

# SECTION E

# HUMAN RESOURCES

*Passed by the Deacons' Board: 2010*  
*Last reviewed: 24 Jan 13*

## LIST OF AMENDMENTS

<u>DATE</u>	<u>AMENDMENTS</u>
23 Oct 12	Modified Section VII to include our acknowledgment of an employee's right to privacy with church computers, as decided by the Supreme Court in <i>R. vs. Cole</i> (19 Oct 12)
23 Oct 12	Added subsection 4 on Interns to Part II
23 Oct 12	Added correct By-Law section to Part II with respect to congregational approval of new staff hirings

<b>I. PERSONNEL COMMITTEE .....</b>	<b>6</b>
1. AIM .....	6
2. STRUCTURE .....	6
3. AUTHORITY .....	6
<b>II. RECRUITMENT, SELECTION, AND ORIENTATION OF NEW STAFF.....</b>	<b>7</b>
1. AIM .....	7
2. PROCESS.....	7
a) <i>Step One - Position approval</i> .....	8
b) <i>Step Two - Job posting</i> .....	8
c) <i>Step Three - Interview process</i> .....	9
d) <i>Step Four - Reference Checks</i> .....	9
e) <i>Step Five - Job offer</i> .....	10
3. PROBATIONARY PERIOD ASSESSMENT.....	11
a) <i>Aim</i> .....	11
b) <i>Process and purpose</i> .....	11
4. INTERNS	
a) Budget	
b) Duration	
c) Approval	
d) Duties	
e) Hours of work	
f) Administration	
g) Vacation and Benefits	
h) Bethel's obligations	
i) Intern's obligations	
j) Educational requirements	
<b>III. PERFORMANCE REVIEWS AND CORRECTIVE ACTION PROGRAM.....</b>	<b>13</b>
1. FIRST YEAR OF EMPLOYMENT .....	13
2. ANNUAL PERFORMANCE REVIEWS.....	14
a. <i>Aim</i> .....	14
b. <i>Process</i> .....	14
3. COMMUNICATIONS/PROBLEM RESOLUTION .....	15
4. CORRECTIVE ACTION PROGRAM .....	15
a) <i>Aim:</i> .....	15
b) <i>Process</i> .....	16
<b>IV. REMUNERATION .....</b>	<b>16</b>
1. GENERAL PROVISIONS: .....	16

2. ANNUAL RAISES:.....	17
<b>V. GROUP HEALTH BENEFITS AND INSURANCE.....</b>	<b>18</b>
1. EMPLOYEE BENEFITS (GROUP INSURANCE AND PENSION).....	18
<i>a. Aim</i> .....	18
<i>b. Types</i> .....	18
<b>VI – WORK HOURS, STATUTORY HOLIDAYS, VACATION TIME, SICK LEAVE AND LEAVES OF ABSENCE .....</b>	<b>20</b>
1. INTRODUCTION .....	20
2. WORK HOURS .....	20
<i>a) General Provisions</i> .....	20
<i>b) Meetings and overtime/Compensatory Time Off</i> .....	21
3. STATUTORY HOLIDAYS .....	21
<i>a) General provisions</i> .....	21
<i>b) Substitute holiday</i> .....	22
2. VACATION TIME .....	22
<i>a) Full- and part-time employees (&gt; 15 hrs/wk)</i> .....	22
3. SICK LEAVE AND LONG-TERM DISABILITY .....	22
<i>a) Sick Leave (first 12 days of illness)</i> .....	22
<i>b) Employment Insurance Sickness Benefits (13<sup>th</sup>- 160<sup>th</sup> day)</i> .....	23
<i>c) Long-Term Disability (161<sup>st</sup> day and on)</i> .....	23
4. LEAVES OF ABSENCE.....	23
<i>a) General Provisions</i> .....	23
<i>b) Leave of Absence – Bereavement</i> .....	24
<i>c) Leave of Absence – Jury Duty/Subpoenaed Court Appearance</i> .....	24
<i>d) Leave of Absence – Moving Day</i> .....	25
<i>e) Leave of Absence – Pregnancy/Parental/Adoption Leave</i> .....	25
PREGNANCY LEAVE.....	25
PARENTAL/ADOPTION LEAVE .....	26
LEAVE OF ABSENCE – UNPAID.....	26
7. MEDICAL/DENTAL/EYE APPOINTMENTS .....	26
<i>Aim</i> .....	26
<i>Process</i> .....	27
<b>VII - TECHNOLOGY .....</b>	<b>27</b>
1. AIM.....	27
2. AREAS OF APPLICATION.....	27
<i>a. Computers and Data Files</i> .....	27
<i>b. Phones</i> .....	29
<i>c. Other Technologies</i> .....	30
<b>VIII - EMPLOYEE RECORDS AND PRIVACY .....</b>	<b>30</b>

1. AIM .....	30
2. PROCESS.....	30
a) <i>Personnel Files</i> .....	30
b) <i>Employment letters</i> .....	31
c) <i>Reference letter to potential employers</i> .....	31
3. PERSONAL INFORMATION .....	31
<b>IX. HARASSMENT.....</b>	<b>32</b>
1. AIM .....	32
2. APPLICATION .....	32
3. PROCESS.....	32
4. INVESTIGATION .....	33
5. EXCEPTIONS .....	33
<b>APPENDIX A - PASTORAL HIRING PROCEDURE.....</b>	<b>34</b>
<b>APPENDIX B - STAFF JOB DESCRIPTIONS.....</b>	<b>35</b>
<b>APPENDIX C - PERSONNEL REFERENCE CHECK QUESTIONS .....</b>	<b>36</b>
<b>APPENDIX D - STAFF MEMBER LIFESTYLE CONVENANT.....</b>	<b>37</b>
<b>APPENDIX E - REFERENCE CHECK CONSENT FORM.....</b>	<b>39</b>
<b>APPENDIX F - AGC GROUP HEALTH PLAN OVERVIEW.....</b>	<b>40</b>
<b>APPENDIX G - EMPLOYER-MATCHED GROUP RRSP APPLICATION FORM.....</b>	<b>39</b>

## **I. PERSONNEL COMMITTEE**

### **1. Aim**

The Personnel Committee provides support and accountability to Church staff. Its members also serve to provide effective communication between Church staff and leadership as well as proper implementation and revision of the Personnel Policy.

### **2. Structure**

- The Personnel Committee is to be composed of at least five members:
  - a representative from the Elders' Board
  - a representative from the Deacons' Board;
  - at least three members-at-large who are neither Elders nor Deacons
  
- The members-at-large shall serve as liaisons between staff members and the Personnel Committee. Upon hiring, every staff member will be assigned a Personnel Committee Liaison Person. The Liaison Person shall serve to resolve any questions, issues, or problems that an employee may have regarding their contract, work duties, or work environment.

### **3. Authority**

- In matters covered by the Personnel Policy, the Personnel Committee has the authority to resolve any issues according to the policy. When an employee brings a question to their liaison person, that question will then be reviewed by the Personnel Committee who will make a decision according to the policy. The liaison will report the decision to the employee and the Committee will be responsible to inform any parties also affected by the decision.
  
- In matters not covered by the Personnel Policy, the Committee shall research the issue and decide on a recommended course of action. This recommendation needs to be reviewed and approved by the Deacons' Board. If approved by the Deacons, the Personnel Committee shall be responsible for implementing the decision.

Any changes or additions to the Personnel Policy must likewise be reviewed and approved by the Deacons' Board before implementation.

## II. Recruitment, Selection, and Orientation of New Staff

### 1. Aim

The success of the Church depends upon having the right employees, properly trained and motivated, applying their gifts, skills and abilities to all of their assigned job/ministry functions.

The aim of this section is to ensure that Church employs the most suitable candidates in each job/ministry opportunity and provides orientation training to ensure they have the necessary information to excel at work.

The Church is committed to providing a recruitment, selection, and hiring process that is fair and consistent. The Church also believes in equal opportunity employment practices and will not discriminate on the designated grounds identified in the Ontario Human Rights Code except where identified or in conflict with the Church creed.

### 2. Process

#### **IMPORTANT NOTE**

While the candidates themselves are free to discuss their candidacy for a position at Bethel with whoever they please, *staff at Bethel Church shall maintain job applicant confidentiality at all times.*

The following are the only people who should be aware of candidates' names for any given process:

- Members of the Personnel Committee (and Church Administrator, in the case of an administrative (office) hiring)
- The Pastor and chairs of the Elders' and Deacons' Boards (who may, as needed, discuss candidates with fellow board members, subject to the confidentiality rules)
- The Church secretary, who will be receiving the applications and processing them on behalf of the Committee

With the possible exception of the hiring of a new Pastor (discussed separately at Appendix A), the hiring process at Bethel is a relatively simple one, containing five steps in most cases.

### **a) Step One - Position approval**

Article III, Section 4A of the Bethel Church By-Law states that one of the functions of calling Congregational Meetings is to discuss “staff replacements”. Thus, congregational approval to fill a position must be granted prior to advertising any job opportunity. **NOTE: this does not apply in the case of a re-hiring in an already-existing position.**

### **b) Step Two - Job posting**

Once approved by the congregation, the Church will initially follow an internal job posting process. Concurrently, the church may allow posting of an external advertisement that is open to the public.

Timeliness is also important, both to Bethel and to those applying for a position. Thus, the Personnel Committee should endeavour to hold interviews and finalize the process within one month of the closing date of the competition. Should the process take longer for reasons beyond the Committee’s control, a committee member should contact all candidates to advise them of the situation. Since Bethel prides itself on its care of staff members, ongoing communication with potential candidates is crucial.

All job advertisements shall include:

- the job title
- knowledge requirements
- key responsibilities
- required level of education and experience
- employment terms (full-time, part-time, temporary contract)
- closing date for the job competition, and contact information.

The receipt of all internal job applications will be immediately acknowledged by the most expeditious means (e-mail, phone call) by the person who received the application (i.e. a Committee member or the church secretary).

However, because of the sheer quantity of applications which is often received when an external competition is held, the following notice shall be placed at the bottom of all external job postings:

**“NOTE: While we thank all who apply, only those chosen for an interview will be contacted.”**



### **c) Step Three - Interview process**

- The interview process will assist in identifying the most qualified candidate based on the requirements of each vacant position.
- The Personnel Committee is free to review all incoming applications ahead of time, choosing to interview only those few candidates who appear to best fill the requirements of the position
- Insofar as possible, interviews should be conducted within the presence of as many members of the Personnel Committee as possible, since several opinions and insights about the candidate can only be helpful in the deliberations following the interviews.
- Interview questions will aim to identify candidate ability, knowledge, training and skill to determine who the most suitable applicant is.
- Legitimate employment tests may be used to test a job candidate's skill, ability or technical knowledge.
- Whether with respect to questions or employment tests, the same criteria will be used to evaluate each candidate in a job competition.
- A record of the interview questions and responses will be maintained to compare job candidates.
- Finally, the Personnel Committee will forward the interview questions used for each staffing process so that an inventory can be maintained for future job processes during the interview, the applicant will also be asked to sign a copy of the Reference Check Consent form found at Appendix C.

### **d) Step Four - Reference Checks**

Once the committee believes it has found the right candidate, a committee member (or the potential job supervisor) will check at least two references prior to making an offer of employment, using the question sheet found at Appendix B. The candidate will sign a Reference Check Consent Form at Appendix C.

Answers to the reference checks shall be written down (either as provided in writing by the reference or by the member asking questions during a phone interview) and shall be kept as part of the applicant's folder for the competition.

A report will be made to the Committee and any concerns brought up through the reference checks, if any, should be discussed, as well as finalizing the terms of the employment contract for the successful candidate.

#### **e) Step Five - Job offer**

An initial offer of employment will be made verbally by a member of the Committee. Once verbal acceptance of the offer of employment has been received, a written offer of employment will be prepared with the assistance of administrative staff including:

- job title
- salary
- benefit eligibility information
- vacation entitlement
- start date (and end date, if applicable)
- hours of work
- the fact that the offer is subject to a 3-month probationary period, during which time both the employer may dismiss the employee, and the employee may resign, without notice.
- the mandatory requirement to sign a Staff Member Lifestyle Covenant (listed at Appendix C), which includes an oath of confidentiality.
- a copy of the job description, and any other specific conditions which may apply.

Two copies of the written employment offer, signed by the Chair of the Deacons' Board, will be sent to the potential employee, who will be asked to sign and return one copy to indicate acceptance of the terms of employment.

Upon receipt of the written acceptance of the terms of employment from the candidate, the unsuccessful candidates will be notified by a member of the Committee.

Once the new staff member begins employment, their hiring supervisor will provide an orientation to the work area and equipment, a review of the job function and responsibilities, a review of performance measures/expectations, an introduction to coworkers, payroll procedures and benefit enrolment procedures.

### **3. Probationary Period Assessment**

#### **a) Aim**

Bethel Church recognizes that new employees need a period of time to familiarize themselves with the Church and become competent in their job. That period may also be used by both employer and employee to ensure a good “fit” between Bethel and the employee.

#### **b) Process and purpose**

The probationary period for all newly-hired or -transferred employees shall be **three months from the start date**.

The purpose of the probationary period is to provide orientation, guidance, on-the-job training, and coaching to the new employee, allowing them the opportunity to learn and fulfill the requirements of the new position. It also provides the supervisor an opportunity to evaluate the hiring decision, and the employee to see whether he or she is a good “fit” for Bethel. To this end, the supervisor will regularly monitor, measure, review and communicate the new employee’s level of performance during the probationary period.

The probationary period may be extended, with reasons for the extension provided to the employee in writing. Clearly-defined, written performance objectives must be documented with the employee to address the performance concerns.

If the employee’s performance is unsatisfactory, his/her employment may be terminated in writing during or prior to the completion of the probationary period. Termination of a probationary employee must be in consultation with the Personnel Committee.

The employee may also terminate employment without notice or reason during this period although it is hoped that they would be willing to sit down with the Personnel Committee to discuss the reasons for leaving.

### **4. Interns**

Upon occasion, Bethel may opt to hire an intern to contribute to one or more ministries. The following are policies with respect to that intern.

- a) **Budget:** the budget for an intern shall come from two possible sources, EITHER

- a. *An approval by the congregation* at the previous Annual General Meeting so that funds may be budgeted – since our interns are paid a small wage during their time here, it is a commitment we wish to honour; OR
  - b. *Funds provided by a private individual*, such that congregational approval is not required since there will be no expense to the Church.
- b) **Duration:** Interns shall be hired on a fixed-contract basis, usually for the “church year” (i.e. September to May), although this can vary as needed. The contract shall not be renewed without a further budget/hiring process.
- c) **Approval:** The Senior Pastor shall have authority to approve the hiring of an intern following a recommendation by relevant ministry staff. He shall also make the Church Administrator, Deacons’ and Elders’ Boards aware of their hiring and job descriptions and so forth.
- d) **Duties:** the intern’s duties shall be determined and approved by the Senior Pastor before the intern is hired – it is expected that an intern shall actually be hired because he or she already brings a certain skill-set to the table, which skill-set shall be used to help Bethel develop one or more aspects of her vision.
- e) **Hours of work:** this is the main distinction of the internship versus other employees at Bethel. An intern will not be working full-time hours, and in fact will only be paid for typically 10-15 hours per week. In other words, as part of their internship, interns will be expected to find work in the local community to supplement their income.
- f) **Administration:** the hiring of an intern is no different than the hiring of any other employee and will require the same paperwork to set up their payroll etc.
- g) **Vacation and benefits:** interns shall receive 4% pay in lieu of vacation time during their employment (this should be budgeted along with the internship amount – for example – if the church budgets \$4000.00 for an intern, the actual budgeted amount should be \$4160.00, which includes 4% vacation pay). Other than statutory holidays and statutory employee deductions and contributions occurring during their employment period, no further benefits will be payable.
- h) **Bethel’s obligation towards the interns:** To provide a stimulating internship environment, allowing us to help hone and develop the intern’s skill-set (leadership and communication skills) for future use in their career.
- i) **Interns’ obligations towards Bethel:** to participate fully in church life, using his or her knowledge to assist us in our vision development.

- j) **Educational requirements:** none are mandatory but shall be included in the intern's individual job description. Typically, however, most interns will be recent university graduates.

### III. Performance Reviews and Corrective Action Program

#### 1. *First year of employment*

Care of employees is a priority at Bethel, gained through long (and sometimes hard) experience. Bethel acknowledges that working in Church Ministry is difficult enough without a staff member feeling as if they are just a cog in the Bethel "machine". As such, the first year of ministry at Bethel will be a period of adjustment and learning, and we will take steps to ensure that this transition happens as smoothly as possible. It is hoped that by being proactive, Bethel church can avoid the all-too-familiar "burnout" issues which plague so many non-profit organizations and churches.

The following monitoring steps will be taken during the first year of employment, at set intervals:

- after the first week,
- after the first month
- every three months until the first annual performance review

These initial steps need not be formal. They may consist simply of the staff member's Liaison Person and the Pastor sitting down for a coffee with the new staff member to discuss general issues surrounding adjustment and ministry. This can include, but is not limited to:

- personal adjustment in the job itself: learning curve, responsibilities, workload
- personal adjustment to the Bethel environment: development of relationships with colleagues, getting to know the congregation and how Bethel "works"
- personal adjustment to leaving the last job (and moving to Kingston, if applicable)
- family adjustments: how is the staff member's family adjusting to the member's job (and the move, if applicable) and life at Bethel, or in a new city?
- these steps might also be covered in the course of day-to-day work, during staff meetings for instance
- these conversations, then, will allow the new staff member to provide feedback on how he or she is settling in at Bethel, and in case of difficulties, they can be brought out, discussed and dealt with immediately and proactively.

## **2. Annual Performance reviews**

### **a. Aim**

Annual Performance Reviews provide a forum for employer-employee feedback and communication. They also allow for ongoing employee growth, development and goal-setting.

### **b. Process**

- Every Bethel employee, whether part-time or full-time, shall have one annual performance review and one semi-annual review
- Whenever possible, all employee reviews should take place at the same time of the year so that the process can be completed quickly and efficiently.
- The annual review shall be conducted by the employee's supervisor and Personnel Committee liaison, and the semi-annual review shall be conducted by the employee's supervisor:

<b>Staff Position</b>	<b>Semi Annual</b>	<b>Annual</b>
Pastor	Elders	Elders
Youth Director	Pastor	Pers Cttee mbr/Pastor
Family Ministries Director	Pastor	Pers Cttee mbr/Pastor
Church Administrator	Pastor	Pers Cttee mbr/Pastor
Church Secretary	Church Admin	Pers Cttee mbr/Church Admin
Building Superintendent	Deacon	Pers Cttee mbr/Chair, Deacons' Cttee

- Reviews are to cover:
  - an appraisal of how well the employee has fulfilled the duties outlined in their job description
  - goal-setting for each of the employee's areas of responsibilities
  - a discussion of potential areas of development for the upcoming year (i.e. a Ministry Action Plan), including new responsibilities and relevant training, either personally for the employee or within the context of their specific ministry (e.g. a Youth Director may want to submit a plan for the training of youth leaders)
  - a review of contract terms including salary, benefits, and vacation time
- The Personnel Committee shall advise the staff at least two weeks before the review meeting, thus allowing the staff member to prepare a Ministry Action Plan for discussion during the meeting as well as receiving their evaluation.

### **3. Communications/Problem Resolution**

Positive and open communication amongst all employees and volunteers of Bethel Church is important for maintaining constructive working relationships within the Christian fellowship of the Church. It also supports productive employee/volunteer input, team work, and role function clarity.

Application: Supervisors/leaders provide the first line of communication with employees/volunteers, and are responsible for communicating regular and ad hoc information updates in support of Church activities, and for seeking employee/volunteer input.

Supervisors/leaders are also the initial contact to help resolve problems. Employees should feel comfortable discussing their concern(s) with their supervisor or the Personnel Committee liaison, and having the issue addressed promptly. Volunteers should feel comfortable discussing their concern(s) with their team leader.

It is expected that general communication with all staff shall occur on a weekly basis, either during staff meetings or one-on-one meetings with the supervisor.

### **4. Corrective Action Program**

#### **a) Aim:**

The corrective action program is designed to assist employees whose standard of performance or conduct is unsatisfactory and where ongoing supervision/communication has not been of assistance. It is intended to help employees to improve their performance or conduct themselves to an acceptable standard. Disciplinary action is part of this process.

The objective of this policy is to assist employees in the performance of their jobs, ensure consistent and fair treatment of all employees, and to ensure that inappropriate behaviour is appropriately and quickly dealt with.

Performance problems can be characterized as either blameworthy (culpable) behaviour or behaviour that is not blameworthy (non-culpable). The Corrective Action Program attempts to resolve both performance problems.

## **b) Process**

When an employee is not performing up to standard, his/her supervisor will clarify the job expectation and provide prompt training and supervision as needed. The supervisor will also meet with the employee's Personnel Committee liaison to determine the most appropriate steps to support reaching the expected performance requirement. A time-frame for performance monitoring and quality improvement will be established. The supervisor will maintain a written record including dates of meetings, training discussions, and performance reviews.

When an employee's conduct appears to be blameworthy, the supervisor, along with the Personnel Committee liaison, will investigate the inappropriate behaviour and determine its severity. The supervisor will review the circumstances with the Personnel Committee liaison to determine the most appropriate action. Following the investigation, the supervisor will meet with the employee to explain the performance expectations.

Disciplinary action will normally follow the progressive model, a progression from verbal warning, to written warning, to suspension, and finally termination. A serious misconduct may result in immediate suspension or termination. Any disciplinary action will be recorded in the employee's personnel file.

## **IV. REMUNERATION**

### **1. General Provisions:**

#### **NOTE**

In order to simplify employment-related processes, Bethel uses an "Employment Year", which goes from September 1st to August 31st of every year. This means that all staff member salaries, raises, sick leave, and vacation begin from the same starting point no matter when they were hired.

- Salary provisions shall be calculated independently for each staff member as part of their contract, and may vary depending on the following (and its *relevance to their ministry*<sup>1</sup>):
  - education
  - experience

---

<sup>1</sup> E.g. it is relevant to ministry for a youth pastor to obtain a master's in divinity; that same degree is not relevant to the Church Administrator



Thus, it is understood that two staff members who appear to be working in a similar ministry may actually get different salaries. This is no indication of unfairness or bias on the part of Bethel. However, Bethel will pay similar work with a similar base starting salary.

- Bethel employees are paid monthly, on the 15th of each month, with the exceptions listed below. Salaried employees are paid for the current month (i.e. the 15th of last month to the 15th of this month), while hourly employees are paid for the hours submitted for the previous month.
- Hourly employees are expected to submit their hours to the Church Administrator no later than the 7th day of the following month.
- all staff shall receive a pay statement along with their paycheque, showing gross pay, deductions and net pay. They are expected to check their statements for errors and report any errors to the Church Administrator (or payroll staff) as soon as possible.
- while payment will usually be on the 15th of the month, if the 15th falls on a Saturday, Sunday or Monday, payment will be dated and handed out *the previous Friday*.

## **2. Annual raises:**

Notwithstanding her status as a church, Bethel acknowledges her obligation to pay employees equitably and competitively, in keeping with local/regional pay scales for employees in similar church work.

Bethel also acknowledges that the cost of living generally rises. As such, and unless prevented by serious financial considerations affecting the church as a whole, all staff shall receive, an annual cost-of-living increase, in September of every year, voted upon by the deacons during the Spring budget discussions, with the exception of staff hired in June, July or August of that year, who will not receive their first pay raise until September of the following year (however, Bethel will endeavour to take staff September pay increases into account when calculating the starting salary of the new employee).

Further raises may also be implemented when staff status changes in such a way as to affect their ministry at Bethel:

- related educational qualifications (such as a pastor obtaining a Master's degree or a PhD in theology)
- ministry qualifications (such as a pastoral ministry leader being ordained)

## V. GROUP HEALTH BENEFITS AND INSURANCE

### 1. *Employee Benefits (Group Insurance and Pension)*

#### a. Aim

An effective employee benefits program supports employees through provision of critical health and welfare coverage, and supports the Church by facilitating employee recruitment and retention initiatives. Bethel Church provides comprehensive employee benefits as part of the compensation program.

#### b. Types

Employee benefits are segmented into two groups, statutory government programs and employer-sponsored benefits. Statutory government programs include health coverage provided through the Employer Health Tax, the Canada Pension Plan, and the Employment Insurance program. Employer-sponsored benefits include a health insurance program and a pension plan. The health insurance program includes medical, dental, long-term disability, basic life insurance plan and accidental death and dismemberment insurance.

#### NOTE:

Unless otherwise indicated, for the purpose of this section, an employee working 25 hours per week or more is considered to be a “full-time employee”.

#### *i) Statutory government programs:*

All paid employees contribute to the Canada Pension Plan [CPP] and Employment Insurance [EI]), on a cost-sharing basis with Bethel. Cost-sharing of the programs is determined by the applicable legislation, and will depend on the TD1 (Personal Tax Credits Return) form which is filled in and signed by all new employees.

It is also recommended that the employees be asked to sign a new TD1 once a year to ensure their status has not changed.

TD1 forms can be downloaded at <http://www.cra-arc.gc.ca/formspubs/frms/td1-eng.html>

Note that the employee needs to fill in both a federal TD1 and a provincial TD1 for Ontario.

#### *ii) Health Benefits and disability insurance:*

All full-time employees (over 30 hours per week) are eligible to participate in the employer-sponsored Health Insurance Program after three months of continuous active service<sup>2</sup>:

---

<sup>2</sup> See details of policy at Appendix E

- Bethel Church will pay the full premiums for benefit coverage under the health insurance program, except long-term disability.
- Employees will pay the full premiums for long-term disability insurance.

In both instances the Church is not responsible for the actual provision of the insurance benefits, only the collection and payment of the insurance premiums.

The policies issued by the insurance company are the governing documents in any question of interpretation or application of the benefit entitlement. Benefit booklets will be available through the Church office and will be given to any new eligible employee.

Benefits are terminated on the last day of employment, regardless of any severance package or appreciation gift given by the church.

iii) Pension plans:

Following one year of continuous service, all employees (whether part-time or full-time) shall be eligible for a matching RRSP contribution from Bethel Church into a Group RRSP administered by RBC, on a voluntary basis:

- the Church will match any RRSP contributions made by an eligible employee up to an annual maximum of 5% of their gross annual salary. Employees must contribute that same amount at a minimum (i.e. if the employee contributes only 3%, then the church will only contribute 3%), although their own maximum contribution is up to them (i.e. they may contribute 10%, although Bethel will still only contribute a maximum of 5%)
- Contributions shall be made to two separate Group RRSP accounts established with RBC, an employee account and a church account.
- RRSP contributions made by the Church on behalf of an employee are a taxable benefit and shall appear in box 40 of the employee's T4.

The following are the rules governing the two separate plans:

- The group plan is entirely voluntary. Every employee who becomes eligible will advise the church administrator of their desire to join the plan in writing, by signing the form found at Appendix F. That note will be placed in their personnel file.
- 
- Employer portion of the group plan:
  - o Once an employee has signed on to the plan, the employee is encouraged to keep their RRSP is locked in until they resign or retire.

- Notwithstanding the above, legally-speaking, the employee can withdraw funds from this part of the plan. However, should the employee advise Bethel in writing that he or she would like to do this, and Bethel does not concur with the request, a 6-month matching contribution suspension will occur.
- Employee portion of the group plan.
  - Once an employee has signed on to the plan, the employee is encouraged to keep their RRSP is locked in until they resign or retire.
  - Notwithstanding the above, legally-speaking, the employee can withdraw funds from this part of the plan.
- They may cease making contributions to the plan upon written notice (again, using the form at Appendix F)
- They may restart making contributions to the plan upon written notice (again, using the form at Appendix F), beginning with the pay period following the notice, but not going back to the beginning of the year.
- In keeping with Canada Revenue policy, the amount of the RRSP contribution shall be deducted from the employee's paycheque and shall be remitted directly to the Royal Bank on behalf of the employee along with the matching employer amount.

## **VI – WORK HOURS, STATUTORY HOLIDAYS, VACATION TIME, SICK LEAVE AND LEAVES OF ABSENCE**

### ***1. Introduction***

In the 21st Century, it is understood that the days of pastoral staff being “all things to all people” are long gone (i.e. the notion that they are to be available 24 hours a day, at work and at home, handling every little problem).

It has now become clear that in order for staff to best serve the flock, a good balance of work and time off, “busyness” and spiritual renewal are needed. And although Bethel strives to provide a fun, relaxed working atmosphere, we also realize it is crucial that all staff members maintain a healthy work-life balance. This section aims to assist staff in achieving that balance.

### ***2. Work Hours***

#### **a) General Provisions**

Although staff members are considered “full-time” if they work over 30 hours per week from the point of view of benefits and the like, most full-time staff members work a standard 37.5

hour work week. This also includes Sunday ministry. As a result, the office is closed on Mondays.

Bethel also recognizes that the days of the employee who sits at his or her desk for 8 hours are also long gone. Ministry in a secular world means that we go out to that secular world, so a staff member's day (with some possible exceptions such as the Secretary) may be a combination of work at home and at the office, as well as holding meetings outside the office in places that are more conducive to building relationships in an informal atmosphere, such as coffee shops.

### **b) Meetings and overtime/Compensatory Time Off**

Part of working in an organization with a large volunteer base is that a lot of activities and meetings may take place in the evenings, during the volunteers' free time. It can make for a very long day for staff members, however, leading to a lack of work-life balance.

Thus, it is Bethel's policy that staff members are free to adjust their schedule accordingly when work-related evening duties will be necessary (e.g. the Youth Director, who has Youth Group meeting on Friday nights from 7 to 10 p.m., can opt to come into work only after lunch on Fridays).

It must be noted that this is with respect to *work-related* duties. A staff member who has volunteered to be on a committee independent of his or her duties is not allowed to adjust his work schedule accordingly.

## **3. Statutory holidays**

### **a) General provisions**

The Ontario government recognizes 9 statutory holidays:

- New Year's Day (January 1)
- Family Day (3rd Monday in February)
- Good Friday
- Victoria Day (3rd Monday in May)
- Canada Day (July 1)
- Labour Day (1st Monday in September)
- Thanksgiving Day (2nd Monday in October)
- Christmas Day (December 25)
- Boxing Day (December 26)

On these dates, Bethel closed and staff members are off with pay at their regular daily rate.

### **b) Substitute holiday**

It is understood that there are occasions when it is not possible to take the day off in spite of a statutory holiday (e.g. a pastor is preparing for and conducting a service on Good Friday, for instance, or the building superintendent has to come in to deal with an emergency) and in that case, a substitute holiday may be taken, or in the case of an hourly employee, he or she may be paid at one and a half times their regular rate. The choice is theirs.

## **2. Vacation Time**

### **a) Full- and part-time employees (more than 15 hours per week)**

Vacation time is calculated as part of each new employee's contract and will be a function of years of service and experience.

As a baseline, however, the following is recommended

- |                    |  |
|--------------------|--|
| - 1 to 5 years     | 2 weeks, or 1 week more than initial offer |
| - 6 to 10 years    | 3 weeks, or 1 week more than initial offer |
| - 11 to 15 years   | 4 weeks, or 1 week more than initial offer |
| - 16 to 20 years   | 5 weeks, or 1 week more than initial offer |
| - 25 years or more | 6 weeks, maximum reached.                  |

### **b) Part-time employees (less than < 15 hours per week)**

Employees who work less than 15 hours a week will receive 4% vacation pay in lieu of vacation time, on each paycheque.

## **3. Sick Leave and Long-Term Disability**

At Bethel, we have implemented a progressive, three-step process with respect to sick time and long-term disability. The overall aim of the process is to ensure an early and safe return to work for any employee who finds himself or herself with health issues. The steps are as follows:

### **a) Sick Leave (first 12 days of illness)**

All employees accumulate paid sick time at the rate of 1 day per month, to a maximum of twelve days per year. This time is credited to them in advance starting on September 1<sup>st</sup> of the employment year. It must be noted that this sick time does not carry over from year to year - unused sick time is cancelled at the beginning of each new Employment Year.

Should the sick leave be used up and, in the opinion of a physician, further time off is required, the employee then moves to step b).

**b) Employment Insurance Sickness Benefits (13<sup>th</sup> - 160<sup>th</sup> day)**

The details are provided here:

<http://www.servicecanada.gc.ca/eng/sc/ei/benefits/sickness.shtml>

The final step involves moving into Long-Term Disability.

**c) Long-Term Disability (161<sup>st</sup> day and on)**

This applies following a four-month “elimination period”. There are some points to note:

- An employee does not have to wait four months to apply. He or she may apply upon finding out that Long-term Disability will be required (i.e. even if they are still going through their sick days, for instance).
- The employee should apply *as soon as they find out that LTD will be required* as the process can take some time (i.e. to obtain doctors’ letters and so forth)
- The process for application is quite complex so it is not listed here. However, the AGC office staff will provide the staff member with the required forms and procedures.

**4. Leaves of Absence**

**a) General Provisions**

**Aim:**

Bethel Church recognizes that there are certain personal and legal situations that give good reason for an employee to be absent from work. For example, a staff member might also be in the Canadian Forces reserves, and requests a leave of absence for overseas service.

**Process:**

Employees will apply for all leaves of absence from work (except bereavement leave) in writing. Employees are legally entitled to certain leaves of absence including pregnancy and parental leaves, jury duty and subpoenaed court appearances (see section c). The Church may require documentation, such as a certificate of service signed by the Clerk of the Court, to substantiate the leave requests. Other leaves of absence will be granted on their own merits and be based on the following guidelines:

- the urgency, importance and nature of the reason for the request;
- the length of the proposed leave;
- the length of the employee’s service; and

- the potential impact of the absence on Church ministry and/or operation.

## **b) Leave of Absence – Bereavement/Funeral**

### **Aim:**

Bethel Church recognizes that the death of a family member is a traumatic experience that may require an employee to be absent from the workplace for a period of time. Due to the nature of the grieving process, some flexibility may be allowed in the application of this policy.

### **Process:**

Paid Bereavement leave will be provided in the event of the death of an immediate family member for up to three consecutive regularly scheduled working days within the period of seven calendar days. Employees are expected to notify their supervisor as soon as possible prior to the commencement of their next scheduled work day.

An “immediate family member” is defined as a spouse, child, mother, father, mother-in-law, father-in-law, brother, sister or grandparent.

## **c) Leave of Absence – Jury Duty/Subpoenaed Court Appearance**

Bethel Church supports its employees in serving jury duty or fulfilling a court subpoena as required by law.

### **Process:**

Employees who have been called for jury duty or subpoenaed for a court appearance shall notify their supervisor as soon as possible to arrange for suitable arrangements to be made during their time away from work.

Employees who have been called for jury duty or subpoenaed for a court appearance in a criminal court shall receive compensation for time away from work. This compensation will be based on the difference between the amount the employee would have been paid at the regular rate for the hours not worked, and the jury duty/subpoenaed court appearance fee to which he/she is entitled. The Church may require the employee to provide a certificate of service signed by the Clerk of the Court before making any such payment.

*Example:* The staff member is paid \$70.00 per day for working at Bethel. The court will pay the member \$35.00 per day for his appearance. Bethel would then pay the employee *35.00 per day* (the difference between the two) while he is away.



**d) Leave of Absence – Moving Day**

Bethel Church will grant time off with pay to an employee who has successfully completed one year of employment and who is moving their primary residence:

While Bethel encourages employees to move on a weekend, we understand that this is not always possible. Thus, the following will apply:

- one day (i.e. Monday or Friday), if the employee is able to move on a weekend
- two days, if the employee must move during the work-week

**e) Leave of Absence – Pregnancy/Parental/Adoption Leave**

***Pregnancy Leave***

A pregnant employee who has completed her probationary period and makes a formal application for a leave of absence at least two (2) weeks prior to leaving, or who advises the Church in writing that she is unable to perform the normal duties of her job shall be granted a leave of absence without pay for not more than seventeen (17) weeks. When the pregnancy leave ends, the employee may commence an unpaid Parental Leave of not more than thirty-five (35) weeks duration.

The following are also considerations:

- A pregnant employee may be required by the Church to commence a pregnancy leave of absence when she cannot, in the opinion of her doctor, perform the normal duties of her job.
- The Church may require an employee who is entitled to a pregnancy leave of absence to provide certification from a qualified medical practitioner of her condition including the expected and actual date of her delivery. If at the conclusion of her leave, or in the event an employee wishes to terminate her leave early and the employee presents the Church with the written opinion of a qualified medical practitioner stating that she is able to perform her normal duties, she shall, if she has not been laid off or demoted while on such leave, be reinstated to her former position. If her position no longer exists or if the employee consents, she shall be provided with alternate work of a comparable nature. In the event that such employee is unable to return to work at the conclusion of her pregnancy leave because of complications arising out of her pregnancy and delivery, she may be granted an extension of her leave of up to three months upon written request made to the Personnel Committee.
- Leave granted will be without pay but during the period of the leave the employee will continue to accrue credited service.

### ***Parental/Adoption Leave***

An employee who has completed his or her probationary period and

- who has completed her pregnancy leave; or,
- whose spouse is to give birth; or,
- who is in a relationship of some permanence with the parent of a child who has come into the employee's care, custody and control for the first time and who the employee intends to treat as a child of his or her own; or,
- who is the natural father of a newborn child or a child who has come into his or her care, custody and control for the first time

may apply in writing for Parental/Adoption Leave at least two weeks prior to the date the leave is to begin, which must be no more than thirty-five (35) weeks for (a) or thirty-seven (37) weeks for (b), (c) or (d) above, after the child comes into custody, care and control of the employee for the first time.

Leave granted will be without pay but during the period of the leave the employee continues to accrue credited service. The Church may request the employee to submit a certificate of birth or certificate of adoption for the child.

### ***Leave of Absence – Unpaid***

Bethel Church may grant an employee a leave of absence without pay for up to six (6) months for personal reasons if:

- he/she requests such leave from the Church in writing at least fifteen (15) days, if possible, in advance, and
- the Church is satisfied the leave is for good reason and will not unduly interfere with operations.

Such leave may be extended if:

- the Church is satisfied there is good reason for such extension and it will not unduly interfere with ministries/operations, and
- the employee requests such extension in writing before completing his/her current leave.

## ***7. Medical/Dental/Eye Appointments***

### **Aim**

Medical appointments are considered to be personal business and should be scheduled on personal time wherever possible. However, the Church recognizes that there is a need to

provide some flexibility in the scheduling of time off for medical appointments due to the urgent nature of some medical problems and the limited office hours of some medical professionals.

### **Process**

Employees are expected to make every effort to schedule personal medical/dental appointments during non-working hours or at a time which minimizes the required time away from work. When employees are unable to schedule medical appointments during non-work hours, employees will be allowed up to two hours for such appointments without deduction from pay or requirement to make up time.

Employees are also expected to inform their supervisor as soon as they become aware of the need for time off to go to a medical appointment.

## **VII – Technology**

### **NOTE:**

**Bethel acknowledges the Supreme Court's decision on October 19<sup>th</sup>, 2012 in R. Vs. Cole that her employees enjoy a reasonable right to privacy in the workplace, including in the use of church computers. Further policy matters will be included here once more information is forthcoming.**

### **1. Aim**

Technology changes at a rapid pace and, as such, provides both opportunities for improved work efficiency and the risk of uncontrollable maintenance and upgrade costs. The goal of this policy is twofold - to ensure that employees have adequate technological resources to accomplish their jobs well, and to provide guidance in replacing technological equipment in a timely manner

### **2. Areas of application**

#### **a. Computers and Data Files**

##### **i) Provision of a computer:**

All employees required to perform “office-related” duties such as writing of any kind, shall be supplied with a work computer/laptop by Bethel church.

Computers shall be replaced at least every three to five years (or when required in the case of a major malfunction or breakdown). The amount to be spent on a computer’s replacement shall be left to the discretion of the Deacons’ Board, as it can vary depending on the need.

Employees are required to keep, and are responsible for backing up, all the work-related data files they produce. All intellectual property produced by Bethel Church employees for the purpose of their employment duties shall belong to Bethel Church.

Employees are expected to use appropriate measures to ensure the security and privacy of Bethel-related files on their computer, which can include

- ensuring that reasonable measures are taken to prevent the loss or theft of their equipment.
- Use of a strong password (NOTE: the Church Administrator must be given a copy of such passwords to keep in the office safe)
- the use of a firewall,
- the use of a Bethel-provided antivirus
- regular computer checks using a free program such as Malwarebytes Anti-Malware and
- such other means as may be recommended by the Church Administrator and/or network technicians.

**ii) Privacy limits on personal files:**

It is understood that some personal use of the employee’s work computer is allowed outside of working hours, provided that it does not interfere with the employee’s duties.

However, in order to protect Bethel Church, there are limitations on privacy rights *stemming from personal use*:

- illegal content of any kind is prohibited. This includes, but it not limited to, viewing or downloading pornographic pictures, movies or texts of any kind.
- The employee understands that by placing personal information on a work laptop purchased by Bethel, there is also no reasonable expectation of privacy with respect to specific uses such as e-mail, internet searches, downloading, etc.

- All computer data and use is subject to random monitoring by Bethel Church, including any personal information stored on the computer

**iii) Consequences for abuse/illegal use:**

Violation of this Policy may result in disciplinary action up to termination of employment or contract with Bethel Church. In particular, users found to have breached the “illegality clause” above may be subject to immediate termination of employment or contract and subsequent investigation by Bethel Church or, if required, by the authorities.

However, in keeping with our desire to have open and productive relationships with all staff, if Bethel church has reason to believe that an employee is misusing a company computer, we will confront the employee, present the concern or evidence of inappropriate use, and give the employee an opportunity to explain before any surreptitious monitoring is undertaken. However, this obligation may be tempered by evidence of criminal misconduct, such as evidence of engaging in child pornography.

**b. Phones**

Each Bethel Church employee will be given a personal voice-mailbox which can be accessed remotely. The frequency with which each employee is expected to check their voice-mailbox will be determined on an individual contract-by-contract basis. All employees are expected to be diligent in checking their voicemail messages when working away from the office during office hours, and to advise incoming callers about absences (such as vacations) when applicable.

Church staff members are not expected to receive calls from congregants at their personal phone numbers, with the exception of pastoral staff who are to make a phone number available for emergencies.

Based upon the experience of sister churches in the AGC, Bethel Church does not provide cellular phones to employees, although employees are permitted to use one if they own one, at their own expense. Where employees own a personal cellular phone and wish to use it for Church business,

However, Bethel may exceptionally reimburse the cost of the chargeable call (such as a long-distance call), provided the call was made under the following conditions:

- The call was made for business purposes.
- A land line was not available at the time the call was made.
- The call could not wait until a land line was available.

- The Personnel Committee has approved the employee's use of their personal cellular phone in advance. (<- everyone has a cell phone today, I think this is no longer really an option)

To reimburse employee's cellular phone expenses, the employee shall submit a copy of their cellular phone bill indicating the total amount of their work-related cellular phone calls charge for the call(s) to the Treasurer. The church will reimburse cellular phone expenses to a maximum of the average per-minute cost of three major cellular phone providers for basic local service. As discussed earlier, and because of the fact that, in this day and age, most cellular phone companies have "all-inclusive" plans, this should be an exception rather than the rule. and Monthly cellular phone expenses in excess of \$25 need to be approved by the employee's supervisor.

### **c. Other Technologies**

Other requests for technological devices are to be considered by the Deacons on a case-by-case basis. As a general rule, technological devices requested by staff should provide a direct benefit to the group they serve.

## **VIII - Employee Records and Privacy**

### **1. Aim**

Employee records are kept as documentation of an employee's work, compensation and benefits history while working for Bethel Church. The Church recognizes the rights of employees to the privacy of their personal information. Personal information will not be improperly released to external organizations unless the employee has provided a written request for the release of specific information.

### **2. Process**

#### **a) Personnel Files**

Employee personnel files will be kept securely in the Church office. Personnel files will consist of documents, forms and correspondence relating to the employees' work history with the company, performance, and personal information (copy of birth certificate, Social Insurance Number, home address, telephone number, etc.)

Access to employee personnel files is restricted to the Personnel Committee, the employee's supervisor(s), and staff/volunteers that administer pay and benefits. Employees are entitled to view their personnel records by prior arrangement with their Personnel Committee liaison.

## **b) Employment letters**

A letter confirming employment or salary will can be produced upon the written request of the employee to the Personnel Committee or supervisor. The employee must specify the information that they wish to be released. However, performance appraisal information will not be released to external organizations under any circumstance.

## **c) Reference letter to potential employers**

Reference information (verbal or written) will be supplied for employees upon written request to their supervisor:

- A verbal reference by the supervisor may be provided to known parties and will confirm basic employment information such as current employment status, position held, and length of service.
- All written references must be reviewed by the Personnel Committee liaison prior to being provided to the employee. Written references may contain information pertaining to employment dates, current/last position held, and may include a brief, factual statement about the employee's job performance unless there are legal reasons to withhold this information. Comments must not be, nor should they be perceived to be, malicious or untrue.

## **3. Personal information**

The following information is never to be released to external callers unless specifically given permission to do so by the employee:

- in the case where an employee is out of the office or unavailable to take a call, information about their whereabouts or who they are in a meeting with,
- employment details, other than confirmation of employment (callers are to be asked to speak to the employee for more detailed answers), or
- personal information such as the employee's home address and home telephone number

However, it is understood by all staff members that their office number and work e-mail address are considered "public" information and will be given out on a regular basis.

## **IX. HARASSMENT**

### **1. Aim**

All employees and volunteers of Bethel Church have a right to work in an environment free from all forms of discrimination and conduct which could be considered harassing, coercive, or disruptive. All employees are expected to treat others with courtesy and consideration and to discourage discrimination and harassment.

### **2. Application**

Consistent with Bethel Church's respect for the dignity and rights of each employee and volunteer, harassment will not be sanctioned or tolerated. Harassment is defined as a course of comment or conduct that is known, or ought reasonably to be known, to be unwelcome and that is made by an employee, volunteer, adherent, or supplier to Bethel Church, directed at and offensive to any other employee, volunteer, adherent or supplier to Bethel Church, and that the person knew or ought reasonably to have known would be offensive.

All employees/volunteers are responsible for promoting an environment that is free of harassment.

The two-fold test to determine whether harassment has occurred is:

- a. Whether the person knew or ought reasonably to have known that the behaviour would be considered unwelcome or offensive by the recipient;
- b. The recipient found the behaviour offensive.

### **3. Process**

If an employee believes they are being harassed, they should:

- Immediately make the individual(s) aware that the behaviour is unwelcome and ask him/her/them to stop.
- Report the incident to the employee's supervisor or their Personnel Committee liaison.
- Keep a record of the incident including:
  - name(s) of those involved
  - the date, place, time the alleged incident(s) occurred



- names of any witnesses
- the event(s) that led up to the alleged incident
- any particular reason why the events occurred
- the actual incident that led to a complaint.

#### ***4. Investigation***

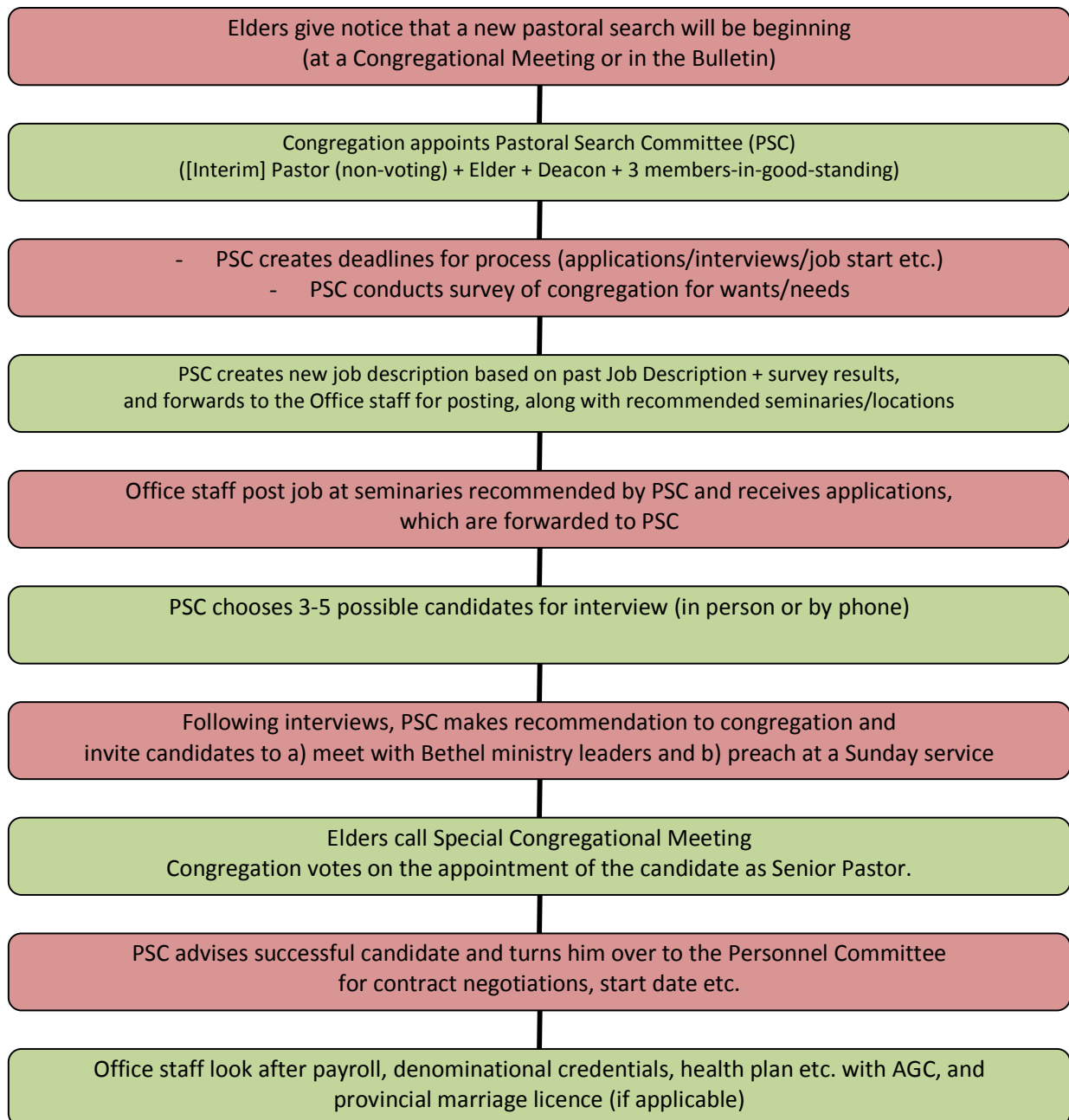
A prompt and thorough investigation of the alleged incident will be conducted including individual interviews with those involved and any individuals who may be able to provide additional relevant information. Appropriate corrective action will be taken if warranted. Any complaints of harassment will be treated confidentially to the extent consistent with adequate investigation and appropriate corrective action. The complainant will be advised of the results of the investigation.

#### ***5. Exceptions***

Appropriate discussions relating to performance issues, disciplinary matters, work assignments, or other work related items between an employee and supervisor do not constitute harassment.

Nothing in this policy shall be deemed to limit the right of an employee to seek assistance from the Ontario Human Rights Commission.

## APPENDIX A - PASTORAL HIRING PROCEDURE



## **APPENDIX B - STAFF JOB DESCRIPTIONS**

Staff job descriptions are to be attached to this document, including:

- Senior Pastor
- Youth Director
- Director of Family Ministries
- Church Administrator
- Church Secretary
- Building Superintendent

## **APPENDIX C - PERSONNEL REFERENCE CHECK QUESTIONS**

## APPENDIX D - STAFF MEMBER LIFESTYLE COVENANT

### PURPOSE OF THIS COVENANT:

Bethel Church seeks to make disciples who love God passionately and serve others significantly. As a staff member, I realize that I am not only a follower of Christ, but I am seen *as a leader in that process*, and as such, our congregation and the community I live in look to me to be an example of faithful and holy living. In order to accomplish this, I understand and agree to uphold the two following commitments.

#### 1. I WILL STRIVE TO LOVE GOD PASSIONATELY:

- I affirm and honour God and His Scripture as my final rule and authority, and the Lordship of Jesus Christ as central in my life;
- I will make personal growth in knowledge of, and faith in God a central part of my day-to-day life, through prayer and Bible study, attending church and being an active member of my Christian community
- I will willingly submit to godly authority through mutual accountability to my Pastor and other Bethel leaders and staff members
- I will remember that my body is a temple of the Holy Spirit. As such:
  - I will not unlawfully take non-prescription (or prescription) drugs
  - I will shun drunkenness
  - I will avoid improper sexual behaviour of any kind, including the use of pornography and the practice of homosexuality; I will seek fidelity within marriage and chastity outside of marriage
  - I will avoid being “of the world” – I will seek godly discernment with respect to the entertainment I watch, the music I listen to, and the books I read.
- I will be conscious that pride can hinder me in my ministry, and I will do my utmost to be honest and open with my Pastor and peers when I face difficulties, acknowledging that we are all “our brothers' keepers”, and that their prayer and wise counsel may bring a resolution faster than if I try to resolve the difficulties on my own.

#### 2. I WILL STRIVE TO SERVE OTHERS SIGNIFICANTLY:

- I will avoid all behaviour that can harm my relationships and my witness, both here at Bethel and in the community:
  - dishonesty or lying

- stealing
- the betrayal of trusts and confidences received in the course of my work
- gossip, slander or anything that belittles a person in others' eyes;
  - if I have a conflict with someone, I will attempt to follow Jesus' injunctions in Matthew 18:15-17 and discuss it directly with them, and encourage others to do the same in their relationships. I understand that this does not prevent me from seeking godly counsel as I attempt to resolve difficulties with the people around me
- profanity or crude behaviour
- discrimination based on gender, race, national origin or handicap
- I will be an encouragement to other Christians as they seek to live holy lives. This includes a commitment to lovingly and biblically reproving and counselling my brothers and sisters when needed, holding them accountable but supporting and walking alongside them in their hour of need, as I would want them to do in mine.
- I acknowledge that as a Christian and a leader in the church, *I must think not only of my actual behaviour, but of appearances to others*. As such, I will seek to avoid placing myself in any situation, no matter how innocent (such as meeting privately with a person of the opposite sex) which might cause others to suspect improper behaviour on my part, or on the part of anyone else at Bethel.

*I accept that the above commitments are as important a part of my job description as all my other job responsibilities. I have discussed them with my supervisor and I willingly and cheerfully covenant to live by them by God's grace and with His help, and the support of my family, my peers and the congregation of Bethel Church.*

---

Name and signature

---

Date

---

Witness Name and signature

---

Date

**APPENDIX E - REFERENCE CHECK CONSENT FORM**

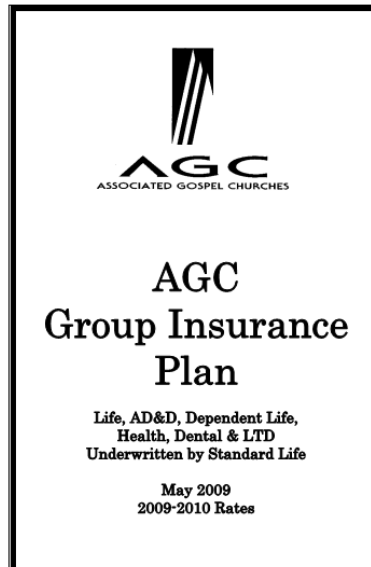
**BETHEL CHURCH  
REFERENCE CHECK  
Consent Form**

I, \_\_\_\_\_, do hereby authorize Bethel Church to contact the persons or organizations listed on my application form for purposes of obtaining validation of experience, qualifications, and employment references, including information in my personnel file(s). These persons are authorized to disclose such information.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## APPENDIX F - AGC GROUP HEALTH PLAN OVERVIEW



### ASSOCIATED GOSPEL CHURCHES Group Insurance Plan

The AGC Group Insurance Plan is provided by Standard Life It includes Life, AD & D, Dependent Life, Health & Dental and Long Term Disability. It is a TOTAL package. (Health and Dental may be waived if covered under a spousal plan.)

Full-time employees of all AGC churches on the plan, working minimum of 24 hours per week, are eligible for coverage following the Probationary Period of three continuous months' employment.

A Standard Life Enrollment form is to be submitted before the date of eligibility. Enrollment forms are available from our offices or off our website @ [www.agcofcanada.com](http://www.agcofcanada.com). Go to About Us → AGC Insurance Plan → Standard Life Enrollment Form. Fill this in and mail directly to our office. Our Benefits Administrator, Susan Page will process these forms.

PLEASE NOTE: Enrollment forms not received before the date of eligibility will be considered to be a Late Application. As such:

- Medical evidence of insurability will be required and the application could be declined.
- Dental benefits are restricted to \$ 250.00 during the first year of coverage.



Premiums are billed monthly in advance. These are employer-paid. LTD premiums are to be paid by the employee.

**PLEASE RETURN YOUR ENROLLMENT FORM TO:**

THE AGC NATIONAL OFFICE  
1500 Kerns Road  
Burlington, ON L7P 3A7

QUESTIONS: Call or e-mail the AGC office:  
sue@agcofcanada.com  
905-634-8184

**MONTHLY PREMIUMS**

**Single**

Life Insurance	\$ 13.00
AD&D coverage	\$1.75
Extended Health (Includes Vision)	\$58.78
Dental Care	\$32.93

**Premium - Single = \$106.46<sup>3</sup>**

**Family**

Life Insurance	\$ 13.00
AD&D coverage	\$1.75
Dependent Life	\$1.72
Extended Health (Includes Vision)	\$140.49
Dental Care	\$86.79

**Premium - Family = \$243.75<sup>4</sup>**

**Long Term Disability Rate 1.72/100\***

(Monthly salary x 66.67% x rate = monthly charge)

**PLAN SUMMARY**

**Life Insurance**

All employees: \$ 50,000  
Benefits reduce 50% at age 65  
Benefits terminate at age 70

**AD&D**

Sum Insured: \$ 50,000  
Benefits reduce 50% at age 65  
Benefits terminate at age 70

**Dependent Life**

Spouse: \$ 10,000  
Child: \$ 5,000

<sup>3</sup> Add PST where applicable

<sup>4</sup> Add PST where applicable

**APPENDIX G – EMPLOYER-MATCHED GROUP RRSP APPLICATION FORM**

**Instructions:** please check one of the boxes below, sign and date it, and remit to the Church Administrator for insertion into your Personnel File.

- I have been employed by Bethel Church for at least one year and wish to begin participating in this program. I understand that:
  - o My participation is voluntary. I personally may contribute any legal amount, but at minimum, it must match what Bethel Church has contributed.
  - o I will be contacted by a representative from RBC who will help me set up my own RRSP.
  - o Bethel Church will match my RRSP contributions up to a maximum amount of **5%** of my annual gross earnings, as a taxable benefit which will appear in Box 40 of my T4.
  - o I may stop participating at any time by advising the church in writing by using this form
  - o I understand that should I wish to make withdrawals from the “Employer” portion of the group plan, I must make my request in writing. Should Bethel not concur, I may still withdraw the funds, but a 6-month suspension of Bethel’s contributions will occur.
  - o During my participation, I am encouraged to keep my RRSP locked in until I resign from the church or retire

**I WISH TO CEASE PARTICIPATING IN THE PROGRAM**, starting with the next pay period. However, I understand that I am encouraged to keep my RRSP locked in until I resign from the church or retire.

**I HAD CEASED PARTICIPATING IN THE PROGRAM BUT WISH TO BEGIN AGAIN**, starting with the next period. I understand:

- o that I am encouraged to keep my RRSP locked in until I resign from the church or retire
- o that Bethel will only contribute from the next pay period on, and not from the beginning of the year

I will be contributing: \_\_\_\_\_ %      I would like Bethel to contribute: \_\_\_\_\_ % (max. 5)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME