

TECUMSEH UNITED CHURCH POLICIES

Tecumseh United Church Historic Policy Roll Established 2009

Re. Definition of Membership; Historic Roll; and List of Members & Adherents

1. That a member of Tecumseh United Church continue to be defined in accordance with Section 5.8.1 of the Basis of Union of the United Church of Canada.
2. That the Historic Roll of Tecumseh United Church continue to be maintained in accordance with the provisions of the "Archives & Record keeping" document published by the United Church of Canada's Committee on Archives and History.
3. That the Worship Committee of the Official Board of Tecumseh United Church maintain a list of active members and adherents of the Congregation entitled: "List of Members and Adherents". An "active" member or adherent is a person who, at least once in each calendar year, has attended a worship service OR has contributed at least \$50.00 to the general offering, the Mission & Service Fund or the Tecumseh UCW; OR has volunteered time and/or services to Tecumseh United Church;
4. That the Worship Committee of the Official Board of Tecumseh United Church review the List of Members and Adherents at least once during each calendar year to ensure that it accurately lists all active members and adherents of the Congregation;
5. That the names of members or adherents who are determined to be "inactive" remain on the List for a period of at least five (5) years, and that such names be followed by the phrase "inactive since" and the year in which that person was deemed to be inactive;
6. That the Worship Committee of the Official Board of Tecumseh United Church only remove names of members and adherents from the List where such removal has been requested by that person; OR where that person has been listed as inactive for more that five (5) consecutive years and the Worship Committee has determined the persons name should be removed from the List;
7. That, commencing in 2010 with the 2009 List of Members and Adherents, the Worship Committee of the Official Board of Tecumseh United Church maintain one unaltered copy of each year's List of Members and Adherents so that there exists a permanent record of the active members and adherents of the Congregation for each year that the List is maintained.

Tecumseh United Church Alcohol Policy Established 2007

Based on exposure to liability, as advised by our Insurance Broker, no alcohol, including wine, will be permitted at any functions by Tecumseh United Church, or by private groups.

Tecumseh United Church Marriage Policy Established 2004

Based on an overwhelming response to a ballot (secret vote) at a Congregational Meeting regarding same sex marriages at Tecumseh United Church, the Official Board set the following marriage policy.

“The policy for same sex marriages will be the same as for the marriage of heterosexual couples.”

Tecumseh United Church welcomes the marriage and the wedding ceremony of couples without discrimination in regards to race, gender or sexual orientation.

Memorial Trees Policy Established 2008

Due to the need to have open space for picnics, games, worship services, etc. no further memorial trees will be permitted on Tecumseh United Church property.

Memorial Donations and Plaques Policy Established 1999 Revised 2011

Only the donor has the right to request how the donation can be spent, pending approval of the Trustees and Official Board. All undesignated memorial donations will become part of the Memorial Fund which is under the control of Trustees and Official Board.

No plaques or other markings are to be placed on any items donated to Tecumseh United Church, as memorials or otherwise. The names of the donors will be recorded in the Memorial Book.

Monetary donations received by Tecumseh United Church in memory of a deceased person shall be deposited in the church's Memorial Fund. These donations are to be kept safe, unopened, and turned over to the counters on the following Sunday morning. The counters will record the donors name and address and the amount under the Memorial Fund Column. The money is to be deposited with the rest of the givings.

Tecumseh United Church Memorial Envelopes, or any plain envelope designated for a memorial will be forwarded to the TUC Envelope / PAR secretary, who will notify the family of the deceased, the name of the donors, but not the amount. The amount will be added to the givings of the donor for income tax purposes.

All counters are reminded that any information which may come into their possession concerning names, amounts, etc. are to be kept confidential and are not to be discussed with any one else, except in the course of their duties as counters.

Financial Investment Policy Established 2003

The Investment Policy Statement has been prepared for Tecumseh United Church Investment account. The current assets in this portfolio represent proceeds of non-spendable legacies left to the church, the sale of the manse and remaining cash from spendable legacies.

Short term goals: To provide steady income flow to assist in covering monthly housing and general expenses.

Long term goals: - Preserve the capital from legacies (as directed by the Official Board) and sale of manse (as directed by Essex Presbytery).

- Provide long term growth of the capital.

Time Horizon: - 10-20% of investment account to be kept in short term investments or investments maturing in less than one (1) year for contingency purposes.

- 40 - 60% of investment account to be laddered annually to a maximum of ten (10) years

- Equity portion of investment account not to exceed 25%

Risk Level: Equity asset class not to exceed 25% of total portfolio in prudently selected funds. Refer to page 36, item 44 in Trustees handbook for "prudent investor" approach.

Purpose of equity portion of the fund would be to keep pace with the rate of inflation and supplement income and/or the growth of the capital in the investment.

Fixed Income asset class: Individually purchased corporate bonds is not to exceed 20% of the value of this class.

Minimum BBB rating would be a requirement of any individual bond purchases.

Remainder to be laddered over 5-10 years in GICs of Government backed securities.

Extendible government backed notes may have potential final maturity beyond 10 years.

Autonomy would be given to the Finance sub-committee (which includes a Trustees of the church), to make future investment decisions within these Investment Policy Guidelines.

A quorum would be required to make any decisions. Any change of Finance sub-committee members would be voted on by the full Finance Committee.

The Investment Account is to be reviewed at least semi-annually, or as required, by the Finance sub-committee for appropriate asset class allocation and rebalancing. Decisions will be reported to the Finance committee. The investment account will also be

independently reviewed/audited annually in conjunction with the financial statements of the church to ensure compliance with the Investment Policy statement.

This Investment Policy Statement requires annual review by the Finance sub-committee, with approval by the Finance Committee and the Official Board. This Investment Policy Statement Future Investments, Intervivos or Testamentary donations must follow the above policy unless otherwise stipulated by the donee.

Abuse and Harassment Policy Established 2006

Tecumseh United Church is a family whose members work together to live their lives based on the principles of Christian faith. Recognizing that harassment and abuse are facts of modern life, the congregation of Tecumseh United Church is pro-active in addressing these issues.

1. Policy Statement

Tecumseh United Church will maintain a “zero tolerance” policy towards abuse and harassment, sexual or other. The church condemns all forms of abuse and harassment.

Tecumseh United Church will not tolerate and will seek to eradicate any behavior by our members, ministry staff, volunteers, adherents or employees which may constitute abuse, harassment, exploitation or misconduct.

We are thus fully in agreement and will adopt the policy statement as published by the United Church of Canada. Briefly, the United Church of Canada does not tolerate any behavior by any of its members (Lay and Order of Ministry) representative or employees, which constitutes harassment of any of its members, representatives, or employees.

Tecumseh United Church is committed to providing a safe environment for worship, work and study in all facets of our congregation. Complaints related to abuse or harassment of adults, both male and female, and of children and youth, will be taken seriously and be dealt with in a spirit of compassion and justice.

2. Definition

a. What is sexual abuse?

It may include:

- Any demeaning exploitive behavior of a sexual nature.
- Threats of such behavior.
- Unwanted sexual attention in the form of remarks, jokes or innuendo about a person’s body, clothing or sexual activity.
- Displaying of suggestive or pornographic material.
- Unnecessary physical contact, such as touching, patting, pinching or punching and physical assault.

- Indirect or explicit invitations to engage in sexual activities which may include a promise of reward or a threat of reprisal for not complying.
- b. What sexual abuse is NOT.
- It is NOT a relationship of mutual consent.
 - It is NOT an expression of friendship between friends.
- c. What is harassment?
- Repeated unwanted attention.
 - Constant torment.
 - Harassment happens with no preference of age, race, appearance, or occupation. Women and men are victims. Children are particularly vulnerable.
- d. What is physical abuse?
- Hitting a person.
 - Shoving a person.
 - Pulling hair.
 - Hurting a person's body in any way.
- e. What is emotional abuse?
- Affecting a person's feelings in a hurtful or spiteful way.
- f. What is child neglect?
- Leaving an infant or young child alone without supervision.
 - Not attending to a child's needs in a timely manner.

3. Screening

The degree of screening will depend on the level of risk associated with the opportunity for abuse or harassment to occur.

The level of risk is outlined as follows:

- Low risk - fundraisers, property maintenance, general membership, etc.
- Medium risk - personnel who are never alone with children / vulnerable persons but who have contact by virtue of their position or responsibilities.
- High risk - personnel who have the opportunity to be alone with children, youth and vulnerable persons, or who have power or a position of trust.

The Ministry and Personnel Committee will screen all employees or contract personnel.

The Sunday School Superintendent will screen all volunteers who assist in Sunday School or Youth Group functions.

Personal interviews and background reference checks and Criminal/Police checks will be performed on staff (Ministerial and others) and volunteers who work with children, youth

and vulnerable adults in a high and medium risk category. Volunteers under 16 years of age will not need a police check

Police checks will be performed on all staff and high/medium risk personnel. A police check is required every five (5) years.

4. Operational Procedures

The Ministry and Personnel Committee of Tecumseh United Church will be responsible for compliance with the Abuse and Harassment Policy.

This committee will be the forum to which all complaints of abuse and harassment will be made and will respond in a timely and sensitive manner.

The committee will provide training (see section 6) for all new staff and high/medium risk volunteers.

* Full-time staff - Each have their own office and access to a telephone. Due to the nature of their work, they usually work alone. They are encouraged to report to the Ministry and Personnel Committee if they experience any abuse or harassment, sexual or otherwise.

* Sunday School - The Tecumseh United Church Sunday School currently operates in a "Rotation Model" format meaning that there are six media centres where an ongoing lesson is taught and the children rotate to these individual centres during the course of the lesson cycle.

In order to ensure that the classes will always be a safe place of Christian education, Tecumseh United Church has adopted the following policies towards the Sunday School:

- a. The teachers in the rotation will be paired up for dual supervision. This pairing may include a "floating monitor" who will walk between the classes making periodic spot checks throughout the lesson.
- b. Classes will be run under an "open door policy".
- c. Parents can be in attendance with their children during the Sunday School hour if they wish.

* Youth Group - The following policies have been adopted for and by the Youth Group.

- a. Volunteers will be paired up and sufficient staff will be on hand to ensure the events run in a safe manner.
- b. Programs usually take place in Tecumseh United Church Christian Education Centre (hall) and are operated in an open concept format.

- c. For evening events, parents will be encouraged to drop-off and pick-up their children at the completion of the night's program. Tecumseh United Church cannot be responsible for the children or youth on their way to and from the events.
- d. The evenings activities normally are announced early enough so that parents will be aware what the children or youth will be doing during the event.
- e. Parents will also be encouraged to stay and participate with the children if they so wish.

* Nursery - Adult supervision with sign-in and sign-out controlled access. The room has large windows and the doors are on the opposite wall. Our nursery is operated only during the worship service.

* Corporal Punishment - this is prohibited.

* Internet Access - children and youth will be supervised.

* Agreement to Policy - all staff and volunteers must sign an agreement to comply with our Abuse and Harassment Policy. This will be a requirement for any new staff or new volunteers.

* Documentation - will be kept on file indefinitely.

* Incident Reporting Form - this has been drafted.

5. Premises

* Lighting - Tecumseh United Church has adequate lighting to provide a safe environment both inside and outside the church. The outside lights are on timers and are monitored; they are controlled by clocks set to insure the yard and walks are properly illuminated even as the daylight changes with the seasons.

* Classes for Sunday School and Youth Group activities will be held under and "open door policy."

* Our Sunday School Superintendent will act as a floating monitor making periodic checks.

* Our Nursery must have adult supervision with sign-in and sign-out controlled access.

* We have no shower facilities.

* Washrooms cannot be locked and are always accessible for monitoring.

6. Training

- a. The Ministry and Personnel Committee of Tecumseh United Church ensures that all staff and volunteers who will be in direct contact with children, youth and vulnerable adults in a medium or high risk category receive a copy of the Policy on Abuse and Harassment. It is required that they sign our form to state they have read the policy and agree to abide by the Policy requirements.
- b. Tecumseh United Church introduced the abuse policy to all staff, ministry personnel, children/youth/nursery personnel at a formal presentation in April 2005.
- c. Abuse prevention training will be provided to new staff and high/medium risk volunteers initially and at a review at least every five (5) years.
- d. When speakers, videos and books, or other literature are available, these will be used to further emphasize the Zero Tolerance of Abuse and Harassment at Tecumseh United Church.

7. Responding - Procedures for Responding to a Complaint of Abuse or Harassment

- a. The Ministry and Personnel Committee of Tecumseh United Church will be the Abuse Incident Response Committee to deal with all allegations of abuse, and to take the action deemed appropriate in a timely and sensitive manner.
- b. If the complaint involves a member of the Ministry and Personnel Committee, that member will be asked to temporarily remove themselves from the committee pending the final action of the committee.
- c. Depending on the severity of the allegation, it may be handled strictly within the confines of the committee. Some complaints can be resolved easily and informally between the parties.
- d. Any cases involving legal minors must be reported to the appropriate authorities. In the Province of Ontario, any abuse of a person sixteen years of age or younger is to be reported to the local Children's Aid Society.
- e. Where a criminal charge of physical or sexual abuse might occur, these complaints MUST be forwarded to the appropriate provincial authority, and to the police in the jurisdiction where the abuse occurred for their investigation.
- f. Complaints must be in writing. A complaint cannot be filed by anyone who does NOT have direct knowledge of the alleged circumstance. The complainant may name anyone who they feel will be able to support their claim.
- g. The respondent or alleged perpetrator will be notified in writing about the alleged complaint and will be asked to:

- refrain from further contact with the complainant
 - document to the best of his/her knowledge his/her version of the event
 - name anyone who may support his/her claim
- h. The Ministry and Personnel Committee (as a whole, or some delegates of this committee) will meet with both the claimant and respondent (at different times) to go over the complaint and verify that all supporting information (both verbal and written) has been supplied.
- i. On completion of the investigation, the committee will meet and decide upon a course of action consistent with the results of the investigation. In the case of ministry personnel, the results shall be forwarded to Essex Presbytery.
- j. The Church's Insurer will be kept abreast of the investigation and will be consulted as to the final course of action to be taken.
- k. If the complaint involves a minor, their guardian of record will be immediately notified.
- l. Both the complainant and the alleged perpetrator will be given assurance of confidentiality to the extent possible. An exception will be when the police or Children's Aid Society are legally required to be notified. Also the Church Trustees and our Insurance Company may have to be notified because of the Church's Liability Insurance.
- The Minister, Executive Committee, and the Official Board of Tecumseh United Church will be notified of the complaint and resolution of the complaint, at the discretion of the Ministry and Personnel Committee, when warranted. The Trustees, as a second monitorial body, will always be advised.
- m. The alleged perpetrator shall be suspended from involvement in church work, pending the outcome of the investigation.

At the completion of the investigation and after satisfactory resolution and action has been completed, the Ministry and Personnel Committee will file all applicable data in a confidential file, and will comply with the Privacy Act of Ontario.

Use of Piano or Organ for Student Practice Policy Established 2010

Any request which is received to use the piano or organ in the sanctuary for practice sessions will be referred to the church music director. The final decision regarding the request will be made at the discretion of the music director and will include access and availability to the instruments. The decision reached by the music director will be communicated to the Worship Committee.

Accessibility Standard Policy Established 2012

Accessible Service Plan - providing services to people with disabilities. Tecumseh United Church is committed to excellence in serving all, including people with disabilities and respects the principles of independence, dignity, integration and equal opportunity for all.

Assistive devices - we will ensure that our staff are trained and familiar with various assistive devices that may be used by the congregation and visitors with disabilities while accessing our church or services.

Communication - we will communicate with people with disabilities in ways that take into account their disability.

Service animals - we welcome people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public.

Support persons - a person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

Fees will not be charged for support persons if there are programs that have a cost associated with them.

Notice of temporary disruption - in the event of a planned or unexpected disruption to services or facilities for those with disabilities Tecumseh United Church will notify them promptly. A clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available. The notice will be placed on the door with the disruption.

Training for staff - Tecumseh United Church will provide training to employees, volunteers and others who deal with the public or other third parties on their behalf. Individuals in the following positions will be trained: minister, secretary, communication chair, Sunday School chair, property and maintenance chair. This training will be provided soon after hiring new staff or new persons in the volunteer positions.

Training will include:

- An overview of the Accessibility for Ontarians with Disabilities Act 2005 and the requirements of the customer service standard.
- Tecumseh United Church's Accessibility Policy.
- How to interact and communicate with people with various types of disabilities.
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.

- What to do if a person with a disability is having difficulty in accessing Tecumseh United Church's facility.

Staff will also be trained when changes are made to our Accessibility Policy.

Feedback process - those who wish to provide feedback on the way Tecumseh United Church provides services to people with disabilities, or with its facilities, can contact us by e-mail, verbally, or by standard mail. All feedback will be directed to the church secretary who will forward the feedback to the appropriate person, or chair of a committee, for response.

Modifications to this or other policies - any policy of Tecumseh United Church that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.