

YORK ASSOCIATION OF THE PENN CENTRAL CONFERENCE OF THE
UNITED CHURCH OF CHRIST

Policy Manual

5/20/2014

York Association
Penn Central Conference of the United Church of Christ

Policy Manual

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Policy #101

Policy Review

Authorization: York Association By-Laws Article V, Paragraph 137.

It shall be the policy of the York Association of the Penn Central Conference of the United Church of Christ that the Association Council will annually appoint a committee to conduct a review and update of Association policies. This committee shall be chaired by the Vice-President.

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May 17, 2011

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Policy #102

Stipends for General Synod Attendance

Authorization: York Association By-Laws Article III, Paragraph 119, Sections c and d.

It shall be the policy of the York Association of the Penn Central Conference of the United Church of Christ that the Penn Central Delegates to General Synod from the York Association shall receive a stipend from the York Association to help defray expenses. Funding for the stipends will be allocated in each annual budget with balances from non-Synod years carried over to the budget of the year in which General Synod meets.

Funds will be distributed to Delegates at least one (1) month prior to the date of General Synod meeting.

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Policy #103

Sexual Harassment and Sexual Misconduct

*Authorization: Civil Rights Act, 1964
Pennsylvania Human Relations Act
Penn Central Conference Policy #205.3
York Association Constitution Article IV, Paragraph 12,(lines 75-76)*

The York Association adopts the perspective and position of Penn Central Conference Policy #205.3, “Sexual Harassment”, modified for the Association as follows:

It is the policy of the York Association that all employees, consultants, authorized ministers, volunteers and participants be able to enjoy an environment free from all forms of discrimination while participating in Association-related activities. This policy statement specifically addresses a form of sex discrimination, sexual harassment.

The York Association acknowledges that:

1. Sexual harassment is a violation of the Civil Rights Act of 1964, as amended, and the Pennsylvania Human Relations Act, as amended; and
2. It is a form of misconduct which undermines the integrity of the employment/volunteer/participant relationship and the church community.

It is the sincere intent of the York Association, as a community of Christ’s people, to set an ethical standard and moral tone that will assure an unbiased environment in which harassment will not occur, as well as to fulfill its legal obligation in this respect.

Sexual harassment is defined under the law. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature are considered illegal harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual’s employment (including volunteer status or activity);
2. Submission to or rejection of such conduct is used as the basis for employment; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is illegal regardless of the gender of the aggressor or the victim and regardless of whether the motivation behind the harassment is heterosexual or homosexual.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behaviors that are not welcome and are personally offensive to a reasonable person,

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sometimes interfering with work effectiveness or creating a hostile environment. Sexual harassment can be understood as an abuse of power.

There are a wide range of behaviors which can constitute sexual harassment, including:

1. Actual physical contact or coercion;
2. Attempts to force someone into a sexual relationship;
3. Verbal offers or threats, including threats to punish if the victim does not cooperate;
4. Unwanted sexual comments;
5. Spreading sexual gossip;
6. Sexual jokes and innuendos;
7. Display of pin-ups;
8. Making obscene gestures and noises; and
9. Leering looks.

(Numbers 4-9 tend to be the kind of behaviors that constitute a hostile environment as defined above.)

To be judged by looks, physical appearances, or by tolerance of sexual advances rather than by ability, experience, or job performance is another form of sexual harassment. It can mean that job security is dependent on how or whether one responds to sexual overtures. It can mean having to work in an unnecessarily stressful atmosphere.

Any form of reprisal or retaliation against a person for voicing a complaint on his/her own behalf or on someone else's behalf is prohibited by this policy and is a violation of state and federal law.

If you believe you are the victim of sexual harassment, you are encouraged to speak directly to the harasser to make your objection clear. You may also bring the problem to the attention of your supervisor, pastor, York Association Committee on Ministry, or an Association/Conference official. An internal investigation of the complaint of sexual harassment will be handled neutrally, and as expeditiously and confidentially as possible. Appropriate sanctions will be levied against the perpetrator where complaints of sexual harassment are substantiated.

Whether or not there has been a confrontation or the filing of a complaint/grievance, if the York Association has reason to believe that harassment is occurring, the Association will investigate it and take such steps as may be necessary to assure an unbiased environment.

Training and assistance through the York Association is available to persons involved in the investigation or resolution of complaints of sexual harassment.

Under state and federal law, persons who believe they are victims of sexual harassment have a right to file a formal complaint of discrimination with the Pennsylvania Human Relations

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Commission (717-787-9784) or with the Equal Employment Opportunity Commission (215-597-9350).

This policy is based on and affirms the Pronouncement on Sexual Harassment and Abuse in the Church of the 18th Synod of the United Church of Christ. All employees, authorized ministers and volunteers will be informed of this policy and procedure at the time of employment, granting of standing, or enlistment for volunteer service.

This policy will be reviewed, updated, and distributed periodically thereafter.

(The York Association recommends adoption of the above policy, modified with name changes, by its local churches.)

Further, in cases of alleged sexual harassment or sexual misconduct the York Association shall:

- a) Contact conference staff immediately and cooperate with the Conference Response Team;
- b) Utilize suggestions described in the latest draft of guidelines developed by the Office of Church Life and Leadership, United Church of Christ, for addressing sexual misconduct; and
- c) Follow the review and discipline procedures outlined in the *Manual on Ministry*.

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Policy #104

Alcohol at Association-Sponsored Social Events

Authorization: York Association Constitution Article III, Paragraph 3

It shall be the policy of the York Association to not underwrite the cost of alcoholic beverages served at Association-sponsored social events.

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Policy #201

Minutes of York Association Council Meetings

*Authorization: York Association Constitution Article VIII, Paragraph 30
York Association By-Laws Article IV, Paragraph 125, Section c.*

It shall be the policy of the York Association of the Penn Central Conference of the United Church of Christ that minutes from the meetings of the York Association Council shall be for the use of Council members. Such minutes shall be distributed to Council members within 3 weeks of each meeting for review and pending approval at the following Council meeting.

Actions of Council recorded in the minutes shall be reported to the York Association Membership through publication in the York Association Newsletter.

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Policy #301

Limit on York Association Council Expenditures

Authorization: York association By-Laws Article III, Paragraph 120, Section c.

It shall be the policy of the York Association of the Penn Central Conference of the United Church of Christ that expenditures in excess of \$5000 shall require the approval of the York Association membership.

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Policy #302

Check Signing

*Authorization: York Association Constitution Article I, Paragraph 102, section b.
York Association By-Laws Article IV, Paragraph 127, Sections d and e.*

It shall be the policy of the York Association of the Penn Central Conference of the United Church of Christ that both the Treasurer and the Secretary/Registrar be authorized to sign all checks, that checks up to \$1000 require one (1) signature, and that all checks over \$1000 require two (2) signatures.

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Policy #303

Closing Date for Financial Records

*Authorization: York Association Constitution Article I, Paragraph 102, section b.
York Association By-Laws Article IV, Paragraph 127, Sections d and e.*

It shall be the policy of the York Association of the Penn Central Conference of the United Church of Christ all contributions from Member Churches received prior to January 31 of the following year will be credited for the preceding fiscal year unless a Member Church specifies otherwise. All contributions from Member Churches received after January 31 will be credited to the current fiscal year.

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Policy #304

Reporting of Bills

Authorization: York Association By-Laws Article IV, Paragraph 127, Sections c and d

It shall be the policy of the York Association that the Treasurer will report to the Association Council all bills paid during each month.

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Policy #305

Retention of Financial Records

Authorization: York Association By-Laws Article IV, Paragraph 127, Sections d and e

It shall be the policy of the York Association that financial records will be maintained for a period of 6 years.

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Policy #306

Offerings at York Association Events

*Authorization: York Association Constitution Article III, Paragraph 23
York Association By-Laws Article IV, Paragraph 27, Section c*

It shall be the policy of the York Association that offerings collected at Ordination and Installation services shall be designated to benefit the Members in Discernment Fund.

The designation of offerings at other Association events shall be determined by the committee sponsoring the event.

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Policy #307

Annual Fiscal Review or Audit

Authorization: York Association By-Laws Article IV, Paragraph 127, Section f

It shall be the policy of the York Association that the Association Council will schedule an annual internal audit of the treasurer's records using a checklist approved by Council. The Association Council shall appoint no fewer than 2 people as auditors. Those members shall hold their membership in separate churches of the Association. The audit shall be completed by the end of the 1st quarter following the closing of the fiscal year with a written report supplied to Council.

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Cash Handling Procedure

Policy #308

Authorization: York Association By-Laws Article IV, Paragraph 127, Section c & d

It shall be the policy of the York Association that offerings collected at Association events shall be counted by 2 members of the Association from separate churches other than the treasurer. The committee overseeing the event will appoint the counters. Those individuals will complete and sign a "Deposit Voucher" to be given to the treasurer along with the monies for deposit.

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Written Check Request

Policy #309

Authorization: York Association By-Laws Article IV, Paragraph 127, Section c

It shall be the policy of the York Association that the treasurer only writes checks for which he or she has received a “Check Request Voucher” .

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General Liability Insurance

Policy #310

Authorization: York Association By-Laws Article III, Paragraph 119, Section b

It shall be the policy of the York Association that the Association will carry General Liability Insurance. The treasurer is responsible for seeing that it is kept current and/or renewed in a timely manner.

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Retiring Pastor: Transition Plan for Worship and Practice of Faith

Policy #401

Authorization: York Association By-Laws Article V, Paragraph 65, Section F

It shall be the policy of the York Association of the Penn Central Conference of the United Church of Christ that pastors with standing in the York Association who retire from a member church with standing in the York Association shall present to the Committee on Ministry prior to the exit interview a transition plan that addresses the following issues.

- A. Where does the retiring pastor intend to worship and practice his or her faith (i.e., new congregation; remain with current congregation)?
- B. If the retiring pastor intends to worship and practice his or her faith with the congregation from which s/he is retiring, what steps will be taken to mitigate the potential for undue influence or interference in the succeeding pastor's efforts to establish him or herself in the pastor role?
- C. If the retiring pastor intends to worship and practice his or her faith with a new congregation, what steps will be taken to address the grief that accompanies the severing of relationships?

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Policy #402

Financial Support for Members in Discernment

Authorization: York Association Constitution Article V, Paragraph 13 (lines 83-84)

It shall be the policy of the York Association that members in discernment may apply for financial support through the Committee on Ministry.

Any loans made to members in discernment shall be forgiven after five years of active service as an authorized minister in the United Church of Christ.

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Policy #403

Boundary Training

*Authorization: York Association By-Laws Article I, Paragraph 103, Section b
York Association By-Laws Article I, Paragraph 104, Section c*

It shall be the policy of the York association that, to retain standing in the Association, authorized ministers who routinely perform pastoral functions must keep current with United Church of Christ policy on boundary training.

It shall be the responsibility of authorized ministers to submit certificates of completion for boundary training events to the Association's Committee on Ministry.

Records of boundary training completion will be maintained by the Committee on Ministry.

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Policy #404

When Standing in the Association Has Been Revoked

*Authorization: York Association Constitution, Article IV, Paragraph 12 (lines 75-76)
York Association By-Laws, Article I, Paragraph 103, Section e
York Association By-Laws, Article I, Paragraph 104, Section f*

It shall be the policy of the York Association that in the event an authorized minister of the York Association has his or her standing revoked, membership on all committees shall be revoked at the same time. Any such person shall remain ineligible for committee membership until such time as standing is reinstated.

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