$300 per month (\$3,600 annually) which shall include utilities (electric, natural gas, water, internet and custodial supplies). Rent shall be payable monthly. The Tenant will pay the Rent, by cash or by check, on or before the First of each and every month of the term of this Lease to the Landlord at First Christian Church 602 SW Madison Ave, Corvallis Oregon 97333, Attn: Office Manager, or at such other place as the Landlord may later designate.

2.1.2 Late Rent. The Tenant will be charged an additional amount of \$10.00 per day for any Rent that is received after the end of the 4th day of the rental period. Partial payments will not be accepted without prior Landlord approval. If any check from Tenant has been dishonored for any reason, Landlord may require Tenant to make all future rent payments by certified check or money order. The Tenant will be charged a \$35.00 fee plus bank charges for dishonored checks.

2.1.3 In-kind Donation. During the term the tenant agrees to recognize FCC as giving an in-kind donation in the amount of the difference between the paid rent (\$300) and the total fair market value (\$360) of room 34A. The annual in-kind donation of \$720 will be recognized by the tenant at the end of the term of the MOU (7/1/2024). This in-kind donation from FCC to the tenant will be acknowledged by We Care as any other individual or group donation to those organizations respectively.

2.1.4 Internet. FCC will provide access to a Guest Wifi to the tenant. FCC cannot be held liable for temporary outages of said Wifi. FCC is not responsible to provide technology support beyond the maintenance of said Wifi. The tenant will make a good faith effort to limit Wifi access to staff and designated volunteers.

2.2 Security Deposit. No security deposit shall be required at this time, but the tenant shall be held responsible for damages outlined below upon expiration or termination of this agreement.

2.3 Permitted Use.

(1) The tenant will have exclusive use of room 34A. Entry to space will only be permitted when staff or volunteers of the organization are present. Exceptions will be made by once a week custodial services provided and coordinated with FCC.

(2) The tenant, its staff, and volunteers will also be allowed shared use of restroom facilities and hallways adjacent to their office space. Additional spaces in the church can be made available with coordination and approval with the FCC office.

(3) FCC will ensure access to room 34A by keeping a clear pathway through room 34. FCC will also ensure that the use of room 34 by staff and volunteers does not create disturbances which would impact the ability of the tenant to use and conduct business in room 34A.

2.4 General Agreements on Use. In connection with the use of the Premises, Tenant shall:

(1) Conform to all applicable laws and regulations of any public authority affecting the Premises. Any failure of compliance created through Tenant's fault or by reason of Tenant's use, shall be corrected at Tenant's expense.

(2) Refrain from any activity that would make it impossible to insure the Premises against casualty, would increase the insurance rate, or would prevent Landlord from taking advantage of any ruling of the Oregon Insurance Rating Bureau or its successor; allowing Landlord to obtain reduced premium rates for long-term fire insurance policies, unless Tenant pays the additional cost of the insurance.

(3) Refrain from any use that would be reasonably offensive to other tenants or owners or users of neighboring premises or that would tend to create a nuisance or damage the reputation of the Premises.

- (4) Refrain from loading the electrical system or floors beyond the point considered safe by a competent engineer or architect selected by Landlord.
- (5) Refrain from making any marks on or attaching any insignia, antenna, aerial, or other device to the exterior or interior walls, windows or roof of the Premises without the written consent of the Landlord.
- (6) Refrain from causing or permitting any Hazardous Substance to be stored, spilled, leaked, disposed of, or otherwise released on or under the Premises.
- (7) Refrain from allowing access to spaces other than room 34A (by use of key or keycodes) to Tenant's staff, volunteers, or students without prior approval from the Senior Minister.
- (8) Conform to the FCC key policy in regards to keys and keycodes.
- The Tenant will be provided with keys for volunteers and staff.
 - The Tenant will be given the keycodes needed to access the third floor.
 - The Tenant will be provided training on arming and disarming the security system.
 - The Tenant will be allowed to open the main doors of the church and leave them open during the duration of their business hours.
- (9) Inform the church office by phone, email, or calendar invitation if there are plans to use the offices outside of normal business hours. Normal business hours are defined as Monday-Friday 8:AM - 5 PM.
- (10) Be allowed to establish a site near an entrance, ON AN EXTERIOR WALL, with consent from FCC, to disseminate and collect applications.
- (11) Be aware the FCC shares its space with a diverse group of community partners, including, but not limited to, programs that serve the homeless and other vulnerable and marginalized communities. FCC strongly recommends that the Tenant and their volunteers engage in training, conversations, and other activities to increase awareness and best practices for interaction with members of these communities.

3. Repairs and Maintenance

3.1 Landlord's Obligations. Landlord shall be responsible for the repairs and maintenance of the roof and gutters, exterior walls, foundation, sidewalk, stairs, ramps, elevators, driveways, and parking areas and any repairs necessitated by the negligence or intentional act of Landlord, its agents, employees, and users. Notwithstanding the above Tenant shall have maintenance responsibilities as set forth in Section 4.2(2) that shall supersede those of the Landlord.

3.2 Tenant's Obligations. The following shall be the responsibility of Tenant:

(1) Repair of interior walls, ceilings, doors, windows, and related hardware, light fixtures, and switches of the premises if the damage is caused by Tenant users.

4. Alterations

4.1 Alterations Prohibited. Tenants shall make no improvements or alterations on the Premises of any kind without first obtaining Landlord's written consent. All alterations shall be made in a good and workmanlike manner, and in compliance with applicable laws and building codes. As used herein, "alterations" includes the installation of computer and telecommunications wiring, cables, and conduit.

4.2 Ownership and Removal of Alterations. All improvements and alterations performed on the Premises by either Landlord or Tenant shall be the property of Landlord when installed, unless the applicable Landlord's consent specifically provides otherwise. Improvements and alterations installed by Tenant shall, at Landlord's option, be removed by Tenant and the Premises restored at the termination of this Lease, unless the applicable Landlord's consent specifically provides otherwise.

5. Insurance

5.1 Insurance Required. Landlord shall keep the Premises insured at Landlord's expense against fire and other risks covered by a standard fire insurance policy with an endorsement for extended coverage. Tenant shall bear the expense of any insurance insuring the property of Tenant on the Premises against such risks. The tenant must also maintain their own liability insurance to cover their activities and people while on church property.

5.2 Waiver of Subrogation. Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement and, in the event of insured loss, neither party's insurance company shall have a subrogated claim against the other. This waiver shall be valid only if the insurance policy in question expressly permits waiver of subrogation or if the insurance company agrees in writing that such a waiver will not affect coverage under the policies. Each party agrees to use best efforts to obtain such an agreement from its insurer if the policy does not expressly permit a waiver of subrogation.

5.3 Additional Insured The tenant shall name FCC as "Additional Insured" on their insurance policy.

5.4 Tenants will provide a certificate of insurance liability on an annual basis.

6. Terms and Conditions

It is mutually understood and agreed by and between the parties that:

6.1. Any modification of the MOU must be added in writing and agreed upon in writing by the signing representatives of all parties. Failure to comply may result in the termination of agreed partnership.

6.2. Without providing a cause or reason and without legal repercussions, either party may terminate this MOU. A minimum of 45 days notice is required. The notice must be in written form and received by the second party before the 45 days initiates.

6.3. Each party takes legal and financial responsibility for the actions of its respective employees, officers, agents, representatives, and volunteers. Each party agrees to indemnify, defend and hold harmless the other to the fullest extent permitted by law from and against any and all demands, claims, actions, liabilities, losses, damages, and costs.

6.4. Each party, at its sole cost and expense, shall carry insurance to cover its activities and connection with this MOU.

Effective Date and Signatures

This MOU shall be effective upon the signature of We Care and The First Christian Church of Corvallis' authorized officials. It shall be in force from June 19, 2023 to June 31, 2024. The MOU will need to be reviewed June 1, 2024.

Memorandum of Understanding (MOU) Between First Christian Church of Corvallis 501(c)(3) and Stone Soup Corvallis, Inc. 501(c)(3):

1. Background and Purpose

First Christian Church is a diverse, inclusive community providing a living witness to the compassionate Christ. From our central location in the heart of Corvallis, we seek out, develop and support ministries to meet the human needs for physical and spiritual wholeness. On the basis of our Disciple heritage, we embrace the ecumenical movement, develop lay leadership and promote intellectual freedom in the pursuit of truth.

Stone Soup Corvallis provides free, hot, nutritious meals 365 days a year, no questions asked, in a manner that honors the dignity of each person we serve in our diverse community. We rely on generous volunteers, donors, faith and community groups, and partner agencies to provide essential resources.

FCC and Stone Soup have a long history of working together to provide a safe space to cook, serve, and distribute hot and nutritious meals to those in need in the Corvallis community. The purpose of this Memorandum of Understanding is to provide a shared understanding of the roles and responsibilities of each organization in order to carry out this mission to the community we serve.

Throughout this document, for insurance purposes, the term "tenant" is used to describe Stone Soup and the term "landlord" will describe FCC in this MOU.

2. Occupancy

2.1 Rent and Utilities. No rent will be charged for use of the spaces outlined below. FCC agrees to pay for all utilities.

2.1.1 In-kind Donation: During the term Stone Soup agrees to recognize FCC as giving an in-kind donation in the amount of the difference between the paid monthly building donation (\$0) and the total fair market value (\$424/month) of room 15. The annual in-kind donation of \$5,088 will be recognized by Stone Soup at the end of the term of the MOU (6/15/2024). This in-kind donation from FCC to the tenant will be acknowledged by Stone Soup as any other individual or group donation to those organizations respectively.

2.1.2 Security Costs In the event that FCC finds it necessary to hire and employ security personnel, Stone Soup will reimburse FCC of the cost of FCC's security personnel approximately 15-20 hours a month, varying depending on the number of meals served at FCC. FCC we will make a determination on the extent of which security is necessary and Stone Soup will be responsible for the abovementioned hours. The schedule will be determined by FCC in consultation with Stone Soup's FCC Site Manager and Lead Cooks (presently Lori Reid and Rob Kirby). Security personnel will be responsible to FCC. FCC will cover all payroll taxes and background check costs at no charge to Stone Soup. FCC will bill Stone Soup monthly on or before the last day of each month. Stone Soup agrees to pay this amount by the 15th of each month. The amount billed to Stone Soup will be up to, but not exceeding \$400 monthly. (calculated at 20 hours a month x \$20/an hour). FCC will notify Stone Soup at the time the position is filled.

2.2 Shared equipment, shared repair costs, operation cost FCC agrees to provide cleaning equipment, trash bags, vacuum supplies, recycling containers, paper towels, toilet paper, and other miscellaneous cleaning items needed. Stone Soup agrees to share maintenance costs including, but not limited to: dishwasher, freezer and refrigerator in kitchen space, stove, oven, cooktop, coffee makers, kitchen hood repair, or other items agreed upon by both parties. The freezer and refrigeration space in the kitchen is shared space and FCC will be utilizing the spaces on a weekly basis. There may be times when FCC needs more space than normal; those times include, but are not limited to Advent and Christmas (December), Easter (March or April), and Annual Craft Fair (typically the last full week of September). Communication and negotiation of shared refrigerator and freezer space will be from a FCC representative to the FCC Stone Soup Site Supervisor. Stone Soup is allowed exclusive use of the refrigerator/freezer space in room 15 as outlined below. Stone Soup takes sole responsibility for the freezers and

refrigerators marked "Stone Soup" in room 15. If these items cause damage to FCC because of failure, Stone Soup agrees to compensate FCC for any costs associated with repair or replacement. Stone Soup will provide dishwashing soap for the dishwasher. Stone Soup agrees to work with the health department and pay for an annual kitchen license. Stone Soup also agrees to pay for annual hood cleaning service. All maintenance concerns should be reported to the FCC office immediately by email or phone call.

2.3 Security Deposit. No security deposit shall be required at this time, but the tenant shall be held responsible for damages outlined below upon expiration or termination of this agreement.

2.4 Permitted Use. All spaces used by Stone Soup are also shared spaces. This includes the basement level floor hallways, restrooms, and boiler room. Each party should respect all shared spaces, keeping space clean and orderly. FCC and Stone Soup will work together to ensure we are coordinating and communicating about space usage. Stone Soup is allowed use of room 15 for storage, closet in the hallway next to room 18 and use of refrigerator and freezer in kitchen. The door to room 15 should remain open at all times for proper ventilation, unless a ventilation system is added at a later date. Stone Soup will be permitted use of the kitchen for deliveries and organization on Monday - Friday, 7 AM - 1 PM. Stone Soup will be allowed use of the dining room and kitchen during the following times:

Sundays: 1:30 - 9 PM
Tuesdays: 2:30 - 9 PM
Saturdays: 7 AM - 1:30 PM

Exceptions to this may be in case of weddings or memorials, special events, necessary repairs, or other unforeseen circumstances. In the event of an exception, FCC will give every attempt to give one week's notice if Stone Soup is unable to use the space. **Any additional usage of the dining hall or kitchen by Stone Soup must be coordinated and approved by FCC office.**

2.5 General Restrictions on Use. In connection with the use of the Premises, Tenant shall:

- (1) Conform to all applicable laws and regulations of any public authority affecting the Premises. Any failure of compliance created through Tenant's fault or by reason of Tenant's use, shall be corrected at Tenant's expense.
- (2) Refrain from any activity that would make it impossible to insure the Premises against casualty, would increase the insurance rate, or would prevent Landlord from taking advantage of any ruling of the Oregon Insurance Rating Bureau or its successor; allowing Landlord to obtain reduced premium rates for long-term fire insurance policies, unless Tenant pays the additional cost of the insurance.
- (3) Refrain from any use that would be reasonably offensive to other tenants or owners or users of neighboring premises or that would tend to create a nuisance or damage the reputation of the Premises.
- (4) Refrain from loading the electrical system or floors beyond the point considered safe by a competent engineer or architect selected by Landlord.
- (5) Refrain from making any marks on or attaching any insignia, antenna, aerial, or other device to the exterior or interior walls, windows or roof of the Premises without the written consent of the Landlord.
- (6) Tenant shall not cause or permit any Hazardous Substance to be stored, spilled, leaked, disposed of, or otherwise released on or under the Premises.
- (7) Distribution of keys and keycodes to tenant staff and volunteers will be governed by FCC key policy. Policy attached as appendix 1.

3. Alterations

3.1 Alterations Prohibited. Tenant shall make no improvements or alterations on the Premises of any kind without first obtaining Landlord's written consent. All alterations shall be made in a good and workmanlike manner, and in compliance with applicable laws and building codes. As used herein, "alterations" includes the installation of computer and telecommunications wiring, cables, and conduit.

3.2 Ownership and Removal of Alterations. All improvements and alterations performed on the Premises by either Landlord or Tenant shall be the property of Landlord when installed, unless the applicable Landlord's consent specifically provides otherwise. Improvements and alterations installed by Tenant shall, at Landlord's option, be removed by Tenant and the Premises restored at the termination of this Lease, unless the applicable Landlord's consent specifically provides otherwise.

4. Insurance

4.1 Insurance Required. Landlord shall keep the Premises insured at Landlord's expense against fire and other risks covered by a standard fire insurance policy with an endorsement for extended coverage. Tenant shall bear the expense of any insurance insuring the property of Tenant on the Premises against such risks. Each party, at its sole cost and expense, shall carry insurance to cover its activities and connection with this MOU which includes liability, fire, damage, accidents, and mechanical equipment insurance. A copy of said insurance will be provided to FCC on an annual basis.

4.2 Waiver of Subrogation. Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement and, in the event of insured loss, neither party's insurance company shall have a subrogated claim against the other. This waiver shall be valid only if the insurance policy in question expressly permits waiver of subrogation or if the insurance company agrees in writing that such a waiver will not affect coverage

under the policies. Each party agrees to use best efforts to obtain such an agreement from its insurer if the policy does not expressly permit a waiver of subrogation.

5. Terms and Conditions It is mutually understood and agreed by and between the parties that:

5.1. Any modification of the MOU must be added in writing and agreed upon in writing by the signing representatives of all parties. Failure to comply may result in the termination of agreed partnership.

5.2. Without providing a cause or reason and without legal repercussions, either party may terminate this MOU. A minimum of 60 days notice is required. The notice must be in written form and received by the second party before the 60 days initiates.

5.3. Each party takes legal and financial responsibility for the actions of its respective employees, officers, agents, representatives, and volunteers. Each party agrees to indemnify, defend and hold harmless the other to the fullest extent permitted by law from and against any and all demands, claims, actions, liabilities, losses, damages, and costs.

5.4 This agreement will be reviewed by both parties on an annual basis from the anniversary date listed below.

Effective Date and Signatures

This MOU shall be effective upon the signature of Stone Soup, and The First Christian Church of Corvallis’ authorized officials. It shall be in force from _____, 2023 to _____ 2024.. The MOU will need to be reviewed _____, 2024.

Stone Soup and FCC indicate agreement with this MOU by their signatures.

The First Christian Church of Corvallis Date

Stone Soup Date

First Christian Church

Contact	Information	Notes
Senior Minister: Matt Gordon	541-829-3003 matt@heartofcorvallis.org	-Updates to and from Church
Office Manager: Becca Bedell	541-753-2671 becca@heartofcorvallis.org 9AM-2PM, M-TH	-Stone Soup first point of contact -Receives monthly security payment. -Call to report emergency and non-emergency maintenance Issues.
STONE SOUP Corvallis		
Lori Reid, Site Coordinator, FCC Meal Site Stone Soup Corvallis	reidalori@gmail.com 541-829-3003	Point of contact for security concerns, space needed requests
Ruth Johanna Treasurer Stone Soup Corvallis	beans@stonesoupcorvallis.org 541-393-7809	Financial concerns, bills that need to be paid
Adriana ('Jane') Huyer President, Stone Soup Corvallis	ahuyer@comcast.net 541-915-9509	Contact with SS board, MLoU updates

Table of Contents

Table of Contents1

1. INTRODUCTION3

2. GOALS, VALUES & BELIEFS3

3. TERMS OF EMPLOYMENT4

 3.1 Voluntary At-Will Employment4

 3.2 Equal Employment Opportunity4

4. POSITION DESCRIPTION & PAY4

 4.1 Hours of Work4

 4.2 Job Description5

 4.3 Time Cards5

 4.4 Paycheck processing5

 4.5 Pension Fund Options5

5. CONDUCT6

 5.1 Prohibition of Sexual Harassment6

 5.2 Prohibition of Other Types of Discriminatory Harassment7

 Reporting of Harassment7

 Receipt of Complaint8

 5.3 Raising Issues or Concerns8

 5.4 Dress Code & Demeanor8

6. PERFORMANCE AND COMPENSATION REVIEWS8

7. LEAVE BENEFITS AND OTHER WORK POLICIES9

 7.1 Holidays9

 7.2 Paid Time Off Policy10

 Eligibility10

 Accrual of PTO10

 7.3 Family Leave Policy10

 7.4 Sick Leave11

 7.5 Military Leave11

 7.6 Bereavement Leave11

 7.7 Jury Duty11

 7.8 Severe Weather Conditions11

 7.9 Reimbursement of Expenses11

8. BUILDING SAFETY12

 8.1 Parking12

 8.2 Open Door Policy12

 8.3 Area Access Standards12

9. PERSONNEL RECORDS13

10. COMPUTER & INFORMATION SECURITY14

11. INTERNET ACCEPTABLE USE POLICY15

12. OUTSIDE EMPLOYMENT16

13. SEPARATION16

 13.1 Disciplinary Probation Period16

 13.2 Resignation16

 13.3 Termination or Lay-off16

¹ All Policies herein are cited from the *FCC Policy Manual* (in footnotes).

13.4 Return of Property17
13.5 Confidentiality17
EMPLOYEE RECEIPT & ACCEPTANCE18
CONFIDENTIALITY POLICY & PLEDGE19

1. INTRODUCTION

Dear Employee,

Welcome to First Christian Church of Corvallis.

We are excited to have you as part of our team! You were hired because we believe that your unique gifts and strengths will contribute meaningfully toward the mission and purpose of the work we do here. The purpose of the Employee Handbook is to provide a framework within which a professional, respectful, and rewarding relationship will be maintained between First Christian Church of Corvallis and its staff and employees.

The Employee Handbook contains important policies, goals, benefits and expectations of First Christian Church of Corvallis (hereinafter referred to as FCC). It is not an employment contract. The Personnel VP(s), Board, and the Senior Minister reserve the right to revise, supplement, or rescind any of these personnel policies from time to time as it deems appropriate.

We hope that in all aspects of your employment at FCC you will feel the rewards of accomplishing meaningful work that helps both yourself and others succeed.

2. GOALS, VALUES & BELIEFS

"...from whom the whole body, joined and knit together by every ligament with which it is equipped, as each part is working properly, promotes the body's growth in building itself up in love." –Ephesians 4:16 (NRSV)

The First Christian Church (FCC) of Corvallis Employee Handbook has been developed to provide general guidelines about FCC policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the details of your employment, including FCC's policy of voluntary at-will employment.

None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations nor to be construed as a guarantee of employment for any specific period of time nor any specific type of work. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment, or revocation by FCC at any time, without advance notice.

The personnel policies of FCC are established by the FCC Board. The Board may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the Senior Minister for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the Senior Minister.

FCC will provide each individual a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all FCC employees.

Further, FCC expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of the FCC Board, committees, membership, staff, and the general public.

3. TERMS OF EMPLOYMENT

3.1 Voluntary At-Will Employment

Unless an employee has a written employment agreement with FCC, which provides differently, all employment at FCC is "at-will." That means that employees may be terminated from employment with FCC with or without cause, and employees are free to leave the employment of FCC with or without cause. Any representation by any FCC officer or employee contrary to this policy is not binding upon FCC unless it is in writing and is signed by the Senior Minister with the approval of the FCC Board.

3.2 Equal Employment Opportunity

FCC shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board and Senior Minister of FCC will not discriminate against any employee or applicant in a manner that violates the law. FCC is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit.

FCC's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Senior Minister shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

4. POSITION DESCRIPTION & PAY²

4.1 Hours of Work

The normal work week for FCC office employees shall consist of four (4), five (5) hour days. Ordinarily, work hours are from 9:00 a.m. - 2:30 p.m. Monday through Thursday, including one half-hour unpaid break for lunch. The work week is subject to change. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities.

If an employee finds that they will not be in or they will be in later than their scheduled time, they should contact their manager and inform other employees that may be affected, as soon as possible.

If an employee will be on vacation or out of the office for more than 2 days, away from email, or without internet access, they will set their email to auto-reply while they are gone. Example of auto-response:

[Your Greeting] I will be out of the office from **(Starting date)** until **(End date)**. If you need immediate assistance please contact **(Contact Person)**. Kind Regards, [Your Name]

Employees will turn off auto-reply upon return to the office.

Subject to FCC work assignments and Board approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

4.2 Job Description

Each position shall have a written job description. In general, the description will include the purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications required, and working conditions affecting the job, e.g., working hours, use of car, etc. The Senior Minister and/or the Personnel Committee shall have discretion to modify the job description to meet the needs of FCC.

A purpose of the following is to provide guidance for collecting payroll inputs, processing payroll, paying state and federal tax bills, and paying employees. The church's policy is to follow all applicable state and federal laws and to pay employees in a timely fashion. In order for that to happen the following procedures must be adhered to.

4.3 Time Cards

For all non-exempt employees, time cards:

- are due by the 21st of each month and must be submitted on the official timecard form.
- must have time recorded to the nearest quarter hour, and hours must be totaled at the bottom of the time card.
- must be signed by the employee.
- must be signed by the employee's supervisor who verifies accuracy.

All salary deductions are itemized and included on the stub of the employee's paycheck.

Approved salary deductions may include: federal and state income taxes; state transit tax; social security, Medicare, and state disability insurance; state mandated child support; Paid Leave Oregon; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., retirement).

4.4 Paycheck processing

For all employees, paychecks will be available for employee pickup on the last Sunday of each month.

In a month when the pay date falls on the last day of the month, checks will be distributed as early as the 25th and therefore preparation and signing dates would be earlier.

4.5 Pension Fund Options³

All employees of FCC are eligible for the following Retirement and Supplemental Savings Plan Options:

- Tax-Deferred Retirement Account (TDRA)
- Benefit Accumulation Account (BAA)
- Traditional IRA

More information can be found at: <https://pensionfund.org/>

Contact the Office Manager or Senior Minister if you are interested in learning more or enrolling in a Pension Fund plan.

² See Policy 550 in *FCC Policy Manual*.

³ See Policy 507 in *FCC Policy Manual*.

5. CONDUCT⁴

5.1 Prohibition of Sexual Harassment

FCC is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

FCC's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful.

To reinforce this commitment, FCC has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events.

FCC's property (e.g. telephones, copy machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy.

Prohibition of Sexual Harassment: FCC's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when:

- submission to such conduct is made an express or implicit condition of employment;
- submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or
- such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples:

- unwelcome sexual advances -- whether they involve physical touching or not;
- requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or
- coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment:

- use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- displaying sexually suggestive objects, pictures, cartoons;
- unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner;
- sexual gestures or sexually suggestive comments;
- inquiries into one's sexual experiences; or
- discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against FCC policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

5.2 Prohibition of Other Types of Discriminatory Harassment

It is also against FCC's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that:

- has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment:

- epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and

⁴ See Policy 525 in *FCC Policy Manual*.

- written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in FCC's premises such as on an employee's desk or workspace or on FCC's equipment or bulletin boards.

Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against FCC policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of FCC you should report the incident immediately to the Senior Minister or VP(s) of Personnel by filling out an Incident Report Form. Forms are located in the back office.

Possible harassment by others with whom FCC has a business relationship, including clients and vendors, should also be reported as soon as possible so that appropriate action can be taken.

FCC will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation.

FCC's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If FCC determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and/or termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation.

Upon completion of the investigation, FCC will inform the employee who made the complaint of the results of the investigation. Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Senior Minister or the VP(s) of Personnel.

Receipt of Complaint

In the case where the allegation of harassment is against the Senior Minister, please notify the VP(s) of Personnel.

Any person with first-hand knowledge of the circumstances may submit a complaint charging misconduct by a minister or staff employee. The initial complaint should be written on an Incident Report Form, and specific as to the alleged misconduct.

In the event of a verbal complaint, the specifics of the alleged misconduct should be documented.

5.3 Raising Issues or Concerns

For general issues or concerns see your supervisor. Any issues an employee is not comfortable bringing to their supervisor may be brought to the VP(s) of Personnel.

5.4 Dress Code & Demeanor

While no specific dress code is required, dress attire is business casual, and personnel should dress cleanly and appropriately for the task they are accomplishing. Each staff member is expected to be professional and positive in attitude, and supportive of creating a work environment that is both respectful and team-oriented.

Employees do not have to be members of the church. However, employees are expected to show courtesy to members of the church and the public even under trying circumstances since much of the reputation of FCC is in the hands of the staff.

6. PERFORMANCE AND COMPENSATION REVIEWS

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance.

A structured performance evaluation will be conducted near the completion of the employee's probationary period and annually thereafter to let employees know how well they are performing their assigned job duties. Evaluations will be reviewed in a private meeting between employees and their immediate supervisor or Personnel Committee Members.

The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate FCC's needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within FCC.

To that end, it is incumbent upon both parties to have an open, and honest discussion concerning the employee's performance. It is further incumbent upon the supervisor to clearly communicate the needs of FCC and what is expected of the employee in contributing to the success of FCC for the coming year.

Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.

Completed performance review forms will be retained in the personnel files of the church. The employee will be given a copy of the review signed by the employee and supervisor.

Compensation reviews are done annually and do not imply an automatic increase, only that the employee is eligible for consideration based on job performance.

Changes in compensation will be recommended by the Pastor or Personnel Vice-President(s) based on the employee's annual performance review. The Finance Cabinet and Board must approve any changes. The Finance Cabinet recommends cost-of-living increases to the board and congregation during the budget process. The budget is adopted each January and cost-of-living increases go into effect with the January paychecks for those employees not on probationary status.

7. LEAVE BENEFITS AND OTHER WORK POLICIES⁵

7.1 Holidays

Employees who work half-time or more and normally scheduled to work are paid for 11 holidays per year as follows:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day
- A "floating holiday" to be observed on a holiday of the employee's choice with personal, religious, or cultural significance

Employees who work half-time or more receive one (1) paid day off of holiday time for each full day normally scheduled to work. In those years when any of the above holidays fall on a weekend, the day that will be replaced by the weekend holiday will be decided at the discretion of the Senior Minister.

7.2 Paid Time Off Policy⁶

Eligibility

Employees who are regularly scheduled to work at least 20 hours per week are eligible for Paid Time Off (PTO). PTO can be used as vacation time, sick time, time to care for a sick child, or time for personal matters.

FCC believes it is in the interest of the employee and the church for employees to take time off from work each year for rest and renewal.

Eligible employees accumulate PTO from their date of hire and are eligible to use this time after 90 days of employment. An employee who separates from employment at any time prior to 90 days will not be paid for any accrued PTO.

Accrual of PTO

PTO is calculated at one (1) hour accrued PTO per thirty (30) hours worked. Exemptions to this include clergy, and non-benefited part-time or temporary employees (i.e. those working less than 20 hours per week).

PTO requests should be submitted in writing by filling out a PTO Request Form and placing it in the Senior Minister's box for approval indicating the Date/Times Requested and the Reason for Request. PTO requests should be submitted at least 2 (two) weeks in advance of PTO use.

In the event that accrued PTO is not used by the end of the year, the employee may carry unused time forward to the next year. FCC encourages employees to use their PTO in the year it is accrued, and it will not be paid in lieu of use. If the total amount of unused PTO

⁵ See Policies 503, 505, 509 in *FCC Policy Manual*.

⁶ See Policy 509, *FCC Policy Manual*.

reaches a cap equal to one and one-half times the annual PTO, further PTO accrual will stop. An employee who separates from employment at any time will not be paid for any accrued PTO.

7.3 Family Leave Policy⁷

FCC will provide up to 12 weeks of unpaid leave per year for the following purpose:

- Birth, adoption or placement of a child (parental leave)
- To care for a family member with a serious health condition or the employee's own serious health condition (serious health condition leave)
- For a pregnancy disability or prenatal care (pregnancy disability leave)
- To care for a sick child who does not have a serious health condition, but requires home care (sick child leave)

To be eligible for leave, employees must be on the job at least 180 days to take leave to care for a newborn or newly adopted child. For all other leave, workers must be employed at least 180 days and also work at least an average of 25 hours a week.

Employees are entitled to 12 weeks of family leave within any one-year period. Parents who have taken 12 weeks of family leave to care for a newborn are also entitled to take up to 12 weeks to leave to care for a sick child requiring home care.

Employees are required to give written notice to the employer 30 days in advance of the leave unless the leave is taken for an emergency.

FCC requires that employees exhaust all accrued Paid Time Off before taking some or all of the family leave as unpaid leave.

7.4 Sick Leave⁸

In the case of illness, an employee may use PTO for sick leave. If an employee's illness or injury requires a consecutive absence of five (5) days or more, physician documentation will be required.

7.5 Military Leave

Employees who are inducted into or enlist in the Armed Forces of the United States or are called to duty as a member of a reserve unit may take an unpaid leave in accordance with applicable law. The employee must provide advance notice of their need for a military leave and FCC will request a copy of the employee's orders, which will be kept on record at FCC. The time an employee spends on military leave will be counted as continuous service for the purpose of determining eligibility and accrual for various benefit plans and policies.

7.6 Bereavement Leave

Leave may be granted on the basis of need upon approval of the Senior Minister and Personnel Committee.

7.7 Jury Duty

FCC believes in the civic responsibility of its employees and encourages this by allowing employees time off to serve jury duty when required.

For time served on jury duty, FCC will pay employees the difference between their salary and any amount paid by the government, unless prohibited by law, up to a maximum of ten days. If an employee is required to serve more than ten days of jury duty, FCC will provide the employee with unpaid leave. Employees must provide FCC a copy of proof of services by court in which they serve.

7.8 Severe Weather Conditions

FCC closes when local government offices in the Corvallis/Benton County area are closed due to severe weather conditions. PTO may be taken without prior scheduling and approval if the employee is unable to reach the office due to severe weather conditions.

7.9 Reimbursement of Expenses⁹

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities.

To request reimbursement of expenses, an employee will fill out a Check/Reimbursement Request form in the church office and submit it to the Senior Minister's box for approval within the reimbursement timeline per policy.

Employees are responsible for transportation costs between the office and home during normal work hours.

8. BUILDING SAFETY¹⁰

Building safety policies have been established to ensure the safety and well being of all office staff and personnel who work in the building, as well as those who enter the building and grounds of FCC.

⁷ See Policy 503, *FCC Policy Manual*.

⁸ See Policy 509, *FCC Policy Manual*.

⁹ See Policy 413, *FCC Policy Manual*.

¹⁰ See Policy 140, *FCC Policy Manual*.

FCC is a caring, safe and calm place for everyone.

8.1 Parking

There are three designated employee/staff parking spots located in the rear parking lot of the building.

To keep limited spaces available for use, please park only in the designated employee/staff parking spots.

8.2 Open Door Policy

The Building will generally remain open to the public during all FCC staff office hours, FCC church and partner/community events, unless health or security conditions dictate otherwise. Only those engaged in approved church programming will be allowed to remain in the building for prolonged periods of time.

Though our doors remain open and all people are welcome to enter, not all behaviors are allowable. Any illegal activity or any other behaviors that threaten the safety and security of those on church property are prohibited. No alcoholic beverages or illegal drugs are allowed in the building or on the grounds. No one will be allowed to remain on church property whose presence is in violation of city, state or federal law.

8.3 Area Access Standards

Church Grounds: Any illegal activity or any activities that threaten the safety and security of those who are present are prohibited. Use of the grounds (including Disciples House grounds) is restricted to official functions of the church and those who have received permission in writing from the church office. All activities on church grounds will be conducted in a caring, safe and calm manner.

Office: FCC office space is defined as the combined offices of the Senior Minister, Conference Room, Front Office and the Inner Office. The use of the church office is for office employees for the purpose of accomplishing daily/weekly tasks pertaining to the function of FCC business. As a place of business (Mon-Thurs), only those who are office employees or office volunteers will make use of the office. Excluding Sunday services, Church members or groups who wish to make use of office supplies, copiers or printers will arrange with an office staff member in advance before use of the church office. Loitering is not permitted in any portion of the church office.

Parking Lot: Only those who are attending functions in the church building or have the express permission of one of the pastors are allowed to park vehicles in the church lots. With the permission of one of the pastors, vehicles may be parked in a lot after 8pm as long as they are removed by 8am. Without express written permission vehicles may not stay in a church lot overnight for more than two weeks in succession.

Building General: No weapons of any kind are allowed in the building. Without the express permission of a pastor, there will be no storage of personal belongings on church grounds or in the church building. No smoking is allowed in the building or within 20 feet of doors or open windows of the building. No bicycles or grocery carts are allowed in the building or on the porches.

Porches: These areas may not be used for sleeping or reclining. No other areas of the church building or grounds may be used for sleeping.

Narthex: Individuals are allowed to sit and rest in the north entry, unless there is an official function that occupies the area. Reclining is not approved.

Sanctuary: Individuals are allowed to sit and rest on the pews unless there is another programmed activity in the area. Reclining is not approved.

Balcony: Individuals are not allowed to occupy the balcony or the 3rd floor stairwell landing.

Meeting Rooms: These areas are restricted to use by church members, church meetings and programmed community events. Individuals must seek permission from the church office for their use. Please contact the Office Manager or Senior Minister to reserve use of a meeting room.

Restrooms: are available for use by all persons for their intended purposes. We expect all patrons to leave the rooms clean.

Hallways: are available for all people as traffic flow to rooms. All persons are asked to be mindful of ongoing meetings and to keep conversations quiet when meetings are in session.

Personal Behavior in the Building: It is our hope that the FCC building will be a caring, safe and calm place for all people.

General Warning:

1. If it is necessary to call the police to remove a person from the premises, the person may be charged with trespassing and may be banned from the building. If there is a second violation the person will be charged with trespassing and banned from the premises until the ban is lifted by one of the pastors.
2. Whenever a community person is asked to leave the building by Office Staff or Senior Minister, they must leave immediately.
3. If a community person refuses to leave after being asked to leave the premises, an employee may call the Police or contact the minister at their discretion in order to have the person removed from the premises.

9. PERSONNEL RECORDS

Personnel records are the property of FCC and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, and any other relevant personnel information.

It is the responsibility of each employee to promptly notify their supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

10. COMPUTER & INFORMATION SECURITY

This section sets forth some important rules relating to the use of FCC's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and FCC's telephone, voice mail, and electronic mail systems.

FCC has provided these systems to support its mission. Although limited personal use of FCC's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, FCC's ethical responsibilities or with applicable laws and regulations.

Each user is personally responsible to ensure that these guidelines are followed. All data in FCC's computer and communication systems (including documents, other electronic files, e-mail and recorded voicemail messages) are the property of FCC.

No individual should have any expectation of privacy for messages or other data recorded in FCC's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to FCC. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

FCC's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs.

Similarly, FCC's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes. Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to FCC's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information.

The following activities, which present security risks, should be avoided:

- Passwords should not be shared between users. If written down, passwords should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the Senior Minister.
- Additions to or modifications of the standard software configuration provided on FCC's PCs should never be attempted by individual users. Requests for such changes should be directed to computer support or the Senior Minister.
- Individual users should never load personal software (including outside email services) to church computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the Senior Minister.
- Computer games should not be loaded on FCC's PCs.
- Unlicensed software should not be loaded or executed on FCC's PCs.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Turn off your personal computer when you are leaving your work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Back-up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact the Senior Minister.

11. INTERNET ACCEPTABLE USE POLICY

FCC has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of FCC, its ethical responsibilities or with applicable laws and regulations.

Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed. FCC may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of their usage of the Internet.

In addition, at the discretion of the Senior Minister, FCC may restrict access to certain sites that it deems are not necessary for business purposes.

FCC's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Senior Minister.
- Software should not be downloaded from the Internet as the download could introduce a computer virus onto FCC's computer equipment. In addition, copyright laws may cover the software so the down-loading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of FCC.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Employees should not download personal e-mail or Instant Messaging software to FCC computers.

12. OUTSIDE EMPLOYMENT

Individuals employed by FCC may hold outside jobs as long as they meet the performance standards of their job with FCC. Employees should consider the impact that outside employment may have on their ability to perform their duties at FCC.

All employees will be evaluated by the same performance standards and will be subject to FCC scheduling demands, regardless of any outside work requirements. If FCC determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of FCC, as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain employed with FCC.

13. SEPARATION

Either FCC or the employee may initiate separation. FCC encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Senior Minister or their designee. The Senior Minister and/or VP(s) of Personnel have authority to employ or separate all other employees. Circumstances under which separation may occur include:

13.1 Disciplinary Probation Period

In the event of an unusually difficult personnel or emergency situation, the Senior Minister may place an FCC employee on a disciplinary probation period in order to resolve immediate conflict.

13.2 Resignation

Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible. Employees who resign are not entitled to receive accrued PTO benefits.

13.3 Termination or Lay-off

Under certain circumstances, the termination or lay-off of an employee may be necessary. Employees who are terminated or laid off are not entitled to receive accrued PTO benefits. The Senior Minister and/or VP(s) of Personnel have authority to discharge an employee from the employ of FCC. As stated above, all employment at FCC is "at-will." That means that employees may be terminated from employment with FCC with or without cause, and employees are free to leave the employment of FCC with or without cause. Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected FCC's decision to hire you (this conduct will result in your immediate termination);
- Falsifying or withholding information in other personnel records or any other records;
- Performance at work below a level acceptable to FCC or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records;
- Insubordination;
- Refusing to work reasonable overtime;
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including FCC's property;
- Breach of confidentiality;
- Using FCC property or services for personal gain or taking, removing or disposing of FCC material, supplies or equipment without proper authority;
- Gambling in any form on FCC property;
- Dishonesty;

- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the FCC premises at any time in violation of FCC's policies.
- Carrying or possessing firearms or weapons on FCC property;
- Violation of the Church Internet Acceptable Use Policy;
- Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of the Senior Minister and/or VP(s) of Personnel, the employee may be asked to leave immediately or be given a period of notice.

13.4 Return of Property

Employees are responsible for FCC equipment, property, and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, flash drives, electronic/voice mail codes

These items must be returned upon the end of employment.

13.5 Confidentiality

Any information that an employee learns about FCC or its members or donors, as a result of working for FCC that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by FCC or to other persons employed by FCC who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of FCC's confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to donors, and pending projects and proposals.
- Personal information about members or other employees.

EMPLOYEE RECEIPT & ACCEPTANCE

(Initial)

___ I hereby acknowledge receipt of the First Christian Church of Corvallis Employee Handbook.

___ I understand that it is my continuing responsibility to read and know its contents.

___ I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment.

___ Therefore, I acknowledge and understand that unless I have a written employment agreement with First Christian Church of Corvallis that provides otherwise, I have the right to resign from my employment with First Christian Church of Corvallis at any time with or without notice and with or without cause, and that First Christian Church of Corvallis has the right to terminate my employment at any time with or without notice and with or without cause.

___ I have read and I understand and agree to all of the above.

___ I have also read and I understand the First Christian Church of Corvallis Employee Handbook.

___ I agree to return the Employee Handbook upon termination of my employment.

First Christian Church of Corvallis reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation, and policies at the sole discretion of the Board. Changes are effective as of the date of their occurrence.

Signature: _____

Print Name: _____

Date: _____

CONFIDENTIALITY POLICY & PLEDGE

Any information that an employee learns about First Christian Church of Corvallis, or its members or donors, as a result of working at First Christian Church of Corvallis that is not otherwise publicly available constitutes confidential information.

The disclosure, distribution, electronic transmission or copying of First Christian Church of Corvallis' confidential information is prohibited. Any employee who discloses confidential First Christian Church of Corvallis information will be subject to disciplinary action (including possible separation), even if they do not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____

Please sign and return to the Office Manager