



MISSION

For Missionaries serving with the

PERSONNEL

General Board of Global Ministries

HANDBOOK



CONNECTING THE CHURCH IN MISSION



TABLE OF CONTENTS

Sections

FOREWORD

1 INTRODUCTION

- 1.1 Purpose, vision, and goals
- 1.2 Theology of mission
- 1.3 Guiding principles for missionary service

2 MISSIONARY SERVICE

- 2.1 History and scope of Missionary Service
- 2.2 Global Ministries mission community

3 MISSION PERSONNEL AND PATTERNS OF SERVICE

- 3.1 Need and response
- 3.2 Variety in mission service
- 3.3 Commissioning of missionaries
- 3.4 Terms of service

4 RELATIONSHIPS OF MISSIONARIES

- 4.1 Accountability
- 4.2 Conference relationships and church membership
- 4.3 Attendance at annual conference sessions of membership
- 4.4 Missionary-in-Residence
- 4.5 Missionaries as residents in host countries

5 ETHICS STATEMENT

6 EMPLOYMENT POLICIES

- 6.1 Equal opportunity
- 6.2 Harassment and discrimination
- 6.3 Violence in the workplace
- 6.4 Personnel records
- 6.5 Confidentiality and releasing employee information

- 6.6 Grievance policy
- 6.7 Miscellaneous

7 CHILD SAFETY POLICY

- 7.1 Purpose
- 7.2 Definitions for use throughout this document
- 7.3 Definition of abuse
- 7.4 Types of abuse
- 7.5 Inappropriate behavior
- 7.6 Code of conduct
- 7.7 Issues of confidentiality and reporting
- 7.8 Mandatory reporters
- 7.9 Reporting by members of the public

8 ALCOHOL, DRUG, AND SUBSTANCE ABUSE

9 ELECTRONIC COMMUNICATIONS POLICY

10 REPLACEMENT OF LOST, STOLEN, OR DAMAGED EQUIPMENT

11 HONORARIA

12 INTELLECTUAL PROPERTY

13 BRIBERY AND CORRUPTION

14 PERSONNEL AND PROGRAM SUPPORT

- 14.1 The Advance Program
- 14.2 United Methodist Women

FOREWORD

The United Methodist Church continues the commitment of its predecessor church bodies of enabling global missionaries; this is basic to the mission of the church. In 2016, General Conference reaffirmed this continuing responsibility:

To challenge all United Methodists with the New Testament imperative to proclaim the gospel to the ends of the earth, expressing the mission of the Church; and to recruit, send, and receive missionaries; enabling them to dedicate all or a portion of their lives in service across racial, cultural, national, and political boundaries. (The Book of Discipline, 2016 ¶1302.3)

The General Board of Global Ministries, hereinafter referred to as Global Ministries, which carries out its assigned responsibility for The United Methodist Church mission personnel at work all around the world, is pleased to welcome you.

The purpose of this handbook is to bring together in one place a summary of the policies, guidelines, and practices that affect mission personnel. We commend the Mission Personnel Handbook to your careful reading and reference. We trust that it will contribute to mutual understanding among missionaries, staff, directors, and leaders of churches and agencies with whom we are involved in cooperative mission.

Unless otherwise specifically restricted or defined, the terms “employee,” “missionary,” and “mission personnel” may be used collectively or interchangeably to refer to those individuals who are covered by this handbook.

1. INTRODUCTION

1.1 Purpose, vision, and goals

Global Ministries is the global mission agency of The United Methodist Church, its annual conferences, missionary conferences, and local congregations.

Purpose: Connecting the church in mission

Vision: Global Ministries equips and transforms people and places for God's mission around the world.

Four mission goals:

1. Make disciples of Jesus Christ
2. Strengthen, develop, and renew Christian congregations and communities
3. Alleviate human suffering
4. Seek justice, freedom, and peace

Connecting the church in mission

A major responsibility of Global Ministries is to connect the various parts of the church as United Methodists engage in global mission. The aim of Global Ministries is to be a biblically rooted, historically informed, and organizationally flexible means of spreading the good news.

1.2 Theology of mission

The mission theology statement guides Global Ministries' participation in the *Missio Dei*. It frames Global Ministries' role within the denominational mission to *make disciples of Jesus Christ for the transformation of the world*. The transforming power belongs to God, and Global Ministries is in mission to witness to what God has done and is doing and to learn from what God is doing in every land where disciples gather in the name of Jesus Christ.

God's mission from creation to completion

God's mission reclaims the life of all creatures and redeems all creation for God's intended purpose. Holy Scriptures bear witness to mission that begins with God, belongs to God, and will be fulfilled by God at the end of time. The Spirit of God, which moved over the waters of chaos at creation, and the Word of God, which became Incarnate in Jesus Christ, leads on to fullness in God's purpose.

The self-emptying life of Jesus the Christ in service to the least and the last

In response to God's mission for him, Jesus — whom we Christians acknowledge as God's Son, the Christ, the anointed servant of God and our savior — poured himself out in servanthood for all humanity and emptied himself of divine privilege, assuming the trials and risks of human limitation. Jesus identified in compassion with all humanity and lived in radical faithfulness to the will of God. He became obedient unto death — even a humiliating public execution. In raising Jesus from the

dead, God shows willingness and power to reconcile all creation and to restore the world to its divine purpose.

The church as a community of servanthood in mission

God's Holy Spirit calls the church into being for mission. The church is one sign of God's presence in the world and of God's intention for creation. In response to God's call and the leading of the Holy Spirit, women and men, young and old, of all nations, stations, and races and in all times and places, unite as the living body of Christ to join God's mission of redemption, bearing witness to God's presence in the world. This community of faith aspires to live out the potential of new life in Christ among all human beings now, while envisioning the fulfillment of God's reign and the completion of God's mission. The church experiences and engages in God's mission as it pours itself out for others, ready to cross every boundary to call for true human dignity among all peoples, especially among those regarded as the least of God's children, all the while making disciples of Christ for the transformation of the world.

Grace at work everywhere

In our Wesleyan tradition, we acknowledge the grace of God placed in our hearts and at work in the world before any action on our part. In response, we accept and proclaim grace that sets us upon the right path of obedience to the Word made flesh in Jesus Christ. This grace calls us to repentance and to active faith and good works in Christ. Active faith participates in the perfecting and fulfilling grace of God, which claims and implements the promises of God to deliver exploited persons and oppressed peoples, to restore the sanctity and integrity of God's creation and to reconcile division in the households of faith and among the peoples and nations of the earth as all of creation groans for redemption. The Wesleyan expectation of "perfection in love" draws redeemed individuals into appropriate, active, transforming relationships of wholeness and unity with God, all people, and creation. Repentance and faith elicit both personal salvation and social and cosmic transformation.

Transformative witness

The church in mission lifts up the name of Jesus in thought, word, and deed, proclaiming Jesus Christ as "the Word become flesh" through its own incarnate living, deeds of love and service, healing and renewal. By representing the revelation of God in Christ in word and deed, the church remains faithful both to the Great Commandment that we love God with all our heart, soul, mind, and strength and our neighbor as ourselves; and to the Great Commission that we make disciples of all nations. The church as faithful community moves full of hope toward the transformation of the world and the day when God's mission is fulfilled.

God's prior presence, our current response

God's light shines in every corner of the earth, and God's mission extends to all creation. There are no places where God's grace has not always been present, only places where God in Christ is not recognized, served, or heeded. Because God's image is present in every human being throughout the world, mission partnership embraces witness in all cultures, traditions, political arrangements, economic structures, and languages. Partners in God's mission seek to hear God's voice, to discover the signs of the moving of the Spirit through the world today, and to bear witness to God's activity — overarching past, present, and future — in every local setting.

The Spirit's surprising activity

The Spirit is always moving to sweep the church into a new mission age. With openness and gratitude, we await the leading of the Spirit in ways not yet seen as God continues to work God's purposes out in our own day in a new way.

1.3 Guiding principles for missionary service

Global Ministries — in our respective roles as missionaries, staff, and directors, in connection with our partners — seeks to adhere to the following principles in response to God's call and the leading of the Holy Spirit to guide us in facilitating missionary service across the church in mission.

We believe that the church experiences and engages in God's mission as it pours itself out for others, ready to cross every boundary to call for true human dignity among all peoples. We value the vulnerability of missionaries, who must always depend on the grace of God and the hospitality of strangers. We recognize the trials and risks that come with the self-emptying life of service that Jesus modeled for all his disciples. Therefore, we believe it is important to state clearly the principles that will guide our work together.

We resolve to adhere to the following principles:

1. *It is God's mission:* To acknowledge with humility and gratitude that mission belongs to God and is initiated by God; and we focus our service on being effective witnesses to the revelation of God in Christ through word and deed.
2. *Mutuality and respect:* To approach our connections in a spirit of mutuality, recognizing that the grace of God is at work in the world before any action on our part, and that God's image is present in every human being. We are open to receive humbly, as well as to give graciously, one to another, with respect and gratitude.
3. *Wholeness and unity:* To build appropriate, active, transforming relationships of wholeness and unity with God, all people and creation in places that will be discerned together with our partners in God's mission, to elicit both personal salvation and social and cosmic transformation.
4. *From everywhere to everywhere:* To support witness in all cultures, traditions, political arrangements, economic structures, and languages, and make ready to cross every boundary to call for true human dignity among all peoples.
5. *Hospitality and support:* To engage the church to support missionaries by accompaniment, communication, community building, finances, hospitality, prayer, and supervision.
6. *Equitable, fair, and incarnate means of living:* To provide financial support for missionaries that is fair and equitable and that supports "incarnate living" appropriate to the cultures, traditions, political arrangements, and economic structures in which missionaries live.
7. *Cooperation:* To engage the church, as a "community of servanthood" to count all the gifts which God gives them, including financial; and invite the entire community to visible ways of cooperation, sharing of resources, and mutuality, including building networks of support to sustain the church in mission.
8. *Sustainability:* To plan for the long-term sustainability — financially, programmatically, and otherwise — of missionary service while following the leading of the Spirit in ways not yet seen as God continues to work out God's purposes in our own day in a new way.

9. *Discernment and accountability*: To listen to our partners in God's mission and bear witness to what we see and what we hear: We will share our accounts of hope and struggles, each with the other. We will hold each other accountable.
10. *Trustworthiness*: To order our work with trustworthiness, respecting the need for both transparency and discretion.

2. MISSIONARY SERVICE

In commitment to biblical understanding and theological foundations, The United Methodist Church has assigned to Global Ministries a specific phase of the responsibility of making it possible for persons to be in mission. This is stated in ¶1314.4b of *The Book of Discipline, 2016*:

Promoting opportunities for mission service related to the General Board of Global Ministries throughout the constituencies of the Church, through the recruitment, selection, preparation, commissioning, and assignment of all categories of mission personnel, with necessary supervision and support of these persons in assignments in the widest variety of church and ecumenical partners in the United States and around the globe.

2.1 History and scope of Missionary Service

Missionary Service brings together patterns developed in the past and trends emerging in the present. Global Ministries must increasingly develop clear patterns of relationship, administration, and interpretation, which set forth the community of persons in mission in its wholeness.

Global Ministries affirms that commissioned personnel continue to have an important role in mission. Our partner churches around the world continue to express the need and desire for mission personnel from The United Methodist Church. Global Ministries seeks to support missionaries in their sense of calling and in their work and to join with them in the continual search for more effective and faithful forms of service and lifestyle.

Through Missionary Service, Global Ministries continues to coordinate and strengthen the involvement of missionaries, home missionaries, and deaconesses in mission. Committed and gifted persons from around the world are making a contribution to the church and community, to the richness of faith in their own countries, throughout their regions, and across regional boundaries.

The community of persons serving in mission through resources of Global Ministries has grown in its international composition. The United Methodist Church increasingly affirms that the United States stands in need of the witness and service of Christians of other lands, as do all nations. Global Ministries affirms God's call of persons to be in mission from everywhere to everywhere. International Christians present in the United States and around the world assist the church in understanding the contextual realities of their sister and brother communities in diverse locations and contexts. A broad interchange of international experience will deepen and enrich the Christian community in the United States.

2.2 Global Ministries mission community

Deepening the sense of community among missionaries, directors, and staff members of Global Ministries is crucial. The sense of solidarity through prayer, a vital and growing spiritual life, and strength that comes from the intentionally shared discipline of common biblical and theological studies, should find expression among the other relationships that unite missionaries, directors, and staff of Global Ministries.

3. MISSION PERSONNEL AND PATTERNS OF SERVICE

3.1 Need and response

God calls persons and gives them gifts for service in mission across boundaries. That call and those gifts are confirmed by the Christian community. The need for missionaries and the initiative for mission both arise out of a variety of Christian communities. Some of these communities are national churches or their institutions, ecumenical groups for planning or action, ecumenical institutions, coalitions, or networks of Christians gathered around a common concern of faith or action. They are found throughout the world. The sending and receiving of missionaries as part of the mission of the church calls for mutual discussion and understanding by the communities involved, including missionaries themselves. There is need for a listening, probing interchange regarding expectations and for all parties to understand clearly the points of agreement.

Responsible interchange between personnel and involved parties brings with it a number of considerations for assignment, including the following:

- An understanding by all parties of an individual's call to mission service;
- The definition of a need for missionaries;
- An adequate description of the duties and relationships that will be expected of personnel;
- The determination of length and conditions of service;
- Adequate orientation, initial and continuing training in the history and context of the place of assignment, language and dialects, cultures, sociology, politics, and religions;
- Acquiring and understanding the inherent risks of missionary service and the specific risks of their proposed assignment;
- Provision for pastoral, professional development, and financial support for personnel;
- Increasing participation in dialogue with mission partners.

3.2 Variety in mission service

In response to needs identified by partner churches and agencies, and in mutual agreement with them, Global Ministries will continue to enable persons from the global Christian community to be in mission. There are varieties of missional needs for personnel, which may range from ongoing needs for long-term career personnel to short-term personnel for a specific short-term assignment. Missionaries may serve in more than one geographical location.

The work of missionaries will be evaluated at stated intervals. Over time, assignments may include a variety of tasks demanding multiple skills. A number of factors make it impossible for any one set of assignment options to be feasible for all places. These include cultural factors, varying perceptions of the nature of missionary service, and governmental regulations. Global Ministries will recognize and affirm each person's gifts and graces with regard to the expected commitment to the objectives of mission.

3.3 Commissioning of missionaries

Missionaries are commissioned after having been approved by the directors of Global Ministries and satisfactorily completing the period of orientation and training.

The commissioning service is a ceremony of celebration and sending forth, which acknowledges the missional intent and affirms the calling of the person(s) being commissioned to engage in proclamation (by word and deed) of the Good News of Jesus Christ. The participation of a bishop, a representative of a bishop, or others who act on behalf of the entire Christian community helps to symbolize the participation of the whole church and its missional purpose, as well as honoring the unique mission of those being sent. Commissioning services may be conducted at a meeting of Global Ministries, in annual conferences, and in other local church settings.

3.4 Terms of service

Each missionary term is for a specific period of time to be served in the place of assignment depending on the category of service. All terms of service are subject to the at-will nature of the agreement or changes in Global Ministries' policy.

4. RELATIONSHIPS OF MISSIONARIES

Missionaries are usually assigned to a geographical area to work in relationship with a partner church, Christian institution or ecumenical agency. The assignment is identified in the Letter of Agreement.

4.1 Accountability

In faith and ultimate obedience, missionaries are under the authority of God.

- Missionaries are sent into mission by two communities of faith: The church that enables them to go as missionaries and the colleague church to which they are assigned. As outlined in the Letter of Agreement, missionaries are jointly accountable to Global Ministries and the leadership of the place of assignment.

Missionaries are considered to be employees of Global Ministries in matters relating to compensation and benefits, such as salary, taxes, pensions, Social Security, medical or group life insurance, and endowment programs.

4.2 Conference relationships and church membership

Ordained

Ordained United Methodist missionaries may be assigned to serve outside the United States *“either in annual conferences or central conferences, or with affiliated autonomous churches, independent churches, churches resulting from the union of Methodist churches and other communions, mission institutions, or in other denominational or ecumenical ministries. They may accept such rights and privileges, including affiliate membership, as may be offered them by the central conferences or by other churches to which they are assigned without impairing their relationship to their home annual conference. If appointment is to a missionary conference, the terms of the appointment shall be as provided in ¶1586.4.”* (The Book of Discipline, 2016 ¶1344.1c)

Laity

Lay Missionaries in Non-United Methodist Churches — Laypersons in service outside the United States under the General Board of Global Ministries and assigned to churches other than United Methodist may accept all the rights and privileges, including associate membership, offered them by a local church in their place of residence without impairing their relationship to their home local church. (The Book of Discipline, 2016 ¶1237)

4.3 Attendance at annual conference sessions of membership

Ordained missionaries may be reimbursed no more than once during their term of service to attend their annual conference sessions at Global Ministries' expense if not covered by their annual conferences. If on Itineration Assignment in home country, then missionaries may be reimbursed for travel to attend the annual conference sessions during itineration when appropriate and not reimbursed by the annual conference. All expenses must be approved by the Supervising Executive and the Senior Manager for Itineration and Missionary Support prior to the annual conference.

According to the *Book of Discipline*, missionaries, both lay and clergy, shall be seated in the annual conference at their place of assignment (*The Book of Discipline, 2016 ¶602.9*). Global Ministries does not assume the responsibility for expenses related to this participation.

4.4 Missionary-in-Residence

The position of Missionary-in-Residence (MIR) was established by Global Ministries for the purpose of providing input and advocacy for the missionary community to Global Ministries. The position is a three-year assignment. Under exceptional circumstances, the term may be extended for no more than one additional year.

The Missionary-in-Residence will report to the General Secretary and relate administratively to the Executive Director of Missionary Service. Responsibilities of the Missionary-in-Residence are:

- To provide direct missionary participation in meetings of Global Ministries and, upon invitation, other program areas of Global Ministries where missionaries' concerns and feedback may be communicated;
- To participate in the planning, leadership, and coordination of mission conferences and consultation;
- To participate in the orientation of new missionary candidates;
- To participate in seminars and interpretation of mission to the church on all levels and at schools of mission;
- To communicate with both active and retired mission personnel to keep them informed of events related to mission and to receive their interests and concerns;
- To meet missionaries who visit Global Ministries' office;
- To serve as a liaison between the mission personnel associations, Global Ministries staff, and directors.

4.5 Missionaries as residents in host countries

Missionaries are invited guests in a country and are expected to respect governmental laws and regulations in their place of assignment. Those laws and regulations may require that the missionary obtain specific information related to taxes, customs, declaration of funds, permits of travel, currency exchange, and licenses of various kinds.

The presence of a missionary in the host country and the activities in which he/she is involved may have political implications. Even as the church has been called to a prophetic role in society, Christian missionaries have a responsibility to express, through word and deed, their concerns about moral and ethical issues.

If missionaries who are related to Global Ministries are detained or arrested, Global Ministries will call upon the appropriate consular office to use all appropriate means to ensure that the accused person has an opportunity to be defended with advice of legal counsel and receive a fair trial. If convicted of an offense committed in a particular country, the person is subject to the penalties provided by local law.

5. ETHICS STATEMENT

Certain general principles and standards of conduct apply to all Global Ministries missionaries in all matters relating to the performance of their duties and responsibilities in the operation of the general agencies of The United Methodist Church (the Church) as defined in ¶1702.2 of *The Book of Discipline, 2016*.

A. General principles

1. *Stewardship and fiduciary responsibility.* All funds and property received and administered by missionaries of the Church are entrusted to them by God through the faithful financial support of Church members and friends. The highest degree of Christian stewardship and fiduciary responsibility, extending first to The United Methodist Church as the source of funding and the source of responsibilities delegated and assigned by the membership of the Church to the Church's various general agencies, and second, to Global Ministries, is expected of all missionaries, including the receiving, reporting, and use of funds and property.
2. *Integrity.* Integrity should be the centerpiece of hiring, promotion, leadership, performance measurement and reward, communication, and training.
3. *Discrimination and harassment.* The teachings of Jesus Christ, the foregoing principles, and the requirements of the *Book of Discipline* leave no room in the operation of the agencies or in personal relationships for a lack of tolerance, for harassment, or for non-compliance with laws, applicable rules or regulations, or the *Book of Discipline*.
4. *Minimum standards.* The foregoing general principles are not all-inclusive but are the minimum standards to be followed by all mission personnel. They are intended to provide standards of behavior to apply in situations that are not directly addressed in policies and procedures established for the governance of the general agencies.
5. *Other standards.* Nothing in the foregoing general principles shall prevent any agency or department thereof from adopting its own code or standards of ethics or conduct to supplement these general principles, provided that any such supplement shall not replace them and shall be consistent with these general principles. Global Ministries missionaries are expected to comply in all respects with any supplemental code or standards adopted by their employing agency under this provision.

B. Standards of conduct

1. *Duty of loyalty.* Each missionary owes a duty of loyalty to The United Methodist Church and to Global Ministries in which duty shall mean acting in the best interest of the Church and Global Ministries. That duty should be acted on as reflected by the following paragraphs in this Standards of Conduct section.
2. *Conflicts of interest.* Conflicts of interest must be avoided by all mission personnel.
 - a. Conflicts of interest shall mean, with respect to Global Ministries mission personnel, any situation in which the missionary, by virtue of a financial interest or of some other personal interest, present or potential, directly or remotely, may be influenced or appear to be influenced in decision making or business dealing by any motive or desire for personal advantage other than the success and well-being of the Church or of Global Ministries.

- b. All present and potential conflicts of interest must be disclosed: a) if known in advance of any meeting, business transaction, or other activity at which the issue may be discussed or on which the issue may have a bearing on the missionary's approach to the issue, whether directly or indirectly or b) if not known in advance, when the actual, potential conflict becomes apparent. Disclosure must be made to the person in charge of the meeting or activity and to the full meeting or to the missionary's supervisor, as appropriate. The missionary should recuse him/herself from the room to avoid all discussion, voting, and deliberation on the issue. All such actions should be recorded in any minutes or records kept. Following full disclosure of the present or potential conflict, the board or equivalent may decide that no conflict of interest exists and invite the participation of the mission personnel. When in doubt, the mission personnel should assume there might be a conflict.
 - c. All mission personnel should likewise disclose matters and relationships that have the potential for giving rise to the appearance of a conflict in business dealings with Global Ministries. Examples include, among others, financial and/or leadership roles with vendors and other organizations doing business with Global Ministries.
 - d. Business dealings with friends and family are presumed to be conflicts of interest because of the potential for inferences of tangible or intangible personal advantage and the resultant appearance of impropriety. In situations where there would be a conflict of interest, the matter should be resolved per the guidelines established by Missionary Service of Global Ministries. Contact the Supervising Executive who will resolve the matter through established processes.
 - e. Mission personnel, in all relationships with Global Ministries, should place the Church and Global Ministries ahead of personal advantage, whether the advantage is of a financial nature or whether it arises from a desire for other personal advancement.
 - f. In appropriate circumstances and after full disclosure, Global Ministries or other entity may waive a conflict of interest if not proscribed by law, the *Discipline*, or this policy.
3. **Confidentiality.** Mission personnel shall not disclose confidential or sensitive information about Global Ministries' activities unless the information is already known to the public or becomes a matter of public record. Action and activities taken in closed meeting sessions (*Discipline*, ¶722) must never be discussed or disclosed outside the meeting, nor will there be any distribution of documents received in closed sessions.
 4. **Duty of care.** The obligation of good stewardship is imposed on mission personnel and requires that they act first in the best interests of the Church and then in the best interests of Global Ministries, at all times. The duty requires them to:
 - a. Exercise all reasonable efforts to inform themselves of the mission and ministry of Global Ministries, of the nature of the fiduciary duty owed to the Church and to Global Ministries, of their duties and responsibilities, and of the issues that come before them, so that they can be effective and efficient through their service to the Church as represented by Global Ministries;
 - b. Act as a reasonably prudent employee would act under the same or similar circumstances;
 - c. Inform themselves reasonably of matters about which they make decisions;
 - d. Exercise their independent judgment.

- e. *Duty to disclose.* Mission personnel have a duty to disclose breaches of fiduciary duty, whether by themselves or by others. Likewise, concerns about the appearance or possibility of breaches should be reported. Care must always be taken not to be accusatory. Breaches may be reported to the Executive Director of Missionary Service or Global Ministries' Chief Operating Officer.

Nature of disclosures. All disclosures of the nature described in section B.2 will be made with candor and openness. All responses to inquiries by legal counsel and by external and internal auditors will be full, complete, and directly responsive.

6. EMPLOYMENT POLICIES

6.1 Equal opportunity

Global Ministries does not discriminate in its employment decisions on any basis that would be in violation of any applicable law except where religion or membership in The United Methodist Church is a bona fide occupational qualification.

This policy is in effect in all levels of employment and in all employment decisions, including, but not limited to: **recruitment, hiring, compensation, training, promotion, upgrading, demotion, downgrading, transfer, layoff, termination**, and all other terms and conditions of employment except as precluded by law.

6.2 Harassment and discrimination

Global Ministries is committed to creating an environment where employees and those they encounter are free from harassment and discrimination. Incidents amounting to acts of harassment and discrimination are to be immediately brought to the attention of the employee's supervisor.

Global Ministries is committed to ongoing training for all of its employees to better understand and eliminate harassment and discrimination. This training may be carried out with the help of the General Commission on the Status and Role of Women and the General Commission on Religion and Race.

All cases of reported harassment and discrimination will be subject to the procedures established by the general agency related to the reporting and investigation of such charges, culminating in disciplinary action, if verified. The grievance procedure shall ensure fair and equitable treatment of all employees and resolve problems so that constructive working relationships and an effective working climate may be maintained for the benefit of all. It shall also ensure resolution of differences as expeditiously as possible by all parties concerned.

Employees who feel this policy has been breached must provide notice of such alleged violation using the grievance process set forth in Section 5.6 to the Executive Director of Missionary Service.

Appropriate disciplinary action, up to and including termination of employment, will be taken against any employee who has engaged in proven conduct of discrimination or harassment.

6.3 Violence in the workplace

Global Ministries recognizes that a place of employment safe from violence or the fear of violence is fundamental to the health and well-being of employees. The policy of Global Ministries is that its employees should be able to work in environments free from physical attack, threats, and menacing or harassing behaviors.

As used in this policy, violence is defined to include the following:

- *Physical attack* is unwanted or hostile contact, such as hitting, fighting, pushing, shoving, or throwing objects.
- *Threat* is stating a present or future intention to cause physical or mental harm. Any expression of intent to cause physical or mental harm is considered to be a threat.
- *Harassment* is behavior or communication designed or intended to intimidate, menace, or frighten another person.
- *Property damage* is the result of behavior or acts that contribute to the destruction or damage of another's property.

6.4 Personnel records

Global Ministries maintains certain records for each employee, which are directly related to employment. Personnel files shall contain all such information as is needed by Global Ministries or required by law.

An employee may review his/her personnel file with advance notification to the office of the Executive Director of Missionary Service and in the presence of the Missionary Service Designee.

All documents are available for review with the exception of references from former employers.

All employees have the right to request a deletion/correction be made or to write a statement of disagreement with any item(s) in the file:

1. Request for access to the file must be put in writing by the employee to the Missionary Service Designee. A mutually convenient appointment will be arranged from receipt of the request.
2. The employee may not remove any item from the file. However, notes may be taken or a copy of a particular item(s) in the file may be requested.

6.5 Confidentiality and releasing employee information

To the best of Global Ministries' ability, every reasonable effort will be made to maintain confidentiality of all employee medical information. An employee's medical information will be released only to appropriate officials of Global Ministries and medical personnel in order that business-related and medical decisions can be made so as to conduct the agency's operations in a reasonable and efficient manner. Any employee medical information that is obtained for a legitimate business purpose shall be maintained in a separate file from any other employee file and shall be maintained in a secure location.

No confidential information regarding an employee will be released without the employee's written permission except when compelled by operation of applicable law.

Verification of statements such as dates of employment, position title, and salary that is requested by an outside party will be given without the employee's consent. No additional information will be offered.

When information is requested about an employee from an outside source, the employee will be contacted by Missionary Service to obtain a signed release. Where applicable law requires an employer to submit information regarding employment, employee permission will not be obtained. The employee will be notified by Missionary Service that such an inquiry has been made.

If an employee desires that employment information be released, the employee must complete the Release of Employee Information form and forward it to Missionary Service.

A form must be submitted for each inquiry, identifying the specific inquirer to whom the information can be given and the nature of the information that may be released.

6.6 Grievance policy

Definition of grievance

For the purpose of this grievance policy, the word “grievance” is defined as a disagreement with a specific decision or action involving the interpretation or implementation of Global Ministries’ policy or guidelines for missionaries. Disagreement with the policies or provisions themselves does not constitute a grievance.

Grievances at place of assignment

When a missionary has a grievance in his/her place of assignment that affects his/her performance in a work-related situation, resolution should first be sought locally through dialogue with the other party/ies.

If the grievance is with the immediate supervisor, resolution should be sought in dialogue with the parties involved. The Supervising Executive must be informed of the grievance. The complainant must provide written documentation including the outcome of the efforts to achieve resolution.

If no acceptable resolution results, the complainant will prepare a written statement of the issue outlining the steps already taken seeking resolution. The statement will be sent, if possible, by email or fax, to the Supervising Executive who will respond as soon as possible, but within 30 days after receipt.

Because the grievance has not been resolved within the local context, the response of the Supervising Executive will be to secure written statements from all parties involved outlining the situation and issues still unresolved. The Supervising Executive will attempt to achieve resolution through mediation as quickly as possible.

If the Supervising Executive has not been able to affect a resolution of the grievance, he/she will report to Missionary Service. The Missionary Service Leadership Team will review the issues and suggest alternatives and/or make a decision to be implemented and communicated by the Supervising Executive to the missionary and all other parties within 30 days.

If the missionary is not in agreement with the Missionary Service Leadership Team’s recommendation, an appeal may be made to the Missionary Service Grievance Team*, which will make the final determination and inform the missionary within 30 days.

*Missionary Service Grievance Committee is composed of the Missionary-in-Residence, the Supervising Executive, the Executive Director of Missionary Service, and the Director of Global Ministries’ Human Resources.

Grievances with personnel

When a grievance involves the missionary's Supervising Executive, the missionary must place the grievance in writing for the Executive, and resolution should first be sought by both.

If that is not achieved, the written grievance should then be forwarded by the missionary to the Executive Director of Missionary Service with a cover letter (copied to the Supervising Executive) outlining all the steps taken and what issues have not been resolved. The Executive Director of Missionary Service will respond as soon as possible, but within 30 days.

If the missionary is not willing to accept the Executive Director's response to the grievance, he/she may request review by the Missionary Service Grievance Committee, which will respond as soon as possible, and within 30 days.

The formal grievance procedure in the employment handbook should be followed.

Process of appeal

If the missionary is dissatisfied with the solution provided above, he/she will have an additional 10 working days to appeal his/her grievance to the General Secretary or his/her designee.

When the General Secretary receives the Grievance Report, he/she will determine if the Grievance Policy was followed. If Grievance Policy has been followed, he/she will:

1. Talk with the missionary to get further clarification of the problem.
2. Talk with the Supervising Executive and/or Executive Director of Missionary Service to get further clarification of the problem.
3. If necessary, schedule a meeting between the missionary, the Supervising Executive and/or the Executive Director of Missionary Service and the Director of Human Resources or the appropriate Global Ministries representative. Both the mission personnel and the Supervising Executive and/or Executive Director of Missionary Service may have additional representatives at this meeting.
4. After careful consideration of all facts, but within 10 working days, the General Secretary will render a final decision in writing to the mission personnel or his/her representative. Because the full responsibility for the operation of Global Ministries rests with the General Secretary, any decision rendered in a problem situation by the General Secretary must be regarded as final and binding.

If a formal grievance is directed against the General Secretary, Section A of the Formal Approach shall be followed by bringing the matter to the attention of the Director of Human Resources or appropriate Global Ministries representative. If the missionary is dissatisfied with the solution provided by the Director of Human Resources or appropriate Global Ministries representative, he/she will have 10 days to appeal to the Chair of the Committee on Budget and Personnel.

The formal grievance procedures do not apply to the actions listed below:

- Mission of the church
- Goals of the church
- Structure of the agency
- Policy of the council
- Reduction in force
- Budget provisions
- Job descriptions

6.7 Miscellaneous

Outside employment

No missionary may take employment or compensation outside his/her assignment as defined in the Letter of Agreement.

Employment not guaranteed

Nothing in the handbook is to be construed as a guarantee that any person's employment will continue for any specified period of time or end under certain conditions.

Modification of the handbook

Furthermore, from time to time, Global Ministries may in its sole discretion, amend, supplement, modify, or eliminate one or more of the benefits, guidelines, or policies described in this handbook without prior notice.

Whenever changes are made, updates to the handbook shall be prepared and distributed.

7. CHILD SAFETY POLICY

All suspected violations of this policy should be reported immediately to the Child Safety Office by calling the hotline at 1-888-230-2157 or reporting online at www.alertline.com.

7.1 Purpose

Our organization takes its responsibility to protect and nurture children seriously, creating a safe and positive environment in which to grow. We believe it is never acceptable for any child to experience abuse of any kind. Their protection is the responsibility of every adult within our organization. We expect staff to conduct themselves with utmost integrity and professionalism at all times. Working together we can create a safe and positive, nurturing environment for children, protecting and safeguarding them to the highest standards possible.

It is the expectation of our community that we will hold each other accountable and not ignore violations of this standard by one another. These standards represent the principles by which we want to be known as a community working for Global Ministries. Secondly, they represent the standards by which staff and missionaries of Global Ministries will be held accountable. In accepting employment or a missionary assignment, the individual agrees to behave in a manner that conforms to these standards and expects to be held accountable for behavior that violates these standards.

Everyone should expect that behaviors that are contrary to this policy will be addressed with appropriate disciplinary measures. Appropriate discipline serves to protect the well-being of the community. Appropriate discipline may include termination of employment or volunteer privileges and when required by law or determined to be needed to protect the safety of children, reporting of the incident to civil authorities.

In addition, these standards should inform the development of local level employment relationships for the local staff of Global Ministries' operations worldwide. Global Ministries recognizes that it is practically impossible to represent the local differences in labor laws and cultural customs in a global policy statement, and it would be a mistake to interpret this standard in that way. Global Ministries operates under the ethical standard that we will not knowingly violate any applicable labor and/or employment laws. Where it is not possible for a local entity to apply this standard due to local law or local cultural standard, the responsible Supervising Executive must consult with the office of child safety to work out a suitable restatement of the behavior standards for staff in that specific location.

Furthermore, to the extent permissible by law, Global Ministries retains its right to hold the parents of dependent children who are at Global Ministries events, or on Global Ministries premises or in missionary settings where they come into contact with other children (i.e., children living in the home of the parents) accountable for the behavior of their children which violate these community standards.

Global Ministries recognizes that no policy by itself prevents abuse or harm. Vigilance on the part of all staff can assist in preventing abuse. Global Ministries has formed this policy to focus and aid in that effort.

7.2 Definitions for use throughout this document

Staff: Defined as employees, missionaries, Global Mission Fellows, mission interns, home missionaries, deaconesses, church and community workers, US-2s, Racial Ethnic Plan Missionaries, Mission Volunteers, directors, or for anyone seeking to qualify as an Amity Teacher, or for any other status for which Global Ministries has responsibility, either as a volunteer or as an employee.

Those organizations where staff as defined above are placed, or with whom Global Ministries has a funding relationship with such as The Advance, or Supplemental Giving. It is expected that Mission Institutions, as entities independent from Global Ministries with their own governance structure, will adopt their own child safety policies. It is desired that Global Ministries' policy would be the minimum standard regarding child safety but also understood that due to the nature of their programming, individual institutions may choose to adopt more stringent standards.

Child Safety Office: The Global Ministries Child Safety Office is responsible for the development of child safety policies, procedures, and development/implementation of child safety training. It is also responsible for carrying out internal investigations when reports of child safety violations are made while informing the Director of Child Safety within 24 hours whenever a new report is received. The Child Safety Office is responsible for reporting abuse to appropriate civil authorities where mandated by law or deemed necessary to ensure the safety of individual children. The Child Safety Office will be staffed by members of the Human Resources Department and will coordinate its efforts with the Executive Director of Missionary Service as well as the Executive Director of each unit of Global Ministries. All reports of suspected violations of this child safety policy should be reported to the Child Safety Office by calling 1-888-230-2157 or online at www.alertline.com. There is not to be any attempt to handle the situation privately or enter into any private agreement with the offending individual or reporting child.

Director of Child Safety: The Global Ministries Director of Child Safety is responsible for applying administrative action in child abuse cases. As appropriate, the Director of Child Safety will consult with the Executive Director for Missionary Service, the Chief Operating Officer, and the General Secretary regarding investigation protocols and final recommendations/actions.

7.3 Definition of abuse

Child abuse (sexual, physical, and emotional) and neglect are not tolerated by Global Ministries. The following definitions of abuse will be applied to reports involving any Global Ministries staff members living in their home countries and countries of assignment over which Global Ministries exercises control. They will also be applied to reports of incidents involving Global Ministries' staff and someone from another agency or organization. Definitions of child-to-child incidents are also included. In addition, it is recognized that these are organization-wide definitions that all staff agrees to abide by that will best serve adults of differing cultures in working together to prevent child abuse.

Child abuse is the treatment of a child under the age of 18, often in the context of a relationship of responsibility, trust, or power, which endangers or impairs the health or welfare of a child. Global Ministries' definition includes physical, sexual, and emotional abuse and neglect.

Child-to-child cases: Should both the victim and the alleged offender be under the age of 18, it will typically be considered abuse if there is more than three years' difference (1,095 days or more)

between the ages of the children or there is a difference in responsibility, trust or power between them. If there is less than three years' age difference and there is not a significant difference in responsibility, trust, or power between them, what would normally be defined as abuse will typically be considered inappropriate behavior. In these cases, an appropriate action plan will be put in place to address the behaviors of concern and their effects. Because of these and other variables, child-to-child cases will be judged on a case-by-case basis. Child-to-child abuse includes all the types of abuse defined below.

7.4 Types of abuse

Sexual abuse

Sexual abuse is the involvement of a child in sexual activity with an adult or another child (as defined above), which includes but is not limited to inappropriate touching, exposing oneself, sexually oriented conversations, promoting prostitution, or using a child for pornographic materials. These are further defined below.

- Verbal: Remarks which include sexual threats, innuendos, solicitation, sexually explicit language (whether in person, on the telephone, via text messaging or on the internet); inappropriate comments about a person's body or appearance; or any verbal expression with the intent to arouse or stimulate.
- Visual: Indecent exposure; showing or taking of suggestive or pornographic pictures or films; showing a child pornographic material, unclothed persons, or any sexual activity or simulated sexual activity such as masturbation or intercourse; peeping, leering, or staring; or viewing child pornography.
- Physical touching: Physical contact (or penetration by penis, fingers, or any other body part or object) with a child's clothed or unclothed genitals, pubic area, buttocks, or in the case of a female, breast, or causing a child to perform any of these acts; masturbation in front of or to the victim; rubbing, holding, or kissing for the purpose of sexual gratification.

Additionally, sexual abuse is sexual misconduct and is a betrayal of sacred trust and as such is prohibited in *The Book of Resolutions*. It is a continuum of unwanted sexual or gender-directed behaviors by either a lay or clergy person within a ministerial relationship (paid or unpaid). It can include child abuse, adult sexual abuse, harassment, rape or sexual assault, sexualized verbal comments or visuals, unwelcome touching and advances, use of sexualized materials including pornography, stalking, sexual abuse of youth or those without capacity to consent, or misuse of the pastoral or ministerial position using sexualized conduct to take advantage of the vulnerability of another (The Book of Resolutions, 2008, p. 134).

Physical abuse

Physical abuse is any act that results in a non-accidental physical injury. Such acts may include, but are not limited to: hitting, spanking, slapping, punching, beating, kicking, biting, shaking, burning, holding under water, pulling hair, use of restraints or holding against one's will, unreasonably severe corporal punishment or unjustified punishment, or excessive physical discipline done in anger.

Emotional abuse

Emotional abuse is defined by a pattern of behavior over time that impairs or risks impairing a child's functioning or physical, mental, spiritual, moral, or social development. It includes acts of commission and acts of omission. Acts of commission may include but are not limited to:

- unreasonable restriction of movement
- patterns of belittling, denigrating, ridiculing
- screaming, threatening, scaring
- humiliating, scapegoating, blaming, name calling, intimidating
- using jokes as put-downs, sarcasm
- discriminating, bullying, hazing, unpredictable responses
- constant family discord and double-message communication
- other non-physical forms of hostile or rejecting treatment.

Acts of omission may include, but are not limited to, the failure to provide a developmentally appropriate and supportive environment, including the availability of a primary attachment figure, so that the child can develop a stable and full range of emotional and social competencies commensurate with her or his personal potential and in the context of the society in which the child dwells. Some conduct in this area will not rise to the level of emotional abuse as the duration or intensity of the conduct are not severe or pervasive, *however*, any type of conduct of this type to children who are at Global Ministries events or on Global Ministries premises will not be tolerated. Conduct such as described above when done to another adult is also unacceptable and is a violation of Global Ministries' harassment policy.

Neglect

Neglect is the failure to provide the child (or commonly stated as withholding from the child) basic needs of food, clothing, warmth and shelter, safe living conditions, emotional and physical security and protection, medical and dental care, cleanliness, education, and appropriate supervision reasonably available to the family or caretakers. The failure to provide these needs must also cause or have a high probability of causing harm to the child's health or physical, mental, spiritual, moral, or social development. This includes the failure to properly supervise and protect children from harm as much as feasible.

Spiritual abuse is not included as a separate type of abuse. Rather, aspects of spiritually abusive behavior involve but are not limited to using Scripture to control or manipulate a child, to protect the offender, or to manage the child for the convenience of the adult, which are evident in most cases of physical, emotional, and sexual abuse.

7.5 Inappropriate behavior

If, during an internal investigation persons identify behaviors that do not meet the Global Ministries definition of abuse but do constitute unacceptable behaviors that are harmful to children, an outcome of inappropriate behavior will be reached, with an appropriate action plan put in place to provide accountability, mentoring, and counseling to overcome both the behavior and its causes.

In addition to the below, unacceptable behavior is further defined in the ethics policy. See Policy 4.6. Unacceptable behaviors include, but are not limited to, the following:

- Inappropriate use of power, including:
 - physical or sexual abuse
 - child abuse (see separate policy on Child Safety Policy and Procedures and above definitions)
 - harassment and discrimination
- Acts of violence against self or others
- A pattern of untruthful, disrespectful, or destructive communication
- The wrongful use of corporate funds or property
- Illegal, unethical, or dishonest business practices
- Inappropriate use of alcohol or legal drugs
- Use of illegal drugs
- Inappropriate sexual activity including, but not limited to:
 - repeated and intentional viewing of pornographic media or material,
 - indecent exposure

In New York State, the Family Court Act, Section 1012 (e) defines an abused child as one whose parent or other person legally responsible for her/his care:

- Inflicts or allows to be inflicted upon the child physical injury by other than accidental means;
- Creates or allows to be created a substantial risk of physical injury to such a child by other than accidental means, which would be likely to cause death, serious or protracted disfigurement or protracted impairment of physical or emotional health or protracted loss of impairment of the function of any bodily organ;
- Commits or allows to be committed a sex offense against a child;
- Allows, permits, or encourages a child to engage in any act described in Article 263 of the penal law such as obscene sexual performance, sexual conduct, prostitution;
- Commits any of the acts described in section 255.5 of the penal law such as incest.

In New York State, the term maltreatment is used in Social Services Law, and in the Family Court Act the term used is neglect.

Maltreatment/Neglect includes a child's physical, mental, or emotional impairment, or imminent danger of impairment by the parent's or legal guardian's failure to exercise a minimum degree of care:

- In supplying the child with food, clothing, shelter or education, or medical, dental, optometrical or surgical care, though financially able to do so or having been offered financial or other reasonable means to do so; or
- In providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or a substantial risk thereof, including the use of excessive corporal punishment; or
- By misusing drugs or alcohol to the extent that he or she loses self-control of his/her actions; or
- By any other acts of similarly serious nature requiring the aid of the court; or
- By abandoning the child.

7.6 Code of conduct

- The “Two-Adult Rule” requires that no fewer than two adults be present at all times during any Global Ministries-sponsored program, event, or ministry involving children. The preference is that these two adults are not related.
- Children will be treated with respect at all times.
- Children will be treated fairly regardless of race, sex, age, or religion.
- Staff/Volunteers should be knowledgeable in how to notify medical and or other emergency personnel in case of accident or medical emergency.
- No volunteer or staff working with children should be under age 18 **and** additionally the volunteer or staff must be at least five years older than the oldest child. (For example, if children in the group are 17 years old, staff members must be at least 22 years of age or older.)
- Any individual counseling sessions that need to be done with a child or youth should be done with the door open and at a time when others are nearby, even if not in listening distance.
- Always give parents or guardians full information about the event in which their children will be participating. Make sure parents or guardians have given their permission for all aspects of a program.
- When having a Global Ministries-sponsored event that includes travel with minors and/or overnight lodging, protocol for staff and attendees must be reviewed by the Child Protection and Community Assistance Officer and an appropriate cabinet member.
- Staff/volunteers will not swear or use offensive language.
- Staff/volunteers will not have sexually oriented discussions with children.
- Staff/volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of children.
- Staff/volunteers will not have sexually oriented materials, including printed or internet pornography, in the presence of children.
- Staff/volunteers shall not abuse children in any way including, but not limited to, physical abuse, sexual abuse, emotional abuse, neglect, or engaging in inappropriate or unacceptable behavior as defined above in this policy.
- Any type of abuse will not be tolerated and will result in immediate disciplinary action according to the policies of Global Ministries. All staff/volunteers need to immediately report any concerns and follow local and organizational protocol for reporting incidents or suspicions of abuse.

7.7 Issues of confidentiality and reporting

To protect all parties from further harm through exposure and to preserve the integrity of the process, Global Ministries expects that a “need to know” position will be strictly adhered to throughout the reporting and investigative process. No other members of the leadership team are to be involved in the investigative process other than those necessary to conduct investigations or reach final determinations regarding action to be taken as a result of the investigation. It is presumed the parents of the victim are part of the “need to know” group unless they are themselves involved in the abuse or pose a threat.

While every attempt is made to keep issues related to reports of violations of the child safety policy confidential, absolute confidentiality cannot be guaranteed as details will need to be discussed with witnesses in the course of the investigation, the person against whom the report is made will

need to be told of the report and, when applicable, persons in a position of authority (for example law enforcement and/or a clergy person's conference/bishop) will need to be informed.

7.8 Mandatory reporters

Clergy, school employees, registered or certified child care providers, and other mandatory reporters may be required by law to report (or cause to be reported) suspected child abuse to state or government officials or to a law enforcement agency.

Global Ministries expects all mandatory reporters to fulfill that legal obligation. If such a report has been made and the suspected abuser is a staff person, staff is also required to notify the Child Safety Office.

7.9 Reporting by members of the public

Present abuse

Anyone who has reasonable cause to believe that child abuse involving Global Ministries staff is a present concern may report the suspected abuse directly to civil and/or church authorities, and is also encouraged to report it the Global Ministries Child Protection Office through calling the hotline at 1-888-230-2157 or online at www.alertline.com.

Past abuse

Global Ministries seeks to promote healing and reconciliation for those who have suffered abuse by staff in the past. When the abuse is not reportable under law, persons are encouraged to contact the Child Safety Office at Global Ministries who will follow the internal investigation protocol and provide pastoral or other assistance when appropriate on a case-by-case basis.

8. ALCOHOL, DRUG, AND SUBSTANCE ABUSE

Proven use of alcohol and/or illegal drugs on premises or while conducting Global Ministries business is not permissible. Alcohol, drug, and substance abuse presents a potential health, safety, and security problem. The possession, dispensation, distribution, or use of alcohol or illegal drugs or substances on Global Ministries' premises or while conducting business for Global Ministries off-premises is absolutely prohibited and will be grounds for immediate termination.

Persons in the work place who perceive alcohol, drug, and substance abuse by an employee should bring the matter to the attention of an appropriate person designated by Global Ministries. Additional investigation of this matter as appropriate may be made. All conversations, reports, and investigations shall be kept confidential to the extent practicable as dictated by the need to conduct an investigation and reach conclusions regarding the conduct engaged in by all parties involved.

Missionaries voluntarily seeking assistance with substance abuse issues

Global Ministries recognizes alcohol, drug, and substance abuse and dependency as an illness and a major health problem. Missionaries needing help in dealing with such problems are encouraged to seek information regarding counseling and insurance programs from Global Ministries. Conscientious efforts to seek such help will not jeopardize any missionary's job or be noted in any personnel record.

9. ELECTRONIC COMMUNICATIONS POLICY

Global Ministries is committed to providing an environment that encourages the use of computers and electronic communications as essential tools to support Global Ministries' ministry. In utilizing Global Ministries' computers and electronic communications systems, including, but not limited to, electronic mail and access to the internet, it is important for all employees [Users] to be aware of Global Ministries' policy regarding responsible use. It is the responsibility of each User to ensure that this technology is used for proper business purposes and in a manner that 1) is responsible, professional and legal; 2) does not compromise the confidentiality of proprietary or other sensitive information; 3) does not compromise the security of Global Ministries' computer resources, and 4) is consistent with good stewardship and the mission and ministry of Global Ministries.

The purpose of this policy is to ensure the appropriate use of computer resources, to monitor and maintain productivity of employees, to assist in preventing harm to the interests of Global Ministries and its employees, and to prevent the violation of various state and federal laws. All communication systems, including, but not limited to electronic and telephonic communication systems (hereinafter "Systems") and all communications and information transmitted by, received from, or stored in these Systems are the property of Global Ministries and as such are to be used for job-related purposes.

This policy is a statement of ethical principles for individual and Global Ministries' conduct. Failure to comply with this policy may subject an employee to disciplinary action. If you have any questions regarding this policy, please contact the Missionary Service or appropriate Global Ministries representative.

Internet transactions on Global Ministries' network

Global Ministries provides the ability to access the internet on its premises. The internet represents a useful tool for Global Ministries in conducting its business, but like any other tool, it must be used properly. For purposes of this policy, the term "internet" includes all services provided on the internet, including, but not limited to the World Wide Web (www), file sharing, and streaming media.

Since all internet transactions conducted from Global Ministries' network could be perceived as authorized Global Ministries activities, mission personnel must follow all applicable laws, regulations, and all applicable policies, and must exercise care and responsibility as well as the use of good judgment, common sense, and careful discretion when accessing the internet, browsing the web, downloading and uploading files, and using other applications on Global Ministries' network.

Use of the internet is a privilege, not a right, which may be revoked at any time for inappropriate conduct. The willful misuse of internet access by any employee may result in other disciplinary action, including but not limited to, termination of employment. Examples of inappropriate conduct include, but are not limited to: use of inappropriate or offensive or abusive language in either public or private messages; unlawful activities; gambling; defamation; infringement of copyrights; misrepresentation of oneself or Global Ministries; logging on or accessing obscene, pornographic, sexually explicit, racist, or violent sites; pirating software or transmitting software programs or other copyrighted or trademarked material; engaging in transactions or activity for personal financial gain; jeopardizing Global Ministries' tax exempt status; creating unauthorized contractual liability for Global Ministries; violating any Global Ministries policy or procedure and engaging in any activity or communication that is inconsistent with norms of professional and business conduct. Use of the internet to attempt to gain unauthorized access to remote systems is prohibited.

The internet is not a secure communication channel and should not be used for sending or receiving confidential or sensitive information.

Missionaries must abide by security policies, procedures, and guidelines in their use of the internet and are to refrain from practices that might jeopardize Global Ministries' computers, data, network, systems security, or work in general. Employees must guard against computer viruses and security breaches of any kind. Employees who use the internet:

- May not transfer or install any software or files from the internet to any Global Ministries computers or information systems except as authorized by appropriate technical staff (i.e., no downloading of software, programs, games, etc.)
- May not use the internet to connect to secure accounts (accounts requiring proprietary password log-in) on computer systems outside Global Ministries' network without prior approval from your supervisor.

Personal use

The internet is not "free." Valuable and scarce resources are used to establish, operate, and maintain Global Ministries' access to the internet including the valuable use of staff time needed to make inquiries, send, and receive email, and participate in discussion groups on the internet. All mission personnel are expected to be good stewards in the use of these valuable resources. Personal use may be allowed in consultation with a supervisor. Personal use should not occur during working hours.

Electronic mail

Global Ministries provides electronic mail (email) facilities to mission personnel for purposes related to the mission of Global Ministries. Email communications provide an efficient way to communicate with others. Global Ministries offers the use of email by its personnel as an opportunity to enhance their ability to carry out their job responsibilities. Nevertheless, mission personnel must remember that the ease of using email is not a license for unprofessional conduct, and personnel should exercise good judgment, forethought and common sense when creating and distributing email messages. Electronic communications, including internal and internet email, other forms of electronic media, and all of their component parts, such as hardware, software, messages, and other data, are the property of Global Ministries. It may be used for personal purposes only in accordance with Global Ministries' guidelines and may never be used in any way that may be disruptive or offensive to others. Email may not be used to solicit participation in any activity not directly related to or sponsored by Global Ministries (i.e., personal, commercial, religious, political, or charitable causes).

Whenever mission personnel send email, their name, user ID and location are included in each email message. Personnel should also be aware that the messages can be as permanent as (or even more so than) conventionally mailed letters and materials.

Email is not a private, confidential communication. Email can be archived in any system through which it passes. Deleting email from your inbox does not remove it from the Global Ministries system. Accordingly, mission personnel should consider each email message to be a letter and compose it accordingly. Nothing should be written in an email message that mission personnel would not want disclosed in a legal or other proceeding. This is true for external as well as internal email.

Global Ministries neither assumes nor shares responsibility for incidents of harassment, slander, malice, defamation of character, copyright violations, or any civil or criminal actions that occur or are alleged to have occurred through any personal or inappropriate use of email. The responsibility for and defense against such actions or claims are solely that of the individual.

In the use of email, mission personnel should not use passcodes, access a file, nor retrieve any stored information unless authorized to do so. Global Ministries reserves the right to access and disclose all messages, for any purpose, at any time for legitimate Global Ministries reasons without the permission of the employee.

Blogging/social networking/social media policy

Global Ministries encourages its employees to make positive use of Global Ministries' intranet (if applicable), as well as the World Wide Web, and welcomes the dissemination and exchange of ideas that this mode of communication makes possible. At the same time, Global Ministries' legitimate interests can, in certain circumstances, be compromised by inappropriate uses of these media. Employees are expected to use good judgment, both in person and online. Accordingly, this blogging/social networking/social media policy is intended to respect employees' rights to personal expression while limiting Global Ministries' legal liability and protecting Global Ministries' proprietary information and business interests.

For purposes of this policy, the term "social networking" includes the use or viewing of such sites as Facebook, Twitter, and LinkedIn.

The following are never permitted with respect to blogging or social networking via Global Ministries' systems:

- Blogs or social networking that support a competitor of Global Ministries or its affiliates or otherwise conflict with an employee's duties to Global Ministries or
- Blogs or social networking that adversely affects the interests or reputation of Global Ministries.

The following, whether via Global Ministries' systems or an employee's personal equipment, are permitted only with the express prior written permission of an authorized Global Ministries representative:

- Blogs or social networking that imply sponsorship or support by Global Ministries;
- Blogs or social networking that use Global Ministries' time, facilities, resources, or supplies.
- If a blog or social networking post refers to Global Ministries or its operations, personnel, products, or services, or if the employee's name is generally associated by the general public with Global Ministries (an employee who is unsure of whether this applies to him or her should consult the appropriate Global Ministries representative), the employee blogger/poster must (i) notify the appropriate Global Ministries representative of the existence of the blog or post and (ii) include a statement in the blog/post that all views expressed are those of the blogger/poster and have not been reviewed or approved by Global Ministries.
- Blogs or social networking posts may not disclose any trade secrets, "insider information" or other confidential or proprietary information of Global Ministries or violate any privacy policies of Global Ministries. Moreover, blogs or posts may not violate any of the terms of any confidentiality agreement entered into by an employee or any confidentiality or information policy maintained by Global Ministries.
- A blog/post may not use any logos or trademarks of Global Ministries or its affiliates without the prior express written approval of both the blogger's/poster's supervisor and Global Ministries' Legal Department.
- Blogs/posts may not contain any content which: (i) violates any applicable laws, including laws pertaining to intellectual property, (ii) infringes any third party rights (including intel-

lectual property rights), (iii) contains content which is defamatory or libelous or might be construed as harassment or disparagement on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other status protected by applicable law, (iv) violates any policies, rules, standards, or requirements applicable to Global Ministries, or (v) is adverse to the reputation, interests, or business relationships of Global Ministries. Management reserves the right to require an employee to stop posting any blog or post that contains content that it deems inappropriate.

- Social media activities should never interfere with work commitments.

10. REPLACEMENT OF LOST, STOLEN, OR DAMAGED EQUIPMENT

The following are guidelines regarding replacing Global Ministries-owned equipment that has been provided to missionaries for business use. Global Ministries will not replace lost, damaged, or stolen equipment due to missionary's neglect. It is the responsibility of missionaries who are given Global Ministries-owned equipment for business use to take all measures necessary to ensure such equipment is well maintained and secure. Each missionary is directly responsible for taking reasonable care and safety precautions in regard to Global Ministries-owned equipment. Missionaries will be held responsible for damage to such equipment arising out of their personal negligence or intentional misconduct. If equipment is damaged or stolen and the missionary feels that he/she is not at fault, the user can request an exception from the Executive Director of Missionary Service to repurchase.

In case of theft, the missionary will be required to provide Missionary Service and the Executive Director of Missionary Service with a police report for review. Based on this report, the Executive Director of Missionary Service can grant an exception to repurchase the equipment at no cost to the staff member. Documentation of the theft, including a detailed report of the circumstances of the theft, as well as a hard copy of the police report, will be placed in the missionary's personnel file.

In case of damage, the missionary will need to provide to Missionary Service and the Executive Director of Missionary Service a detailed document indicating how the equipment was damaged and what measures the missionary plans to take in the future to prevent future damage. Should an exception be granted to repurchase the equipment, it will be at Global Ministries' expense. If the Executive Director of Missionary Service grants the exception, a detailed report concerning the circumstances under which the damage occurred, along with the missionary's request for an exception, shall be placed in the missionary's personnel file. If for any reason the Executive Director of Missionary Service is not in agreement to repurchase, documentation must be provided to Missionary Services showing that the missionary was informed of the Executive Director of Missionary Service's decision and notifying the missionary that he/she can appeal the decision by contacting the Chief Operating Office.

All missionaries are allowed one (1) Executive Director of Missionary Service exemption during their tenure with Global Ministries. Any subsequent replacement equipment will be charged to the missionary.

The cost for replacing equipment is:

- Full replacement value of the equipment if LOST, STOLEN, or DAMAGED beyond repair.
- Full replacement value of such items as adapters, extension cords, carrying cases, and all other accessories.
- Parts for items that Information Systems staff is able to repair or parts and labor for those repairs done outside of Global Ministries' Information Systems staff.

11. HONORARIA

If honorarium is paid to the missionary [e.g., for a speaking engagement/preaching or services related to the missionary's official employment duties], this payment shall be surrendered to Global Ministries. When there is an uncertainty whether or not this policy applies, Missionary Service should be consulted.

12. INTELLECTUAL PROPERTY

Any intellectual property that is produced during the term of employment with Global Ministries shall be considered the property of Global Ministries. Employees are not permitted to use the intellectual property of Global Ministries, including, but not limited to, any logos or trademarks, for any private or unapproved purpose.

13. BRIBERY AND CORRUPTION

Global Ministries adopts the principles of the U.S. Foreign Corrupt Practices Act (the “FCPA”) to the effect that the FCPA prohibits the payment of bribes to foreign officials to assist in obtaining or retaining business.

14. PERSONNEL AND PROGRAM SUPPORT

14.1 The Advance Program

Global Ministries missionaries are required to raise funds for missionary salary support through The Advance by promoting their Advance number. All funds raised for missionary salary support are allocated to a general pool that is used by Global Ministries to pay missionary salaries. Funds for salary support are not for program work. Missionaries receive a monthly report outlining the gifts received and donor information. Missionaries are responsible for thanking and communicating regularly with donors.

If a missionary is located at a placement site that is an Advance project, they are permitted to raise funds for the project through The Advance. Funds raised for program work are not for missionary salary support.

Not all missionary placements are Advance projects. Missionaries should be in communication with their Supervising Executive if they are interested in becoming an Advance project. The Supervising Executive will determine if the project meets the criteria for The Advance. Missionaries are encouraged to visit www.umcmmission.org/TheAdvance for more information.

How to give

Missionaries are not permitted to receive, request, or allow funds to be sent to any individual, committee, or bank account. Missionaries are responsible for promoting the following three methods of donating through The Advance. If for any circumstance a missionary is in receipt of funds, they are required to contact their Supervising Executive.

1. Funds can be wired directly to The Advance account by using the following banking information. Include the name of the ministry and the Advance number.

Advance GCFA Banking Info:

Bank Name: J.P. Morgan Chase

Bank Address: 4 Metrotech Center, 8th Floor

Brooklyn, NY 11245

ABA No.: 021000021

Acct. Name: GCFA

A/C#: 091-004721

2. Checks can be sent to The Advance. Make your check payable to ADVANCE GCFA. Write the name of the ministry and the Advance number on the memo line of the check.

Advance GCFA

P.O. Box 9068

New York, NY 10087-9068

3. Donations can be made online. Donations can be made as a one-time gift or a monthly recurring gift.

- Visit www.umcmmission.org/give and enter your Advance number or project name.
- Click on the name of the project to be taken to the project's webpage.

- Select the red “GIVE NOW” button.
- Proceed to complete the required information and then select “submit.”
- The donor will receive an automatic email confirming the details of the gift.

14.2 United Methodist Women

United Methodist Women members are vitally interested in the total outreach program of the church and especially in ministries with/for women, children, and youth. The National Office of United Methodist Women has an extensive mission education program called “Mission u,” which is an opportunity for members and non-members to study current issues impacting society. Mission u events are held in every annual conference, usually in the summer. United Methodist Women members are also strongly involved in advocacy for women, children, and youth. Please visit their website at **www.unitedmethodistwomen.org** for more information about their work.

United Methodist Women is a membership organization and the National Office is supported through local United Methodist Women groups that each make an annual pledge to mission to support the work of the National Office.

The official mission statement of United Methodist Women is called “The Purpose”:

United Methodist Women shall be a community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.

Although the United Methodist Women organization is no longer part of Global Ministries, it is still involved in the global ministries of the church and it is appropriate for Global Ministries’ missionaries to contact local United Methodist Women units during itineration. Besides their pledge to mission, United Methodist Women units make supplemental gifts to designated ministries. These gifts are sent through the National Office to be disbursed. Missionaries and Advance projects are eligible to receive supplemental gifts from United Methodist Women.

As of September 2016, United Methodist Women has eight (8) regional missionaries whose salaries are paid through United Methodist Women pledges to mission. Each United Methodist Women unit may decide to have a Covenant Relationship with Global Ministries’ missionaries, as well.