

**VILLAGE CHAPEL PRESBYTERIAN CHURCH (USA) HIRING PRACTICES FOR
NON-PASTORAL EMPLOYEES**

This policy as adopted by the Village Chapel Presbyterian Church (USA) Session on April 19, 2023.

This policy supersedes any former employment and hiring practices policies of Village Chapel Presbyterian Church (USA).

This policy does not apply to persons applying for a ministerial position who are employed under the terms of call of the WV Presbytery.

Policy

Village Chapel Presbyterian Church (USA), hereinafter referred to as VCPC (USA) has a strong policy opposing sexual misconduct, harassment or abuse. Persons applying for employment at VCPC (USA) will be informed of the VCPC (USA) Disciplinary Policy.

Persons applying for employment will be investigated as set forth in this policy.

The VCPC (USA) Session will maintain a personnel file on every employee, including those employed under terms of call of the WV Presbytery.

Notice

The following statement shall be posted on the bulletin board near the secretary's office:

Village Chapel Presbyterian Church (USA) is an equal opportunity employer. The church has a strong policy opposing sexual misconduct, harassment, or abuse. Pre-employment screening will include a criminal background check and specific questions related to discovering previous complaints of sexual misconduct, harassment or abuse. Copies of this policy and other policies of the VCPC (USA) can be requested from any employee or Session member and can be found on the church's website.

Prescreening applicants

Applicants will complete the Employment Questionnaire (Appendix A). If false or misleading information is given by the applicant or relevant information is withheld, the applicant should be eliminated from consideration.

VCPC (USA) Hiring Practices for Non-Pastoral Employees

Applicants will be informed that VCPC (USA) has a strong policy opposing sexual misconduct, harassment or abuse and will be informed of the VCPC (USA) Disciplinary Policy.

Hiring practices will seek to discover applicant's suitability for the job as well as previous complaints of harassment, abuse, criminal behavior, abuse of a minor, sexual misconduct, including pedophilic behavior, incest, rape, indecent exposure, or sodomy.

Background Checks

The VCPC (USA) Session will perform a background check on all applicants considered for employment, including a national criminal background check.

An applicant may be eliminated based on the background check information.

References

The Personnel Ministry Team is responsible for contacting previous employers and references for prospective employees.

A written record of all conversations or correspondence with previous employees and references will be kept in the applicant's permanent file using the template found in Appendix B.

In addition to questions about the applicant's suitability for the job, the person contacting a previous employer or other reference will ask about their knowledge about whether the applicant has been involved in (and get a clear response to each of these items):

- harassment,
- abuse,
- criminal behavior,
- abuse of a minor,
- sexual misconduct including pedophilic behavior, incest, rape, indecent exposure, or sodomy.

Applicants shall be given an opportunity to submit additional references or to give other evidence to correct or respond to harmful information obtained from a reference.

VCPC (USA) Hiring Practices for Non-Pastoral Employees

Interview

Applicants considered for hiring will be interviewed by members of the Personnel Ministry Team and other members of the staff, as appropriate.

The applicant should be questioned regarding previous experience, skills, qualifications and other qualities that demonstrate their suitability for the position.

Other questions that may be asked of the potential employee are:

- Has a civil, criminal, or ecclesiastical complaint ever been brought or made against you involving any of the following situations or
- Have you ever resigned or been terminated from a position for reasons relating to the following situations;
 - harassment,
 - abuse,
 - criminal behavior,
 - abuse of a minor,
 - sexual misconduct including pedophilic behavior, incest, rape, indecent exposure, or sodomy.

Applicants will be given the opportunity to explain the circumstances related to any of these complaints or terminations.

Written notes from the interview will be recorded and kept in the permanent file of the applicant.

Hiring

The Personnel Ministry Team will make a recommendation to the Session regarding employment of the candidate.

Employees are hired by the VCPC (USA) Session

Permanent Employee Files

The VCPC (USA) Session will maintain a personnel file on every employee, including ministers. The file should contain the application for employment, employment questionnaires, background checks, reference responses, written notes from the interview and all other documents related to an employee's employment, except records which may be required, by law, to be kept in separate file.

APPENDIX A

VCPC (USA) Employment Questionnaire

Name: _____
Last First Middle

Address: _____

Business Phone: _____

Home Phone: _____ Cell Phone: _____

Position applying for:

Qualifications for the position:

Employment Record for the past five years (attach additional pages if needed)

Dates of employment (month/year):

Name of company, their address and phone number

The name of your supervisor, their title, and their phone number.

The title of your position.

Why did you leave the position?

List three references that we may contact with their name, address, and phone number:

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VCPC (USA) Employment Questionnaire

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Name of applicant: _____ I certify that:

- (a) no civil, criminal, or ecclesiastical complaint has ever been brought or made or is pending against me for the following and
- (b) I have never resigned or been terminated from a position for reasons related to the following
 - harassment,
 - abuse,
 - criminal behavior,
 - abuse of a minor,
 - sexual misconduct including pedophilic behavior, incest, rape, indecent exposure, or sodomy.

Note: If you are unable to make the above certification you may instead provide a description of the complaint, termination, or the outcome of the situation and other explanatory comments to this employment questionnaire.

Signature/Date

Release

The information contained in this questionnaire is accurate to the best of my knowledge and may be verified by the employing entity. I hereby authorize VCPC (USA) to make inquiries with all contacts necessary to verify my prior employment history, and to inquire concerning any criminal records or any judicial proceedings involving me as a defendant.

I have read this release and understand fully that the information obtained may be used to deny me employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing entity or judicial authority from any and all claims, liabilities and cause of action for the legitimate release of use of any information.

Signature/Date

APPENDIX B

VCPC (USA) Record of Reference Checks

Applicant: _____

Person contacted /Date: _____

Method of contact (phone, letter, personal conversation) _____

Record a summary of the remarks concerning the applicant's fitness and suitability for the position. The interviewer will record a clear positive or negative answer to the specific list of abuses below.

The contact should be asked if the applicant has the experience, skills, qualifications and other qualities that demonstrate their suitability for the position.

The contact must be asked if they are aware of any civil, criminal, or ecclesiastical complaint brought or made against the applicant in any of the following situations or if the applicant has ever resigned or been terminated from a position for the following reasons:

- harassment
- abuse
- criminal behavior
- abuse of a minor
- sexual misconduct
- pedophilic behavior
- incest
- rape
- indecent exposure
- sodomy

Name and Signature of person making the report/Date