

## POLICY TITLE: SEXUAL MISCONDUCT POLICY

New Life Church is committed to providing a work environment that is free of discrimination. In keeping with this commitment, New Life Church maintains a strict policy prohibiting unlawful harassment, including sexual harassment.

The Pastoral staff, support staff, and volunteers of New Life Church are called to be of Christ and like Christ. We are called to serve God's people. This call often requires New Life Church ministers, employees, and volunteers to serve those who are vulnerable.

In order to nurture and witness to the needy among us, the church is adopting this policy to ensure that its ministry will never harm another. This statement will clarify for all to see that New Life Church commits itself, within a framework of what is reasonable, to responsible hiring, training, and supervision in order to protect those it serves from misconduct.

Prohibition: Sexual misconduct by any New Life Church employee or volunteer is contrary to Biblical principles. It is outside the scope of the duties and employment of all church employees and volunteers and is forbidden. All employees and staff volunteers of the church must comply with the following requirements.

### Definition of Terms:

Employee: Any New Life Church employee.

Volunteers: Volunteers shall include the following: Zone Leaders, Section Leaders, Cell Leaders, Children's Cell Leaders to include Royal Rangers and Missionettes, Ministry Leaders, Youth Ministry Leaders. ("Volunteer" does not include casual or intermittent volunteers serving New Life Church or any other volunteer not listed above.)

Sexual misconduct refers to any sexual conduct which:

- > Arises from the work of New Life Church;
- > Involves a church employee or church volunteer and another individual, regardless of whether the other individual is a church employee, a church volunteer, or someone else; and

Constitutes either:

- > unlawful activity;
- > sexual harassment; or
- > activity contrary to the Biblical values, moral instructions, or teachings of New Life Church.

Sexual harassment is any unwelcome sexual advance, request for sexual favors, other verbal or physical conduct of a sexual nature when:

- > Submission to such conduct is made either explicitly or implicitly a condition of employment;
- > Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual;
- or
- > 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.

### State and Local Policy of Reporting:

**Children's Ministry** employees must report known or suspected situations of child abuse or neglect, sexual assault or molestation of a child, sexual exploitation or prostitution involving a child, abuse or neglect of a child through physical injury, malnutrition, or failure to thrive, or

through inadequate parental provision of food, clothing, shelter, or medical care to the El Paso County Department of Social Services.

If any employee is in doubt about this obligation to report, he or she may consult with the Christian Education Director, Children's Pastor, Church Administrator, or Sr. Pastor, who may consult with New Life Church Counsel. Employees should immediately make such reports by telephone and in writing to the El Paso County Department of Social Services. (Colorado Law states that any person who participates "in good faith in making [such] a report...shall be immune from any liability, civil, or criminal, or termination of employment that otherwise might result by reason of such reporting.")

Education: New Life Church employees and volunteers and others as the Sr. Pastor designates, must attend programs on methods of recognizing and preventing sexual misconduct involving children and others.

Background and Reference Checks: All New Life Church employees and volunteers and every newly engaged employee and volunteer shall complete the Background and Reference Check Questionnaire Form. Every church employee or volunteer hired or engaged after this policy is adopted shall complete a Job Application and Background and Reference Check Questionnaire Form.

The completed Questionnaires will be reviewed by the applicable hiring authority or individual who engages an employee or a volunteer and will remain in the employee or volunteer's personnel file.

Obligation to Report: If you believe that you are being, or have been, harassed in any way, you must immediately report the facts of (.he incident or incidents to your supervisor or die Church Administrator, and can do so without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated. If any individual who would normally receive the report under this paragraph is the alleged perpetrator, the report shall be given to the perpetrator's supervisor and either the Church Administrator or the Sr. Pastor.

New Life Church employees and volunteers who know or reasonably suspect an incident of sexual misconduct with a minor, and church employees or volunteers who believe that they are the victims of sexual misconduct shall comply with the State of Colorado's reporting requirements and shall report to the perpetrator's supervisor and either the Church Administrator and the Senior Pastor.

In any case of alleged sexual misconduct involving church employees or volunteers, the party receiving the report shall immediately notify the Church Administrator or, when the Church Administrator is the alleged perpetrator, the pastoral staff member responsible to activate the Church's Misconduct Investigation Team and consult with New Life Church Counsel. A timely resolution of each complaint is to be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.

Misconduct Investigation Teams: The pastoral staff and an appropriate woman will comprise the Misconduct Investigation Team that will investigate any allegation made against a New Life Church employee or volunteer.

The Church Administrator, and the Misconduct Investigation Team shall take steps to • preserve confidentiality of documents created by the investigation.

Investigation of Incident Reports: Each reported incident will immediately lead to an

investigation, using the Misconduct Investigation Team which shall take care not to interfere with any criminal investigation. The investigation will be conducted with a high level of Christian care, concern and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, the alleged perpetrator, and the alleged perpetrator's family.

Upon confirmation of the responsibility of an allegation, the alleged perpetrator is to be immediately relieved of responsibilities to the church and placed on administrative leave pending the outcome of the internal and any outside investigation, such leave to be with or without pay or benefits as the Sr. Pastor and/or Church Administrator deem appropriate.

When sexual misconduct accusations are made, contact by a church pastor with the alleged victim and family should promptly be initiated. Pastoral counselors chosen by the Sr. Pastor may minister to the alleged victim, the alleged victim's family, the alleged perpetrator, and the alleged perpetrator's family. Contact should be made by the Misconduct Investigation Team for purposes of gathering information and offering concern and assistance.

Any media contact or inquiries regarding an incident of sexual misconduct must be directed only to the Sr. Pastor's office. This is an exception to the Media Relations Policy as stated in Section I.

Action Where Guilt Is Determined: Any church employee or volunteer, who admits to, does not contest, or is found guilty of an incident of sexual misconduct shall be immediately disciplined or terminated from employment and any position of responsibility with New Life Church.