

Statement of Employment Policies and Procedures

Friends Meeting of Washington  
of the Religious Society of Friends

Effective Date: Nov. 18, 2016

## I. Introduction

Much of the work of the Friends Meeting of Washington (FMW) is carried on by volunteers. Some tasks, however, because of their difficult or special nature, are better placed in the hands of persons employed by the Meeting. This November 2016 statement of FMW's employment policies and procedures replaces the February 2013 and all other previous versions.

Historically, Friends have been committed to social justice and dealing fairly with others. As an employer, FMW strives to uphold these ideals. Every effort is made to interpret and apply the principles and rules set forth below in the manner of Friends, mindful of the Inner Light which guides us as individuals and as a religious community.

Several aspects of the Meeting organization relate to employment. Ultimate authority for all matters resides in the Meeting itself. Authority and responsibility for personnel decisions has, however, been delegated primarily to the Personnel Committee. The notable exceptions are: 1) the Committee of Clerks, based upon the Personnel Committee's recommendation, determines the hiring and contract renewal of the Administrative Secretary and Event Planner, and 2) the Finance and Stewardship Committee, after receiving the Personnel Committee's recommendations, is the standing committee to which the Meeting has delegated responsibility regarding matters of salaries and other benefits that have direct financial costs to the Meeting.

Changes to the Meeting's *Handbook of Practices and Procedures* made after the effective date of this Manual supersede any inconsistent provisions in this Manual.

## II. The Personnel Committee's Responsibilities

The Personnel Committee is responsible for the oversight of the paid staff. In addition to the Committee's regular members, the Meeting Clerk will serve *ex officio* as a member of the Committee.

The Personnel Committee responsibilities are:

- Preparation and annual review of job descriptions;
- Recommendations on salaries, benefits, and salary schedules to the Finance and Stewardship Committee;
- The review and revision of employment policies and procedures as necessary;
- Ongoing evaluation and an annual written evaluation of the work of the Administrative Secretary and Event Planner;
- Annual recommendation to the Committee of Clerks on the renewal of the Administrative Secretary and Event Planner's contract of employment;
- Providing advisory assistance to the Administrative Secretary and Event Planner on personnel matters and office procedures;
- Making recommendations to Meeting committees regarding activities that may affect the workload of staff;

- Acting as a search committee (with at least two additional members) for an Administrative Secretary and Event Planner and recommending employment to the Committee of Clerks;
- Scheduling the Friendly Office Presence on First Days.

The Personnel Committee shall oversee the work of the Administrative Secretary and Event Planner, and designate a member of the Personnel Committee to be available to the Administrative Secretary and Event Planner for counsel:

- On setting priorities for the staff's work from among the competing demands within the Meeting;
- In making decisions which must be made in a timely manner;
- Regarding interpretation of policies established by the Meeting;
- On actions requiring judgment and decisions beyond established policies.
- In finding solutions to problems; and
- On what is occurring in the office work and within the staff.

## I. The Administrative Secretary and Event Planner's Responsibilities

### Overview and Qualifications

The Administrative Secretary and Event Planner of the Friends Meeting of Washington should have an understanding of Quaker practice and procedure, manner of conducting business, and of FMW's relationships to the wide range of Friends' organizations. The Administrative Secretary and Event Planner should, in addition, be energetic, outgoing, and able to market and promote use of FMW facilities.

### Supervisor

The Administrative Secretary and Event Planner reports to the Personnel Committee. The Administrative Secretary and Event Planner should not assume any tasks related to committee functions except those specified by policy without the involvement of the Personnel Committee and the appropriate committee clerk(s). The Administrative Secretary and Event Planner is responsible for alerting the Personnel Committee of duties a committee has requested that the Secretary believes are not within his or her purview. The Personnel Committee will resolve any such conflict.

### Duties and Responsibilities<sup>1</sup>

<sup>1</sup> With the exception of references to supervision or oversight of volunteers, the responsibilities in this section should be read as "doing or causing to be done." The Administrative Secretary may personally perform these tasks, delegate them to volunteers, where appropriate, or hire a contractor to perform the responsibility assuming that the use of a contractor is within the budget produced by the Finance and

#### ADMINISTRATIVE

- Manage the office so as to assure correspondence, telephone contacts, and visitors are promptly and carefully attended, reflecting FMW's intent to be hospitable and efficient.
- Be mindful of "Event Management" commitments and in cooperation with the Property Manager, schedule use of FMW space and manage FMW's calendar of events in hard copy and online.
- Oversee Friendly Office Presences and other part-time paid workers or volunteers.
- Prepare and maintain all records and reports, in accordance with policies contained in FMW's Handbook of Practices and Procedures, and especially in cooperation with F&S, Property, Records and Handbook, and Membership Committees, and Trustees.
- In cooperation with the Clerk, Assistant Clerk and Committees of the Meeting, help facilitate orderly monthly Meetings for Worship with a Concern for Business.
- Prepare "Sunday announcements" and distribute copies before Meetings for Worship.

#### LIAISON WITH COMMITTEES

- Advise Committee Clerks on office support services available to them.
- Timely remind Committee Clerks of committee responsibilities, including reports to be submitted and filed in the office.
- Work with the IT Committee, Records & Handbook, and the Historian to maintain Meeting records, including hard copy and electronic data.
- Serve as Recorder and ex officio on Records and Handbooks Committee.
- Assure that Marriage and Family Relations Committee has timely delivered to the District of Columbia government names of Meeting members who may legally perform marriages.
- Assure timely completion and filing, as appropriate, of all marriage documents, including copies of signed marriage licenses required to be delivered to the District of Columbia and copies of marriage certificates kept at FMW.
- Work with the Membership and IT Committees and others to maintain the Meeting's database(s) of contact, financial and other information on Meeting members and attenders.
- Communicate regularly with the Property Committee about space use, including marriages and memorial meetings.
- As appropriate, alert the Property Manager about matters such as building repairs or maintenance requiring attention, and urgent tasks that are not being accomplished.
- Work with Bookkeeper and the Finance & Stewardship Committee to estimate and monitor regularly budgeted expenses for personnel and office.

#### COMMUNICATION AND PUBLICATIONS

- Prepare and distribute the monthly newsletter and a current FMW directory and put them on the web site.
- Confer with the IT Committee on postings to and maintenance of the FMW e-mail list.
- Confer with the IT Committee and contractors to keep current the FMW web site, especially assuring there is a current directory of members and attenders, and of all standing and special committees and representatives to other organizations.
- Confer with the IT Committee on the creation and maintenance of social media sites, including the website.
- Maintain the bulletin boards in the Meeting House.
- Assure an adequate supply of newsletters, committee lists, and information on FMW activities is in the literature rack.
- Order and maintain an inventory of publications for sale in the Meeting House.
- Submit an annual membership report to Baltimore Yearly Meeting.
- Write and submit articles to the Baltimore Yearly Meeting Interchange newsletter.

#### ASSISTANCE TO VISITORS AND THE WIDER COMMUNITY

- Provide information and assistance during office hours on behalf of the Meeting to all visitors and inquirers.
- Receive requests from persons and groups seeking support, space or participation of the Meeting, and manage follow-up.
- Refer inquirers to members of relevant committees or organized study groups on Quakerism and other activities of the Meeting.

#### EVENT MANAGEMENT

- Market and promote use of FMW facilities
- Schedule events, negotiate rental fees, and collect payments.
- Recruit and coordinate paid staff and volunteers to plan and manage all aspects of events held at FMW, including security, clean-up, and activities of all catering staff.
- Receive requests from persons and groups seeking support, space or participation of the Meeting, and coordinate scheduling with the Property Manager.

#### Compensation

For this position the Personnel Committee and the Finance and Stewardship Committee jointly develop a salary for this position that is included in the proposed annual budget presented for approval to Meeting for Business.

### Level of Effort of This Position

Its level of effort is full time, and anticipates approximately 16 hours per week will be devoted to “Event Management” and approximately 24 hours will be devoted to the other duties described above.

There will be a need for occasional clerical support for this position, to be provided by paid part-time persons who are familiar with FMW’s policies and procedures. Scheduling of hours worked by the Administrative Secretary and Event Planner, the scheduling and use of clerical support staff, and management of the overall staffing budget is to be monitored carefully by the Administrative Secretary and Event Planner and coordinated with the Clerks of Finance and Stewardship and the Personnel Committees.

### IV. Staff: Employment, Hours of Work, Committee Service

#### The Administrative Secretary and Event Planner

The Administrative Secretary and Event Planner is appointed by the Committee of Clerks, upon the Personnel Committee's recommendation. The Personnel Committee shall oversee the work of the Administrative Secretary and Event Planner.

An annual written evaluation of the Administrative Secretary and Event Planner's job performance will be prepared each April by the Personnel Committee. The evaluation will be based in substantial part on comments solicited from the Meeting’s Committees and Friends who interact with the Administrative Secretary and Event Planner. The Personnel Committee brings to the Committee of Clerks a recommendation to approve or not continuing the Administrative Secretary and Event Planner in the Meeting's employment and, as appropriate, prepares an annual contract to be signed by the Clerk of the Meeting and the Administrative Secretary and Event Planner for a term ending June 30 of the subsequent year. Appointment or reappointment of the Administrative Secretary and Event Planner will be reported to the Monthly Meeting by the Clerk of the Meeting.

#### Other Meeting Staff

Other paid Meeting staff are engaged for employment by the appropriate committee. The Property Manager is employed by the Property Committee.

#### Contract Services

Individuals engaged on a service contract are not subject to these policies. At this time, the Bookkeeper is a contractor reporting jointly to, and supervised by, the Administrative Secretary and Event Planner and the Finance and Stewardship Committee and is not an employee of the Meeting.

### Hours of Work

Full-time staff members work eight hours a day, five days a week. The schedule is usually 8 AM – 4:30 PM, including a half hour lunch period. For regular staff members, Sunday should principally be a day of worship and fellowship and not a day of responding to administrative and clerical duties. Part-time staff may be employed on an hourly basis by the Personnel Committee to provide suitable levels of support for the Meeting's functions and the Administrative Secretary and Event Planner.

### Overtime Work and Compensatory Time

Overtime work and compensatory time may be arranged for in exceptional circumstances with the prior approval of the Personnel Committee. The Administrative Secretary and Event Manager is entitled to compensatory time when required to work outside usual business hours, such as during the Meeting for Business or at evening or weekend committee meetings. Compensatory time is expected to be used within a reasonable time, customarily within one month of its accrual.

### Other Duties

The Administrative Secretary and Event Planner attends the monthly Meeting for Business and may be asked to attend other committee meetings. The Administrative Secretary and Event Planner may discuss with Committee Clerks and the Clerk of Personnel Committee the continuing need to participate in one or more of these meetings.

## V. Salaries

The Administrative Secretary and Event Manager's salary, along with those for each staff position, is a concern of the entire monthly Meeting for Business. It is openly discussed annually following the presentation of the Finance and Stewardship Committee's recommendations, based upon advice received from the Personnel and Property Committees.

The FMW Administrative Secretary and Event Manager's duties are considered clerical and administrative in nature. Yet, sensitive issues arise frequently in FMW. The Meeting looks for ways to reach out and care for Friends who are experiencing difficulties, such as illness, separation, or divorce. When the Administrative Secretary and Event Manager becomes aware of many of these difficulties he or she engages in quiet and effective outreach, fully sensitive to Friends' wishes for privacy.

Consequently, experience, skills and abilities, and services to the Meeting community may also be considered by the Personnel Committee when setting or increasing salaries.

Acting upon these evaluations and other relevant considerations the Personnel and Property Committees, recommend salary levels to the Finance and Stewardship Committee. The Finance and Stewardship Committee considers these recommendations, and other budgetary concerns, in determining the salaries that should be included in the draft Annual Budget that is submitted to the Meeting for Business.

Salary increases for the staff shall be effective as of the first of the fiscal year. Employees with less than six months of service, as of the first of the fiscal year, shall not receive a salary increase, except for cost of living increases which may be provided regardless of the length of service. In determining salaries, appropriate consideration is given to customary rates of pay in the community, changes in the cost of living, merit, and the financial resources of the Meeting.

## VI. Employee Benefits

This section describes the employee benefits for employees on a schedule of at least 20 hours a week who have agreed to be employed by FMW for at least six months, to the extent that such benefits are available through the Center for Nonprofit Advancement. Employees can obtain details on the insurance and retirement plans by contacting the Center. The Meeting hopes to continue the benefits described in this section but the benefits are subject to change. The Personnel Committee will explore benefits changes as needed, and present them with recommendations to the Finance and Stewardship Committee for final approval.

### Insurance

The Meeting offers the following policies:

- individual dental insurance at no cost to the employee,
- individual vision insurance at no cost to the employee,
- life insurance of \$10,000 at no cost to the employee, and
- individual medical insurance at a cost to the employee of a percentage of the premium for the selected plan. The percentage is 75% for employees with a work schedule of 20 to 29 hours a week; 50% for employees with a work schedule of 30 to 39 hours a week; and, 24% for employees with a work schedule of 40 hours a week. For applicable employees who are on Medicare, FMW will pay 76% of the total Medicare and supplemental premiums for that employee. Because non-Medicare health insurance premiums are paid pre-tax, but Medicare premium payments are post-tax, the benefit plan for those switching to Medicare would result in a small reduction in take-home pay. To compensate, FMW will pay the greater of: (a) 76% of premiums, or (b) a wage increase to maintain the pre-Medicare take-home pay.

New employees are immediately eligible to apply for coverage that will begin on the first of the month coterminous with or immediately following employment.

Family health coverage and increased life insurance are available. Employees who wish to purchase additional dental, vision, or life insurance coverage will pay the difference between the premium for the Meeting-provided policy and the selected coverage.

Employees who purchase family medical coverage will pay the total of (1) the above percentage of the single person premium plus (2) the difference between the family and single person premium. The employee share of the cost for insurance is withheld from each paycheck on a pre-tax basis.

Employees can decline any of the insurance coverage offered. If an employee declines insurance, enrollment at a later time will be governed by the rules and open-season enrollment restrictions then in effect for the plans offered.

#### Retirement

The meeting has established a 403(b) retirement plan under which the employee can invest their contributions, and employer matching contributions, in the Lincoln National retirement plan's investment options that have been set up by Mylestone Plans through the Center. The employee can contribute up to the maximum amount permitted by the retirement plan beginning with the date of employment. The employee can change the election of the percent contributed at the beginning of any month. The meeting will match the employee contributions up to 5 percent of pay beginning with the first of the month coterminous with or next following the first anniversary of the date of employment.

## Annual and Sick Leaves

Each of these leaves accumulates, for a full-time employee, at the rate of eight hours per month. Part-time employees and full time employees working less than one full month accumulate both types of leave at a proportional rate. No more than 21 days (168 hours) hours of annual leave and 63 days (504 hours) of sick leave may be accumulated by any employee. In case of extenuating circumstance, an employee may request an exception from the Personnel Committee. The Committee may grant an employee an accumulation of up to 6 annual leave days over the 21 day limit, for an effective start and end date designated by the Committee. Any exception made by the Committee shall not be deemed a precedent in any future request.

Acknowledging that wise use of leave time is mutually beneficial to the Friends Meeting of Washington and its employees, the Personnel Committee encourages employees to use the accrued annual leave each year. Leave time is not required for the Administrative Secretary and Event Planner's attendance at Baltimore Yearly Meeting. In addition, the Personnel Committee may approve staff attendance at other meetings related to the Religious Society of Friends during work time in special circumstances. Upon termination for reasons other than cause, accrued, unused annual leave will be paid up to the maximum carry over of 21 days. No sick leave will be paid upon termination.

If unforeseen circumstances arise at FMW that require a staff member to delay vacation plans, Personnel Committee may allow that employee to carry over more vacation hours until the situation is resolved and leave is available. The Personnel Committee Clerk will notify the staff member, the Administrative Secretary and the bookkeeper when such a situation exists.

The Administrative Secretary and Event Planner will give reasonable notice to the Personnel Committee of planned annual leave exceeding two days so that continuity of office functions can be assured.

## Social Security and Medicare

Contributions are made by the Meeting and by the employee as required by law.

## Workers Compensation

The Meeting provides workers compensation coverage through its liability insurance provider.

## Unemployment Compensation Insurance

The Meeting is not required to participate in Federal or D.C. Unemployment Compensation Programs, but is currently participating in the D.C. Unemployment Compensation Program.

## Jury Duty

Staff members who are selected for jury duty will receive their regular pay.

## Holidays

The following holidays are observed: New Year's Day, Martin Luther King's Birthday, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and

the immediately following Friday, and Christmas Day. Additionally, the Personnel Committee may declare an extra day at Christmas.

## **VII. TERMINATION OF EMPLOYMENT**

VOLUNTARY RESIGNATION. As a condition of employment, employees agree to give at least four weeks' notice prior to resignation.

PROBATION PERIOD. New employees are in probationary status for three months following hiring. At the end of that period, the employee is evaluated by the Administrative Secretary, the committee to which the employee reports, or, in the case of the Administrative Secretary, by the Personnel Committee. If the evaluation is satisfactory, the employee becomes a permanent employee. If the evaluation is unsatisfactory, the employee may be terminated with two weeks' salary, or the probationary period may be extended for a period up to three months. While an employee is in probationary status, sick and vacation leave will accrue, but vacation leave may not be taken.

WARNING STATUS. If a staff member's work or deportment becomes unacceptable, the person or committee to whom he or she is responsible shall discuss the problem with the employee and a warning status period of up to one month shall be established for improvement. If the performance continues to be unsatisfactory at the conclusion of this period, employment may be terminated for cause.

TERMINATION FOR CAUSE. A permanent employee who is to be terminated for cause has a right to a written statement from the Administrative Secretary, the committee to which the employee reports, or, in the case of the Administrative Secretary, from the Personnel Committee, embodying the reasons for such action, and the further right to present to the Personnel Committee a written or oral statement, or both. The decision of the Personnel Committee shall be final, except that the Personnel Committee, in case the employment in question is that of the Administrative Secretary, will refer the matter to the Committee of Clerks for final decision. Permanent employees who are terminated for cause shall receive severance pay of two weeks salary.

## **VII. PROBLEM-SOLVING PROCESS**

STAFF PROBLEM-SOLVING PROCESS. The attached "FMW Staff Problem-Solving Process" applies to the areas of interpersonal relations within the office, working practices and working conditions at FMW, and establishes an informal or formal problem-solving process for a staff person having a work-related problem.

**Attachment 1:  
FMW STAFF PROBLEM-SOLVING PROCESS**

**Purpose.** This statement describes problem-solving processes for staff of the Friends Meeting of Washington (FMW).

**Basic Principles.** There are six principles which are basic to the resolution of staff problems:

- (1) Identifying and seeking resolutions to problems in the office is a positive way of maintaining good working relationships and a productive office environment.
- (2) Problems should be addressed promptly and at the source.
- (3) Each person involved should be heard -- the person having the concern and the person who is the subject of the concern.
- (4) The privacy and dignity of each individual must be respected.
- (5) In addressing a problem, the process should avoid in turn giving rise to other problems.
- (6) There is no stigma attached to raising and resolving problems in a caring way, and it is better to deal with problems than to deny or avoid them.

**Matters Covered.**

This statement shall apply to the areas of interpersonal relations within the office, working practices and working conditions at FMW. In the event of uncertainty about whether a particular matter should be decided by the Administrative Secretary, special designee(s) of the Personnel Committee, or other committees at FMW, the Personnel Committee shall decide the appropriate forum for the problem to be addressed.

A person having a work-related problem may seek resolution either through an informal or a formal process, as described in the following sections.

**Informal Process.**

It is appropriate that problems be addressed first at the staff level. Staff are encouraged to resolve problems directly by communicating concerns to other staff members, and involving the Administrative Secretary when appropriate. As provided in the FMW's Statement of Employment Policies and Procedures, the "members of the Meeting staff ... are engaged for employment by and responsible to the Administrative Secretary..." The staff involved may agree upon a third party to attend meetings to resolve the problem, to help keep the discussion focused on resolving the problem. The Personnel Committee will recommend a third party if requested. In preparing for a meeting with other staff to discuss a problem, it may be helpful to describe the problem in writing to be sure that all points are covered. It may be helpful to use a two-step process: an initial meeting to state the problem and determine whether there can be an immediate resolution, and a subsequent meeting to explore the matter in greater depth. It is expected that most problems can be addressed through this informal process.

**Formal Process.**

Some problems will not be resolvable through the informal process described above. FMW's Statement of Employment Policies and Procedures provides that "The Personnel Committee is responsible for the oversight of the paid staff" and that the Personnel Committee shall "designate a member of the Personnel Committee to be available to the Administrative

Secretary for counsel ... In finding solutions to problems ... [and] On what is occurring in the office work and within the staff." It is therefore appropriate that significant problems be addressed by the Personnel Committee, or by its designated representative(s).

Any staff member may initiate the formal problem-solving process by submitting a written request describing the concern to the Clerk of the Personnel Committee, with a copy to the Administrative Secretary. Once the request is received, the Clerk will promptly select one or more members of the Committee, or of the Meeting, after consultation with the affected employees, to meet with the concerned staff, preferably within one week of receiving the request. The Personnel Committee's designee(s) shall be called the convener(s).

Each party, with the third party selected for the informal problem-solving process described previously, is invited to hear the full presentation made to the convener(s) by the other party. Presentations may be either oral or written, and should include a statement of the problem and a summary of what has been done to try to resolve the problem through informal processes. The convener(s) will engage both parties in discussions on the problem.

The convener(s) will take notes and maintain a file on the case for at least two years. The file will be confidential.

After formal presentations and discussions are completed, the convener(s) will meet privately to review the presentations and deliberate on the problem. The convener(s) will develop recommendations for resolving the problem at this meeting, or will establish a schedule for developing recommendations. Recommendations will normally be completed within two weeks of the time of the initial presentation, and will never be delayed beyond four weeks.

The convener(s) will make a written presentation of recommendations to the Administrative Secretary. When this option is not workable, for example if the Administrative Secretary has initiated or is the subject of the problem resolution process, a written recommendation shall be made to the Clerk of the Personnel Committee and the Clerk of Meeting, who is an ex officio member of the Personnel Committee.

If the Administrative Secretary and the convener(s) are in agreement on how the problem should be resolved, the convener(s) will issue a written statement of the decision to the parties involved, including a schedule for the implementation of the recommendation, if one is necessary. This written statement will be issued within four weeks of the initial presentation.

If the Administrative Secretary is not in agreement with the convener(s) recommendations, the Administrative Secretary will consult with the convener(s). If they are unable to reach agreement, they will submit the matter to the Clerk of Personnel Committee and the Clerk of Meeting for guidance.

The Administrative Secretary, who is responsible for the overall administration of the FMW office, will monitor the resolution of the problem, to insure that the identified problem is addressed promptly and effectively. The Clerk of Personnel Committee, and Clerk of Meeting when he or she is involved, will monitor the process. They will ensure that no adverse actions are taken against employees solely for having initiated the problem-solving process.

**Attachment 2:  
FMW Policy on Alleged Sexual Harassment (May 1997)**

Sexual harassment is illegal and contrary to the faith and practice of the Religious Society of Friends. Consistent with the guidelines on sex discrimination issued by the U.S. Equal Employment Opportunity Commission, Friends Meeting of Washington has approved the following statement of policy:

It is the policy of Friends Meeting of Washington to foster a paid, leased and voluntary work environment free of sexual discrimination, intimidation and insult. The Meeting prohibits any employee, tenant, member or volunteer -- male or female -- from making unwelcome and unsolicited sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature when submission to such conduct is made explicitly a term or condition of an employee's employment, a tenant's occupancy of Meeting facilities, or a member's or volunteer's participation in Meeting activities, or submission to or rejection of such advances or requests is used as a basis for decisions affecting the employee, tenant, member or volunteer, or when such conduct creates an intimidating, hostile or offensive working environment.

Sexual harassment includes, but is not limited to:

- remarks or conduct of a sexual or suggestive nature that are offensive to another employee, tenant, member or volunteer;
- unwelcome physical contact; or
- pressure or demands for sexual favors when accompanied by implied or overt threats concerning an individual's employment status, tenancy or participation in Meeting activities or by implied or overt promises of preferential treatment in employment or tenancy matters or participation in Meeting activities.

The Personnel Committee is responsible for bringing this policy to the attention of the Meeting's employees, tenants, members and volunteers. The Administrative Secretary, with the support of the Personnel Committee, is responsible for creating and maintaining a positive and productive work environment.

Any employee, tenant, member or volunteer who believes that he or she has been the victim of sexual harassment should report the alleged act immediately to the Presiding Clerk of the Meeting or the clerk of the Personnel Committee. If such a report is made to the clerk of the Personnel Committee, he or she will immediately inform the Presiding Clerk.

The Presiding Clerk of the Meeting, in consultation with the clerk of the Personnel Committee or another Friend with professional expertise in such matters, is responsible for taking prompt and appropriate action in response to the complaint. Such action may include an investigation of all the circumstances surrounding the alleged incident of sexual harassment. If the investigation discloses that an employee of the Meeting has committed an act of sexual harassment, the employee shall be subject to appropriate disciplinary action. If the investigation discloses that a tenant has committed an act of sexual harassment, the Presiding Clerk shall consult with the appropriate executive parties of the tenant organization to determine a course of action. If the investigation discloses that a member or volunteer committed an act of sexual harassment, the Presiding Clerk will convene a clearness committee to meet with that individual to determine appropriate corrective actions.

The Meeting recognizes that some incidents may constitute purely personal or social conduct and may be neither discriminatory nor related in any way to employment, tenancy or participation in Meeting activities. Distinguishing such personal incidents from genuine sexual harassment may be a difficult task, which can be accomplished only after thorough factual investigation and prayerful consideration. Given the nature of this type of discrimination, the Meeting recognizes also that false accusations of sexual harassment may be made, can be difficult to refute and can have serious effects on innocent individuals. Any employee, tenant, member or volunteer who makes a false accusation of sexual harassment is also subject to disciplinary action. All employees, tenants, members and volunteers are expected to act responsibly to maintain a pleasant working environment free from discrimination and consistent with Friends' testimonies of human dignity and social justice.

**Attachment 3:**  
**Friends Meeting of Washington**  
**Policy to Reduce the Risk of Child Abuse**

*Final: November 26, 2006*

*Approved at MWCB on November 12, 2006; Effective March 31, 2007*

**A. INTRODUCTION**

This policy has been developed to ensure, to the maximum extent possible, that our Meeting environment is a place of safety and security for the children and adults who are part of our ministry to children. We hope that their establishment and application will serve as a source of security and trust for all Friends Meeting of Washington (FMW) children and adults who work with the children.

**B. WHO IS AFFECTED BY THIS POLICY?**

First Day School teachers and Assistant First Day School Teachers,  
Adults providing care of nursery aged children,  
Paid employees who work with children,  
Adults driving children (other than their own) in vehicles to or from Meeting-sponsored events at the request of FMW event coordinators,  
Adult volunteers who supervise meeting sponsored overnight events,  
Adults who may provide one on one counseling or mentoring to children, and  
Children aged 14 through 17 who are involved with caring for younger children.

**C. WHO IS RESPONSIBLE FOR ADMINISTERING THE POLICY?**

A Child Safety Committee will be established, not to exceed three members, comprised of representatives of the Personnel Committee, the Religious Education Committee, the Child Care Committee, or others as approved by FMW's Monthly Meeting for Worship with a Concern for Business. This Committee may consult with the Clerk of the Meeting, or the Clerk of Trustees as needed.

**D. DEFINITIONS:**

Child (children): Youth, or Minor – Any person(s) seventeen years of age or younger.

Nursery Age: Children too young to participate in regular First Day School classes.

“Child abuse and neglect is the intentional, physical or mental injury , sexual abuse, negligent treatment, or maltreatment of any child under the age of eighteen by a person who is responsible for the child’s welfare under circumstances which indicate the child’s health or welfare is threatened.” (DC Code 16-2307(9)(23))

## **E. CONFIDENTIALITY:**

All information collected in connection with implementing this policy will be kept in the strictest confidence, to the extent allowed by law.

All papers generated in conjunction with the application process will be kept in the Meeting House vault or other secure storage location. None of these records will be distributed to any entity other than FMW's Child Safety Committee, Administrative Secretary, and Assistant Secretary. Anyone who works with children has the right to inspect his or her own file in the presence of a member of the Child Safety Committee, the Administrative Secretary, or the Assistant Secretary, and has the right to submit written refutation of any material they deem to be inaccurate or misleading.

The Candidate will be provided with a NON-DISCLOSURE STATEMENT (Appendix "C") signed by a member of the Child Safety Committee.

## **F. APPLICATION PROCESS**

1. All individuals who plan to work with children must fill out and sign an Application Form (Appendix A) providing the names of two references.
2. All volunteers who work with children must be known to the Meeting as a member or attender for a minimum of six months prior to assuming their duties.
3. All employees working with children must undergo a national criminal background check.
4. All volunteers who will be attending overnight activities or driving children, other than their own, at the request of FMW event coordinators to or from events sponsored by the Meeting, must undergo national criminal background check prior to having assumed this duty.
5. All applicants for whom a national criminal background check is appropriate will fill out and sign a Background Investigation Consent form. (Appendix B)
6. All individuals who plan to work with children will attend a training session including this policy and its implementation.
7. Any one who has a conviction for child abuse of any kind will not be allowed to participate in religious education or other youth-oriented activities.
8. Any employee or volunteer for whom there is an ongoing investigation of an alleged child abuse incident will not be allowed to participate in religious education or other youth-oriented activities until after the investigation is completed and found to have no basis for concern.

## **G. CONDUCT OF MEETING ACTIVITIES INVOLVING CHILDREN**

1. The principle of "No child left alone with an adult" will prevail. There should always be at least two adults or two children in a First Day School classroom. This principle applies in all secluded places including restrooms.
2. Classes and other activities should be conducted with two adults present.

3. In the event that only one adult is present with a class, the door to the classroom should be left open, unless there is a window in the door or nearby wall. In the case of the Preschool Room of Quaker House, this requirement can be met when all window shades are up and otherwise unobstructed, with interior lights on so that the interior of the room is visible from the Decatur Place sidewalk.
4. Teacher /student ratios should not exceed;
 

Birth – 3 yrs	1:4
4 yrs – 8 yrs	1:8
9 yrs – 18 yrs	1:10
5. Field trips or day excursions require the supervision of at least two adults who have been approved as a result of the application process outlined above. In the event that children will be present without their parent(s)/ guardian(s), a parent/guardian will provide the leader of the event with a suitable “CONSENT AND HOLD HARMLESS FORM” (Appendix D).
6. At Other Events, such as family camping weekends, where children with adults are present, it is assumed that the children are under the care of their parents/guardian. In the event that children will be present without their parents/guardians, a parent/guardian will provide the leader of the event with a suitable “CONSENT AND HOLD HARMLESS FORM” (Appendix “D”)
7. The Child Safety Committee will conduct a training session at least once a year for anyone wishing to teach or assist with teaching First Day School Classes or other youth activities outlined above. Other adults will be welcome. Training sessions will cover prevention, discovery and reporting of child abuse incidents. Adults needing training in between annual training sessions may be trained with videos or other instructional methods.
8. Children 14-18, caring for younger children will always be supervised by an adult who is present.

**H. PROCEDURE FOR INDIVIDUALS MAKING OR HANDLING A REPORT OF AN ALLEGED CHILD ABUSE INCIDENT**

1. In reporting the incident, make a record of the time, place, the persons involved, the general nature of the incident, and the exact words used. Do not conduct an investigation.
2. Inform the Clerk of the Committee having jurisdiction over the event at which the abuse occurred (e.g. Religious Education) or a member of the Child Safety Committee. In the absence of any of the above, inform the Clerk of the Meeting or Clerk of Trustees. The person receiving the report will follow up as outlined below.
3. A member of the Child Safety Committee should inform our agent at GuideOne Insurance Company (888-748-4326).
4. The Child Safety Committee should seek the advice of legal counsel before responding to media inquiries.
5. Child Safety Committee should review this policy statement to be sure all procedures are being followed and work with GuideOne or legal counsel as needed concerning the alleged incident.

Appendix "A"

**FRIENDS MEETING of WASHINGTON  
APPLICATION  
FOR THOSE WORKING WITH MINORS**

I hereby apply for the privilege of serving the Friends Meeting of Washington as:

a First Day School Teacher or Assistant or

a Nursery School age Child Care Worker as a volunteer or employee.

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Last First Middle Maiden

I.D. number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security or Driver's License Number

Present address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Occupation \_\_\_\_\_ Work Phone \_\_\_\_\_

If less than one year:

Previous Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Occupation \_\_\_\_\_ Work Phone \_\_\_\_\_

Have you ever been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse? \_\_\_\_ yes \_\_\_\_ no. If yes, please explain on separate sheet

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Personal References (2) – Note: Institutional references are preferred.

Name	Address	Telephone
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Applicants must have been a member or attender of the Friends Meeting of Washington for at least six (6) months prior to the date of this application. Indicate which of the following might help establish this fact. Membership approval or request appears in Monthly Meeting Minutes, \_\_\_\_\_, signature in guest book \_\_\_\_\_, request to be placed on the mailing list \_\_\_\_\_, name appears in a Meeting Directory of sufficient age \_\_\_\_\_, Identifiable contribution made \_\_\_\_\_, well known to \_\_\_\_\_.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Print Witness Name \_\_\_\_\_ Date \_\_\_\_\_

Witness's Signature \_\_\_\_\_

**FRIENDS MEETING OF WASHINGTON**

**BACKGROUND INVESTIGATION CONSENT**

(Required only of those for whom a criminal background check is required, see page 2, items 3, 4 & 5 under APPLICATION PROCESS)

I, \_\_\_\_\_ (applicant's complete name)

Authorize Friends Meeting of Washington and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information, which may be material to my qualifications as volunteer or for employment now, and if applicable, during the tenure of volunteering or employment with Friends Meeting of Washington, DC.

I release Friends Meeting of Washington, DC and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

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Signature

Date

Appendix "C"

NON-DISCLOSURE STATEMENT

To assure the protection and preservation of the confidential information regarding the background records and reference check of current or potential employees and volunteers, the Friends Meeting of Washington, DC, its officers or assigns agree to release any of the obtained information only to those individuals responsible for the hiring, selection, and screening of these individuals and to no one else, to the extent allowed by law.

Friends Meeting of Washington, DC

by

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

Title: \_\_\_\_\_

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

Appendix "D"

PARENT/GUARDIAN OF A MINOR

CONSENT AND HOLD HARMLESS FORM

Name of Activity\_\_\_\_\_

Date\_\_\_\_\_

Dates of Activity\_\_\_\_\_

Child's name\_\_\_\_\_

Date of birth\_\_\_\_\_ Age \_\_\_\_\_ Sex\_\_\_\_\_

Address\_\_\_\_\_

Telephone Number\_\_\_\_\_

I \_\_\_\_\_, being the parent or legal guardian

of \_\_\_\_\_ have been informed of the above named activity sponsored by the Friends Meeting of Washington, D.C. and hereby give my consent for my minor child to participate in this activity.

I understand that the leaders of this activity will take all reasonable safety precautions, and that the possibility of an unforeseen hazard does exist. I further agree not to hold the Friends Meeting of Washington, DC its leaders, employees and volunteer staff liable for damages, losses, diseases, or injuries incurred by the minor listed on this form.

I also understand that my minor child is to be excluded from the following activities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian

Date

**Attachment 4:  
Job Description (Sept. 2009)  
Assistant Administrative Secretary**

The Assistant Administrative Secretary holds a non-exempt administrative position, as defined in the federal Fair Labor Standards Act (FSLA), and reports to the Administrative Secretary who reports to the Personnel Committee. Together, the two staff members perform duties to ensure the smooth functioning of the facilities of the Friends Meeting of Washington and seek to enhance the spiritual life of the meeting. This position encompasses a broad range of skills and tasks. Those include bookkeeping, real estate management, coordination of facilities and events, and computer and internet skills. This is a full time exempt position that on occasion requires weekend and evening participation.

**Skills and Competencies Required:**

- 1) Well developed computer skills to include Word, Excel, and data bases.
- 2) Bookkeeping skills to assist the part time bookkeeper. This staff member will be expected to become proficient on LOGOS; the data base and bookkeeping software.
- 3) Writing skills will be necessary on helping to prepare the monthly newsletter, the weekly announcements, preparing the proposed forthcoming "e-news" and in maintaining and updating the website. Willing to learn to use Publisher is expected.
- 4) Through real estate management, the staff coordinates committee and guest usage and the scheduling of both buildings and grounds. This includes memorial services and weddings under the care of the meeting as well as working with non-Quakers who rent the property for such events.
- 5) As the meeting house undergoes renovation, the staff will be a vital link between the meeting and the contractors and will often be working with noise and frequent interruptions.
- 6) As the children's religious education programs grow and develop, the coordination of these first day activities will be assisted by the Assistant Administrative Secretary.
- 7) This position requires frequent and smooth interaction with members and attenders of the meeting and the public as a whole.
- 8) The individual should be aware of, and comfortable with, the Quaker testimonies and the basic beliefs of the Religious Society of Friends.