



The Church of the Living God International Inc. Policies and Procedures





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CHURCH OF THE LIVING GOD INTERNATIONAL, INC. POLICY AGAINST HARASSMENT AND MISCONDUCT

The Church of the Living God International, Inc. (CLGI), in accordance with its Constitution and Bylaws is committed to maintaining an ecclesiastical environment free from harassment, including sexual harassment. Harassment is unwelcome conduct toward an individual based on factors such as race, color, sex, age, national origin, disability, or other legally protected factors. Sexual harassment is a form of harassment that is considered misconduct that undermines our worship service and the values we uphold, such as respect and dignity for others. Therefore, engaging in harassing behavior is prohibited.

Sexual harassment refers to behavior that is unwelcome, personally offensive, debilitates morale and impacts our reasonable service to God. CLGI seeks to maintain a zero-tolerance policy for any form of sexual harassment and prohibits retaliation against anyone who chooses to file a sexual harassment complaint, serve as a witness in the investigation of a complaint, or who conducts the investigation of alleged sexual harassment.

The following policy sets forth CLGI's expectations, and how CLGI will respond in the event of a complaint. Any questions not answered by this policy should be directed to CLGI Ombudsman. See the CLGI website for contact information.

Acceptable Relationships

Courteous, mutually respectful, non-coercive interactions between Church members, including men and women, that are appropriate in the congregation and acceptable to both parties are not considered to be harassment.

Sexual Harassment Defined:

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature occurs. Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of the CLGI Policies and Procedures against Harassment and Misconduct:

- **Verbal Sexual Harassment:** includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding", such as lewd jokes, innuendo, or other communication that is sexual in nature and unwelcome.
- **Nonverbal Sexual Harassment:** includes the distribution, display, or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets, and internet postings; or other forms of communication that are sexual in nature and offensive.
- **Physical Sexual Harassment:** includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Sexual Harassment Can Occur in A Variety of Circumstances, Including but Not Limited to The Following:

- The target of the harassment the harasser may be a woman and a man, or two people of the same gender.
- The person complaining of harassment does not have to have been harassed but could be anyone adversely affected by offensive conduct (for example, an observer).



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- The harasser's conduct is considered unwelcome when the person subjected to the offensive conduct (a) did not request or invite it and (b) regarded the unrequested or uninvited conduct as undesirable or offensive.

Retaliation

Retaliation is any negative action that is taken against a church member who chooses to file a sexual harassment complaint. Retaliation in any form against a church member is prohibited and will be appropriately addressed when a member:

- Files or responds to a complaint of harassment
- Responds to questions as a witness in the investigative process
- Serves as the investigator of a sexual harassment complaint

Informal Complaint of Sexual Harassment

Informal complaints of sexual harassment and sexual misconduct involve allegations that are less severe and may be resolved by the complainant, with the help of the Pastor or Pastor's designee. A complainant may make an informal complaint when he or she believes the issues can be resolved through discussion, problem identification, counseling, and/or clarification of the issues. Initiating an informal complaint does not require the complainant to submit anything in writing. However, a memorandum of record on resolution is highly recommended by the person responsible for resolving the complaint. The Pastor is responsible for maintaining a record of resolution for at least three (3) years. The document should be sealed as confidential in a secure location within the church allowing access only to those with a need-to-know.

If at any time during the informal process, a complainant has the right to move to the formal process to a written formal process.

Intentionally Filing False Complaints

Any person or person(s) who intentionally files knowingly false or malicious complaints is considered to be abusing this policy, and the false report will be treated as a violation (see Appendix A, Reasons for Removal). Any person who is found to have violated this aspect of the policy will be subject to church discipline, in accordance with CLGI's Progressive Discipline Policy Grid.

Confidentiality

All complaints and investigations will be treated confidentially to the extent possible, and information shall only be disclosed on a need-to-know basis. As a matter of fairness, it may become necessary to identify the complainant during interviews conducted in the course of the investigation, and CLGI will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the church. Access to these files should be restricted to the Pastor or the Pastor's Delegate.

Enforcement

CLGI Inc., its Affiliates and their respective administrators intend to enforce the policy set forth here and expect all employees, clerics and volunteers to comply. Failure to comply with any of the provisions of the Harassment Policy will be grounds for discipline, up to and including termination for an employee, or removal from position, if a cleric or volunteer.

CLGI Inc. and its Affiliates reserve the right to make changes to this policy at any time and at its sole discretion and interpret and administer the policy in light of changing circumstances and events.

If you believe that you have experience sexual harassment or sexual misconduct you may file a formal or informal complaint with:



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The Pastor's Designee: _____

The Pastor's Designee's Email: _____

Via the CLGI Complaint Website Form: _____

Church Phone Number: _____

In the event the person alleged to have engaged in harassing behavior or other misconduct is the Pastor, the member wishing to report any concern should contact the CLGI Board Chair. No report made against the Pastor in keeping with this policy will result in any retaliation or adverse action to the Church member making the report. For purposes of this policy, if the reporting Church member is making a complaint against the Pastor, then any references to "Pastor's Designee" should be interpreted to mean "CLGI Board Chair".

CLGI has established the following procedure for filing a complaint of harassment and will treat all aspects of the procedure confidentially to the extent reasonably possible.

1. Allegations of sexual harassment and sexual misconduct complaints should be submitted as soon as possible after an incident has occurred, preferably in writing.
2. In the event a Church member declines to provide information in writing for a complaint, the Pastor's Designee will discuss the incident with the complainant, document the verbal complaint, and, if possible, review it with the complainant to ensure its accuracy.
3. Upon receiving a complaint, the Pastor's Designee will review the complaint to determine whether:
 - a) the complainant is a member of CLGI and
 - b) the allegation(s) were promptly reported
4. The Pastor's Designee will appoint a trained investigator, who will initiate an investigation to determine whether there is a reasonable basis for believing that a violation of this policy occurred. The investigator's role is to assess the allegations fairly and accurately and to serve as an unbiased fact finder, identifying and securing information through interviews of witnesses and a review of relevant documentation. This information will be compiled into an investigative report, thorough enough to determine whether there was a violation of this CLGI policy, based on the issues reported and investigated.
5. During the investigation, the Pastor's Designee, together with another assigned designee, will interview the complainant and any witnesses to determine whether the alleged conduct occurred.
6. Upon conclusion of an investigation, the Investigator conducting the investigation will submit a written report of his or her findings to the Pastor, with supporting documentation.
7. After all evidence has been reviewed and weighed, a finding or recommendation will be made to the Pastor for his or her final review and or approval, as to whether there was or was not reasonable cause to believe a violation of this policy occurred. There may be instances when the report will be fact-gathering, with recommendations made to the Pastor or, if the Pastor is the



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alleged offender, the Jurisdictional Bishop, Board Chair, or other designee. The same consideration applies if the offender is an official above the Pastor.

8. If it is determined that a violation of the policy has occurred, the Pastor will issue discipline to the member commensurate with the severity of the violation, as outlined in the CLGI Progressive Discipline Policy Grid.
9. If an allegation of harassment is made against the Pastor, an alternate CLGI designee will oversee the implementation of steps 1 through 8.

The following factors will be considered when determining the level of discipline within the CLGI Progressive Discipline Policy Grid.

- a) The severity, frequency, and pervasiveness of the conduct.
- b) Prior complaints made by the complainant.
- c) Prior complaints made against the respondent; and
- d) The quality of the evidence (e.g., firsthand knowledge, credible corroboration).

If it is determined that there is no reasonable cause to believe the policy has been violated, but that there is nonetheless troubling conduct that may have occurred, the Pastor may recommend appropriate preventive action to mitigate against future occurrences.

10. At the conclusion of the investigative process, the Pastor will meet with both the complainant and the respondent separately and notify them of the findings. When disciplinary action is taken, the respondent will be informed of how it will be executed by the Pastor

11. Once all active investigations have been completed, all information will become a part of the investigative file and the case will be closed. The investigative file should be marked confidential and maintained in a secure location allowing access only to those with a need to know. Documents will be made available under subpoena or formal requests made by law enforcement tied to a criminal investigation.



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FORMAL, INFORMAL SEXUAL HARASSMENT AND MEDIATION COMPLAINT FLOW PROCESSES

FORMAL COMPLAINT FILING
 Members should file complaints online (or in writing) in a designated repository

PASTOR'S NOTIFICATION
 The Pastor will be notified of the complaint and assign a designee to begin evaluation the complaint

JURISDICTION EVALUATION
 The Pastor's designee will evaluate issues and determine jurisdiction within 10 days of receipt of the complaint.

INVESTIGATION TIMELINES
 The Pastors' designee should begin the investigation within 14 days of jurisdiction determination.

90 DAYS TO COMPLETE INVESTIGATION
 Investigator will use a structured reporting format, which will include the determination findings of reasonable cause or no reasonable cause for sexual harassment

INFORMAL COMPLAINT FILING
 Members may contact the Pastor or the Pastor's designee with the informal complaint request

PASTOR'S NOTIFICATION
 The Pastor will be notified of the informal complaint and will then either resolve or assign A designee to assist to resolve the issues brought forth.

WRITTEN DOCUMENTATION
 Always prepare notes to include the issue was satisfactorily resolved (i.e., signature from complaint) for future reference if needed.

CHURCH MEDIATION
 Mediation is a good venue to attempt to resolve less serious complaints that do not involve sexual impropriety

CHURCH MEDIATION
 This resolution method must be agreed upon by both parties

CHURCH MEDIATION
 Resolution in the Church Mediation process is discussed with a mediator facilitating the discussion (i.e., verbal) between 2 parties. There is nothing in maintained writing

AGREED UPON RESOLUTIONS
 After the discussion and parties meet and agree issues have been resolved, the case is considered closed.

CASE IS CLOSED
 All meeting notes destroyed prior to the end of the meting

REASONABLE CAUSE FINDING
 If the actions are inappropriate and rise to the level of sexual harassment **this is reasonable cause to believe a violation has occurred.** the following actions for policy violation should be taken across the board and consistently. For all similarly situated

NO REASONABLE CAUSE FINDING
 If the actions are inappropriate and **do not rise to the level of sexual harassment** this should be managed via discussion



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THE CLGI SEXUAL HARASSMENT COMPLAINT FORM

NAME OF MEMBER FILING THIS COMPLAINT:

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Best contact phone number _____ Home/Cell Best contact time _____ am. pm.

E-mail Address: _____

Jurisdiction _____ Pastor's Name _____

WHO DO YOU ALLEGE ENGAGED IN CONDUCT THAT VIOLATES CLGI'S POLICY AGAINST HARASSMENT AND MISCONDUCT?

NAME OF PERSON (S) FILED AGAINST

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Best contact phone number _____ Home/Cell Best contact time _____ am. pm.

E-mail Address: _____

Jurisdiction _____ Pastors' Name _____

INCIDENT INFORMATION

Has this been a reoccurring action? _____ YES _____ NO

If yes, when did this first occur? _____
 Month Date Year Where Did This Occur?

Recurring dates _____
 Month Date Year Where Did This Occur?

Date: **most recent** alleged action: _____
 Month Date Year Where Did This Occur?



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If an alleged violation of the policy is substantiated through an investigation, how would you like to see this issue resolved?

Complainant Signature

Date Completed



IMPLEMENTATION AND NEXT STEPS IN THE COMPLAINT INVESTIGATION PROCESS

Develop A Realistic Timeframe for Implementation

- Include the approved CLGI Sexual Harassment policy and procedure in governing documents (i.e. Bylaws)
- Determine the sexual harassment complaint intake process
 - i.e., uniformity in the way sexual harassment complaints are received/reviewed
 - Online or hard copies or both

Outreach for Human Resources (HR) & Equal Employment Opportunity investigators

- Reach out to people within the CLGI that have an EEO human resources or investigation background, with a specific focus on investigating sexual harassment issues
- Create a pool of trained CLGI Investigators
- Determine a reasonable timeframe and process for selecting investigators
- Develop training PowerPoint presentation(s) educating members about sexual harassment and inappropriate behaviors based on the CLGI Policy
- Conduct periodic training and track/document attendance

Publishing the Existence of Church Sexual Harassment Policy and Process

- Announce via a one-page newsletter online
- Creation of a church Sexual Harassment Policy
- Once we have successfully piloted an established process, include on the website

Roll-Out to The Churches

- Once fine-tuned, roll out to the churches for adoption and implementation
- Sexual harassment investigations can be accomplished via zoom (if agreed upon)
- Provide surveys for feedback to measure success
- After a determined testing timeframe, report out successes and failures to the CLGI Board of Directors

CLGI CHILD ABUSE PREVENTION POLICY

Purpose Statement

The purpose of the Church of the Living God International, Inc. (CLGI) Child Abuse Prevention Policy is to assist us in providing a caring, safe, and secure environment for children in all phases of church life. CLGI is a **safe zone** for all children and adults who attend our services, or any church related activity. CLGI recognizes there are individuals in the world who do not conform to the values of our church or scripture, and who victimize children. Although no organization or individual can assure complete protection, the CLGI Child Abuse Prevention Policy's aim is to prevent any occurrence of child abuse, and to swiftly address any suspected misconduct.

This policy applies to all staff, members, volunteers and participating visitors/guests of the CLGI, including volunteers. CLGI will not tolerate child abuse or neglect. Your cooperation in this commitment not only reflects your concern about our children's safety, but your concern to stop child abuse and its damaging effects. For the safety and protection of our children and members who participate in church-sponsored activities with children, the guidelines provided in this policy apply.

What is Child Abuse?

In this policy the following definitions apply:



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Adult—Any person aged 18 or older.

Child or Youth: Any person under the age of 18, or a person under twenty-one years of age with a developmental disability or physical impairment

Child Abuse— an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. The law typically uses the following definitions and explanations in determining whether abuse of a child has occurred.

Physical Abuse: A physical injury, threat of injury or creation of a real and significant danger of substantial risk of death, disfigurement or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation, bone fracture, brain damage, skull fracture, subdural hematoma, burns, scalding, cuts, bruises, welts, abrasions, internal injuries, poisoning, sprains, dislocations, gunshot, and stabbing wounds.

Physical Neglect: The failure to provide food, clothing, shelter, or supervision for a child if the child's health or safety is endangered. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate shelter, inadequate personal hygiene, inadequate food, and malnutrition.

Sexual Abuse: Abuse that consists of sexual contact or interactions with a child, including physical contact (fondling, sexual intercourse) and nonphysical contact (exhibitionism, child prostitution, pornography, voyeurism).

Mental Abuse/Neglect: A pattern of acts or omissions by the caretaker that result in harms to a child's psychological or emotional health or development.

Corporal Punishment: Any punishment applied to the body but not limited to slapping, spanking, pinching, pulling, or squeezing.

In addition to the above examples, child abuse also includes any emotional maltreatment, emotional or verbal bullying or comparable aggressive behavior that is intentional and repetitive and that involves an imbalance of power or strength, nonverbal or relational bullying (can include social exclusion, friendship manipulation, gossip, intimidating gestures, etc.), cyberbullying (using online tools or technology to intentionally demonstrate aggression toward a minor), hazing, or sexualized bullying (such as sexting, exposure of private body parts, and related behaviors).

Child with a Development Disability - A with a disability as defined in section 602 of the Individuals with Disabilities Education Act (2024 U.S.C. 1401), or an infant or toddler with a disability as defined in section 632 of such Act (202 U.S.C. 1432).

Church Worker: Any paid employee or volunteer who works with children at any church-sponsored activity.

Mandated Reporter: Any persons with the responsibility for the care of children is a mandated reporter. Mandated reporting is the **early recognition** of child maltreatment with the goal of preventing further abuse from occurring. Many mandated reporters have professional relationships with children that make it possible for children to disclose abuse or for the mandated reporter to identify maltreatment. If the pastor or church staff fail to act on the report, the designee Shall Make the Report to Law Enforcement.



Reasonable Suspicion: means that there is credible evidence or a discrepant or inconsistent history in explaining a child's suspected abuse. A report based on reasonable suspicion does not require proof that abuse, or neglect has actually occurred or that the reporter witnessed the incident in question. Reporting is not a determination that child abuse or neglect has actually occurred; rather, it is a request for an assessment of the condition of a child.

Prohibited Conduct

CLGI will not tolerate the mistreatment or abuse of any minor (or vulnerable adult with diminished mental capacity) another youth or vulnerable adult. The following definitions are intended to serve as a non-exclusive list of unacceptable behavior that will be investigated and acted upon, pursuant to this policy:

Anyone who observes acts of child abuse should promptly report it to the Pastor and parents.

Guidelines for Reporting an Allegation of Misconduct Involving a Minor

1. CLGI will treat any person who makes a complaint under this policy with the utmost respect and will fully handle all complaints swiftly and confidentially, (to the extent possible) and consider the need to take appropriate corrective action when necessary.
2. Filing a complaint will not be used against the complainant under any circumstance. Alleged victims are strongly encouraged to use this protective procedure.
3. CLGI will pray for the unity of the church and all persons affected by the allegation and will attempt to assure the safety and protection of persons who have been harmed.
4. If CLGI receives an allegation of child abuse, we will respond with the utmost concern to the victim, parent, or anyone making such an allegation.
5. The alleged accused will be treated with dignity throughout the investigative process
6. CLGI will assume that such complaints are made in good faith; however, any false or malicious complaint will be considered an abuse of this policy and will be handled accordingly.

When Child Abuse Is Suspected

1. The person reporting the incident shall immediately notify the Pastor, who will initiate an internal investigation of the allegations within a reasonable amount of time upon notice.
2. The Pastor or Pastor's Delegate, as applicable, shall immediately begin reviewing all procedures related to handling the allegation and documenting information provided.
3. The Pastor shall immediately notify law enforcement of the allegation.
4. The Pastor shall immediately notify the parents if they do not have previous knowledge of the allegations.
5. If the accused has assigned duties within the church, that person shall be temporarily relieved of his or her duties during the period of the investigation.

Pastoral Responsibilities

1. The Pastor should extend whatever care and resources necessary in providing care to the alleged victim and the accused and their families, and should show care and comfort for the alleged victim.
 - a. The pastor should under no circumstances be drawn into a discussion of the truth or falsity of the allegation which could contaminate an investigation.
 - b. The pastor should not assign blame or take any steps that involve establishing or negating the allegation.



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2. The pastor should maintain confidentiality for both the alleged victim and the accused until advised otherwise.
3. The pastor should not confront the accused until the safety of the child or student is secured.
4. The pastor should not prejudge the situation but take the allegations seriously and reach out to the alleged victim and his or her family. Remembering that the care and safety of the alleged victim is the first priority.

STATE OR COUNTRY LAWS

Most US states and countries require certain persons, including ordained clergy and teachers, to report suspected child abuse to the appropriate authorities. In addition to contacting the police department, Mandatory Reporters must also report suspected neglect or abuse to the State or Country's Department of Human Services.

How to Report

- A report must be made **within 24 hours or a designated time frame** by phone or electronically:
 - State Child Protective Services' centralized intake is normally available 24/7 by phone or reporting online. The state may require online training prior to report.
- If the child is in immediate danger, report to law enforcement (911).
- **What if a child or family just needs resources or support?**
- Call 1-800-CHILDREN ([1-800-244-5373](tel:1-800-244-5373)) to speak with a resource navigator or search the online resource map.

Important Contacts and Their Phone Numbers

- National Child Abuse Hotline: 1-800-4-A-CHILD
- State's Child Protective Services
- County or City Police Department Direct Phone or 911 in case of emergency

Media or Other Communication Requests

If the media or other parties contact a church official about a pending allegation of child abuse, they should be referred to the Pastor.

1. Only the Pastor or his designee should make comments about the allegations. The pastor will use the text of a prepared public statement to answer the press and to convey news to the congregation.
2. **The prepared statement shall be made only after consultation with the church's attorney and will include the steps the church has taken to protect children.**
3. The privacy and confidentiality of all involved shall continue to be of primary concern.

Retaliation Prohibited

No hardship, loss, or penalty may be imposed on a complainant, member(s) of complainant's family, or victim(s) in response to:

- a. Filing or responding to a bona fide complaint/allegation of any of the below definitions.
- b. Appearing as a witness in the investigation of a complaint.
- c. Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to filing a complaint or invoking the complaint process is a violation of this procedure. Any person who is found to have violated this aspect will be subject to disciplinary actions.

Confidentiality



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During the complaint process, the privacy of the information received, the privacy of the individuals involved, and allegations will be protected to the highest degree possible. This protection will commence on the day that the complainant submits a written, signed and dated complaint statement. Confidentiality will be considered based on the (1) context of the complaint, (2) any legal obligations of the church to act on the charge, and (3) the right of the accused to obtain information.

Reducing the Risk of Child Abuse

To create the safest possible environment within CLGI, several abuse prevention measures will be used. These measures include screening all church workers for past child abuse convictions or expungements, provision for regular training on child abuse issues to members, use of the two-adult rule, standards for appropriate classroom discipline and open classrooms.

Church members who work with children must be members in good standing of **CLGI** for at **least six months** prior to the time they begin serving in any church-sponsored activities that involve minors.

1. **Staff Screening**—The following procedures reflect CLGI's commitment to provide protective care for all children and workers who participate in church sponsored activities.
2. All church workers must complete the following procedures before participating in any church sponsored child/ youth activities:
 - a. Complete a standard application and disclosure form, including two references.
 - b. Participate in an interview conducted by the staff person responsible for the area of ministry.
 - c. Complete orientation/training activities appropriate to the level of the worker involvement.
 - d. Sign a written acknowledgement stating they have received and reviewed a copy of the CLGI - Child Abuse Prevention Policy.
3. All persons working with minors are required to undergo a background check.
4. No adult members of the congregation who have been convicted of a crime against a child or a violent crime against another adult, will provide services in any church-sponsored activity or program for children or youth.
5. All church workers are subject to background checks and may be subject to fingerprinting for the purpose of obtaining information regarding criminal history or child abuse findings.
6. Applications and the results of any screening will be kept confidential by authorized church staff.

Nursery workers will be assigned in teams of two or more. Christian education instructors for youth classes will be assigned in teams of two or more or observed via a classroom monitor.

When a church-sponsored children's youth group has both male and female participants, both male and female adult sponsors must also be present.

Past Sexual Offenders at CLGI

CLGI may allow a person known to be a sexual offender to remain or become a member of the congregation, but they must adhere to specific guidelines.



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1. First, the offender's probation/parole officer will be contacted regarding any restrictions regarding attending services or other functions where children are present.
2. Second, the probation/ parole officer will put any restrictions in writing. If restrictions don't prohibit participation, the following guidelines will be implemented.
 - A known sexual offender cannot participate in any of the child or youth programs in any way.
 - A known sexual offender can only participate in one predetermined service each week.
 - A known sexual offender must never be alone with a minor at any time. When in proximity to minors, he or she should be accompanied by another adult.
 - If the offense has been adjudicated within the last ten years of the offender's involvement with CLGI, then the congregation will be made aware of the identity of the sexual offender. If the time span is more than ten years from the last offense, then the church officers will be made aware of the identity of the offender, and they may deem it appropriate to withhold the identity from the congregation.

Classroom/Nursery/Toddler Discipline: If a child is behaving inappropriately, the teacher or worker should:

1. Promptly contact the head of the program or the parent for guidance or assistance.
2. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures such as redirection, separation from problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior.
3. If inappropriate behavior continues, the child may be placed at a table to work alone away from the other children.
4. If the child's disruptive behavior continues after these steps have been taken, the child must be taken to the parents.
5. If a child's behavior consistently endangers the safety of the children around him/her, CLGI has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate childcare services for that particular child.
6. No corporal discipline or verbal abuse, e.g., ridicule, are to be used at any time.

Open Classrooms—Classrooms or childcare rooms may be visited without prior notice by church staff, parents, or other church workers. Assigned teachers will conduct brief observations of childcare rooms and classrooms of children or youth during youth Christian education and other meeting hours to the extent possible.

Driving Policies—The designated leader of the event must know each person designated to provide automobile or van transportation to or from church. The driver must:

1. Be at least 18 years old.
2. Have a valid state driver's license, qualified for the vehicle being operated.
 - i. A copy of each driver's current driver's license is to be kept on file at the center
 - ii. The center is responsible for ensuring that the copy of the driver's license on file is kept current.
3. Have no record of convictions for the past five years for drunken driving, driving under the influence, driving with a suspended or revoked license or reckless endangerment.
4. Be free from the influence of any substance which could impair driving abilities.



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5. Ensure that all passengers, which includes the driver, adhere to the state of Ohio's child restraint law found in section 4511.81 of the Revised Code when transporting children in care.
6. Not allow children under twelve years of age to ride in the front seat of any vehicle.
7. See that each child safely boards and exits the vehicle from the curb side of the street whenever physically possible and out of the path of moving vehicles. Drop off or pick up at which it is not possible to board and exit from the curb side is to be conducted in a safe manner and with close supervision by the childcare staff member responsible for the children.
8. Complete any childcare transportation training required by state law
9. Practice the emergency exiting procedures.
10. Have proof of insurance.
11. Never be alone in a vehicle with a child **not his own**.

CLGI must have written and signed permission from the parent before transporting or escorting a child away from the classroom/nursery for field trips and routine trips. The permission slips are to be kept on file at the church for one year from the date of the trip.

Gifts—No church members are to give personal gifts to individual children or young people without the prior knowledge of the parent(s) or responsible leadership. Because gift giving can be a form of buying loyalty or silence, gift giving should be done on a group basis, or for special occasions only. Gifts may not be elaborate but should be modest and appropriate to the occasion.

Overnight Trips—Situations where church members are taking children or young people out of the area for long periods of time or for overnight trips meetings are to be carefully planned. Only known, proven staff will be permitted to sponsor/chaperone the trips. New church members may be used as additional sponsors but shall not be left alone with the children or young people in a situation where there are no other staff to observe. **In no circumstance will one adult be allowed to take children or youth on an overnight outing.**



AGE-SPECIFIC GUIDELINES FOR WORKING WITH CHILDREN

Nursery

1. A minimum of two nursery workers must be present in each nursery regardless of how few children are in attendance. A married couple does not count as two caregivers. At least one caregiver must be over the age of 18.
2. The windows of the nursery will remain uncovered to allow a clear view of classroom activities.
3. Church nursery workers who change diapers must adhere to the following procedures.
 1. Always wear latex gloves.
 2. Always use latex gloves when applying lotion or powder.
4. Children will be released to parents or designated person when that person bears the necessary paperwork to pick up the child.
5. Only assigned workers are allowed to stay in the nursery or to be in the nursery area during sessions.
6. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. **Corporal discipline is never allowed.**

Toddlers Through Kindergarten

1. A minimum of two caregivers (one being an adult) must be present with each group of children regardless of how many children are in attendance.
2. *The windows of classroom doors and between classrooms will remain uncovered to allow a clear view of classroom activities.
3. When possible, children will be encouraged to take care of their own bathroom needs. Should assistance be required, the outer bathroom door must remain ajar while the teacher assists the child.
4. Children will be released to parents at the door of the nursery. Persons other than the children's parents or guardians must be authorized to pick up the children.
5. When children are taken out of the classroom (playground, etc.) the teachers are to take a count of the children to insure all are present.
6. Only assigned workers are allowed to stay in preschool rooms or to be in the preschool area during sessions.
7. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. **Corporal discipline is never allowed.**
8. The pastor (or the designee to do so) by him/her must approve any children's activities that are held off-site.
 - a. Parental permission will be secured for off-site activities and there will be a minimum of two adults present.
 - b. All activities of children either on or off the church must be scheduled on the official church calendar.

First Through Sixth Grades

1. A minimum of two caregivers (one being an adult) must be present with each group of children regardless of how few children are in attendance.
2. The windows of classroom doors and between classrooms will remain uncovered to allow a clear view of classroom activities.



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3. When possible, children will be encouraged to take care of their own bathroom needs. If assistance be required, the outer bathroom door must remain ajar while the teacher assists the child.
4. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. **Corporal discipline is never allowed.**
5. The pastor (or the designee to do so) by him/her must approve any children's activities that are held off-site.
 - c. Parental permission will be secured for off-site activities and there will be a minimum of two adults present.
 - d. All activities of children either on or off the church must be scheduled on the official church calendar.

Seventh Grade Through Age 17

1. A minimum of two adults should be present (whenever possible) regardless of how few students are in attendance.
2. Organized events should be staffed with a minimum of 1:10 adult to students.
3. The Pastor or one delegated to do so by him/her should be informed in advance of all activities.
4. Parental permission will be secured for off- site activities and there will be a minimum of two adults present. All activities for students, on or off the church campus, must be scheduled on the official church calendar.
5. Overnight events that are attended by students of both genders must also be chaperoned by adults of both genders. At least one adult will be present in each sleeping area.
6. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. **Corporal discipline is never allowed.**
7. It is recognized that certain counseling and ministerial situations may preclude the presence of two adults and that the general guidelines for supervision of workers should not restrict situations where individual counsel and guidance is necessary. However, such counseling should only take place in a room where interior windows allow a clear view of the activities in the room.

CLGI PROGRESSIVE CHURCH DISCIPLINE PROCESS

Church of the Living God International, Inc. Progressive Church Discipline Process is a progressive structured process for dealing with behavior that does not meet expected behavioral standards. The primary purpose for Church discipline (which may also be referred to as (organizational and individual accountability), is to assist the ministerial leadership to address behavioral problems and provide opportunity for improvement. However, where necessary, CLGI reserves the right to escalate the progressive discipline process up to and including immediate removal.

Church discipline should never be presented as being negative, legalistic, or harsh. True discipline originates from God himself and is always presented as a sign of genuine love.

The Goals of the CLGI Progressive Church Discipline Process

- To show respect for the honor and glory of God (1 Pet. 2:12)
- To restore the wandering brother or sister to the Lord (Matt. 18:12-15 and Gal. 6:1)
- To protect the unity of the church (Ephesians 4:3)
- To guard other believers from being harmed or led into sin themselves (1 Cor. 5:6)
- To limit organizational liability when legally challenged for such offenses (1 Thess. 5:12-24)



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Step 1: Counseling and Verbal Warning

A verbal warning occurs when the Pastor or an alternate CLGI designee notifies the member of the need for improvement. The Pastor or an alternate CLGI designee should have a meeting/conversation with the member and discuss how behavior should change and how it can be improved. The Pastor or an alternate CLGI designee should ensure that the member completely understands the issue discussed and the expectations for how to correct the issue. While this is a verbal warning, written documentation of the conversation should be maintained for future reference.

Step 2: Written Warning

A written warning occurs when a Pastor or an alternate CLGI designee gives the member a notice in writing that their (inappropriate) behavior has not improved after a verbal warning. The written notice should include all pertinent details related to the behavior/conduct as well as previous attempts to inform the member of the need for change. The Pastor or an alternate CLGI designee must issue a **second written warning before moving to a final course of action.**

The Performance Improvement Plan

A performance improvement plan (PIP) is a formal written plan that details a deadline for the member to address the issue and improve behavior. The PIP should include specific details as to what improvements need to be made and how the member can make them as well as a schedule of follow-up meeting (dates) to monitor progress.

Step 3: Final Action: Removal

The final course of action takes place after all the above steps have been completed and the issue has not been addressed or substantially improved. Pursuant to Appendix A. Entitled Reasons for Removal (Rev. 7/19/21); of the CLGI By Laws; some of these same actions are found to be in violation of the CLGI Sexual Harassment Policy. After a reasonable cause finding, no substantial improvements are shown throughout the progressive discipline process, the final step should be removal.



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APPENDIX A. - REASONS FOR REMOVAL (REV. 7/19/21)

*Behaviors That May Be Considered Sexually Harassing Behaviors
as outlined in Appendix C of the CLGI Constitution and By Laws

All officers and leaders in the Church may be removed from their position at any time for "immoral conduct (I Cor. 6:9-10; Rom. 1:21-31; Gal. 5:19-21) which includes, but is not limited to, the reasons for removal set forth below, or for any other reason deemed to be in the best interests of the Church as determined by the Presiding Bishop or the Board of Directors.

1. Adultery*
2. Fornication*
3. Illegal use or abuse of drugs, and alcohol or drunkenness.
4. Misuse or misappropriation of church funds or church property, conversion, embezzlement, or breach of contract
5. Debauchery
6. Possession of obscene materials*
7. Voyeurism*
8. Desertion
9. Conviction of, or the entering of a guilty plea or plea of no contest with respect to, a felony or the equivalent thereof
10. Concealment of criminal records
11. Bigamy
12. Sexual misconduct, including, but not limited to, sexual violence/abuse/incest and sexual harassment*
13. Violent acts, including, but not limited to, domestic violence/abuse or threats of violence*
14. No longer embraces the doctrine of CLGI
15. No longer meets the minimum qualifications for the office held
16. Unscriptural divorce
17. Homosexuality/lesbianism*
18. Witchcraft
19. Astrology
20. Any other violation of criminal or civil laws or any other actions determined by the board of directors to be in violation of the Church's morals, ethics, decorum, Constitution, or Bylaws.*



Sexual Harassment and Sexual Misconduct Violations and Discipline Grid

TIER ONE OFFENSES:

Verbal Sexual Harassment: includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or “kidding” that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.

	SEXUAL HARASSMENT OFFENSE	PROGRESSIVE DISCIPLINE ACTION
A	Innuendoes, Suggestive Comments, Jokes of A Sexual Nature	Step 1: Counseling and Verbal Warning
B	Sexual Propositions, Lewd Remarks, And Threats	Step 1: Counseling and Verbal Warning
C	Requests for Any Type of Sexual Favor (This Includes Repeated, Unwelcome Requests for Dates)	Step 1: Counseling and Verbal Warning
D	Verbal Abuse or “Kidding” of a Sexual Nature and Unwelcome	Step 1: Counseling and Verbal Warning Step 2: 1 st Written Warning

TIER TWO OFFENSES:

Nonverbal Sexual Harassment: includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and internet postings; or other forms of communication that are sexual in nature and offensive.

	SEXUAL HARASSMENT OFFENSE	PROGRESSIVE DISCIPLINE ACTION
A	Distribution, Display, Or Discussion of Any Sexually Suggestive Written or Graphic Material, Including Calendars, Posters and Cartoons	Step 2: 1 st Written Warning 2 nd Written Warning
B	Any Sexually Suggestive Content in Letters, Notes, Faxes, E-Mails, Photos, Text Messages, Tweets, and Internet Postings;	Step 2: 1 st Written Warning 2 nd Written Warning
C	Other Forms of Communication That Are Sexual in Nature and Offensive.	Step 2: 1 st Written Warning 2 nd Written Warning

TIER THREE OFFENSES:

Physical Sexual Harassment: includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

	SEXUAL HARASSMENT OFFENSE	PROGRESSIVE DISCIPLINE ACTION
A	Unwelcome, Unwanted Physical Contact,	Step 3: Final Action: Removal
B	Touching, Tickling, Pinching, Patting, Brushing Up Against, Hugging, Cornering, Kissing, Fondling	Step 3: Final Action: Removal
C	Forced Sexual Intercourse or Assault.	Step 3: Final Action: Removal



Best Practices to Implement Progressive Church Discipline Process

Document All Progressive Disciplinary Actions

When you do choose to discipline with a church member, keep written documentation of each step of the progressive discipline. Include the issues, and dates the behavior occurred, when you issued warnings to the member and the impact of the issue on the church.

Clearly Define the Steps

Ensure the member has a clear understanding of the steps you plan to take in the instance that disciplinary action is required.

Strive for Consistency

Remain fair and consistent in the disciplinary actions you take. If two members no are exhibiting the same unwanted behaviors, use the same approach for all.

Regularly Check on the Member's Improvement

Keep track of any improvement after issuing warnings or other disciplinary actions. If there is no change to make satisfactory improvement, move on to the next step in your progressive discipline plan.

Tips for Communicating Discipline to Church Members

Here are a few tips to keep in mind when communicating your progressive discipline plan to church members:

- Document conversations.
- Maintain detailed records of all disciplinary actions.
- Begin the process promptly.
- Promptly implement a progressive disciplinary action after becoming aware of an issue.
- Schedule a meeting to discuss the issue and review any documentation that is being issued because of the offense.
- During the discussion, ask the member what they need from you to be successful.
- Summarize your conversation with the member in an email to confirm your mutual understanding of the situation.
- Continue to follow-up on all progress made.



WRITTEN WARNING EXAMPLE DOCUMENTATION

DISCIPLINARY ACTION

Church Member's Name: _____

Jurisdiction _____ Pastor's Name _____

_____ First Warning Date: _____

_____ Second Warning Date: _____

_____ Final Warning Date: _____

The purpose of this written warning is to bring to your attention new or ongoing violations in your conduct. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action.

- a) Reason for warning (violation of CLGI Sexual Harassment Policy or inappropriate behavior):
(ATTACHMENT)
- b) Prior discussion or warnings on this subject (verbal/written, dates):
Date: _____ Communication: _____
- c) Relevant company policy violated:
Sexual Harassment – other
- d) Corrective action required:
Expected change
- e) Consequences of failure to improve or correct behavior:
Based on the violation and Progressive Discipline Grid
- f) The above has been discussed with me by my Pastor. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences when I fail to improve or correct behavior:

Signatures:

Member: _____ Date: _____

Pastor: _____ Date: _____



CLGI CHURCH MEDIATION AND PROCEDURE POLICY

The Church of The Living God International Inc. will utilize an Alternative Dispute Resolution (ADR) Mediation process (herein after referred to as CLGI Church Mediation) in keeping with Matthew 18:15: If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over.

CLGI Church Mediation Process will provide a venue for members to resolve interpersonal conflict using a mediator to facilitate discussion. The CLGI Church Mediation Process is the proper response to church conflict and will not be used a weapon, to promote condemnation, to expose a member's fall or as an opportunity to retaliate. The foundation of the ministry of reconciliation is church medication, a peacemaking process given to the church by God.

Church Mediation vs. Secular Mediation

The difference between church mediation and secular mediation is the presence and guidance of the Holy Spirit, the primary mediator and heart transformer. Prayer is at the center of the CLGI Church Mediation process and mediators will pray before and throughout the mediation process with the parties and alone. The focus of the mediation is the Gospel, not your personal rights. Conflicting issues are easily resolved when hearts are refocused on glorifying God after the personal issues are resolved.

The Mediator's Role

The mediator's role is to facilitate communication between two members and guide them towards their own resolution through empowerment. The Mediator cannot impose a solution on the parties. The parties must understand that the object of mediation is for them to find a solution through their active participation in the process. The Mediator sets the tone of the mediation conference and establishes ground rules. The Mediator will help to narrow the issues and seek ways to resolve and achieve mutual satisfaction.

The Goals of the CLGI Church Mediation Include:

- a. **Restoration:** church members return to fellowship with one another at the mediation
- b. **Restitution:** the act of restoring what has been taken, lost, or surrendered
- c. **Reconciliation:** the full restoration of trust and relationship among based on confession and forgiveness that comes with time

Disputes That Should Not Be Mediated through the CLGI Church Mediation Process

While the CLGI will provide a reconciliation process in accordance with 1st Corinthians 6:1-8); there are disputes that should not be addressed by the church including but not limited to:

- a. Members who wish to make an unlawful agreement.
- b. Members under a no contact judicial order (i.e., restraining order, etc.).
- c. Individuals with the propensity for violence.
- d. Members who are seeking assistance without parental consent or involvement.
- e. When either member demonstrates signs of mental incompetence.
- f. When either member refuses to agree to the process, is disruptive, or objects to the use of Biblical principles.



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Finally, the CLGI Church Mediation process will set a powerful example among the saints seeking a peaceful resolution through mediation as opposed to resolving conflict with nonbelievers. Church mediation is a nonbinding process.

If you believe that you would like to mediate an issue, you may contact the following:

The Pastor's Designee: _____

The Pastor's Designee's Email: _____

The CLGI Mediation Website: _____

Church Phone Number: _____



CLGI CHURCH MEDIATION PROCEDURE

STEP ONE: AGREE TO MEDIATE

- There must be an agreement by both members to resolve issues through the church mediation process.
- The Mediator will plan meeting and make introduction to members.
- The Mediator will set the tone of the meeting by explaining the process.
- The Mediator will describe the roles and responsibilities of the mediator and of the participating members.
- The Mediator will set ground rules for behavior.
- The Mediator will obtain a commitment to the process which involves actively seeking win/win solutions, honoring any requests for confidentiality following the mediation, and mutual respect.

STEP TWO: GATHER MEMBER'S VIEWPOINTS

- Each member explains the issues as he or she sees them.
- The Mediator can begin to define an agenda of issues that will need to be resolved and ensure members are looking at the same set of facts.
- The Mediator will ensure that each member has heard the other members side and understands the opposing position.
- The Mediator's role is neutral and an advocate for clarity.

STEP THREE: FOCUS ON INTEREST

- The Mediator will move to flesh out the underlying interests and identify agreed upon information by members.
- The Mediator will begin to determine the issues generally agreed upon.
- The Mediator will begin to identify the interests that lie behind each members' stated positions.

STEP FOUR: EVALUATE OPTIONS

- The Mediator will generate as many options for resolution as both members provide
- The Mediator will evaluate realistic options for resolution

STEP FIVE: CREATE A WIN-WIN

- The Mediator will work to develop a win-win solution.
- The resolution may be to agree to disagree.
- If the mediation concludes successfully (to the satisfaction of the complainant and acceptance of the alleged harasser), the mediation shall discard all notes made during the meeting.
- Mediation closed.



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CLGI CHURCH MEDIATION REQUEST FORM

NAME OF PERSON REQUESTING THE MEDIATION

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Best contact phone number _____ Home/Cell Best contact time _____ am. pm.

E-mail Address: _____

Jurisdiction _____ Pastors' Name _____

NAME OF PERSON YOU WOULD LIKE TO (MEET WITH) TO MEDIATE ISSUES

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Best contact phone number _____ Home/Cell Best contact time _____ am. pm.

E-mail Address: _____

Jurisdiction _____ Pastors Name _____

MEDIATION INFORMATION

Has this been a reoccurring action? _____ YES _____ NO

If yes, reoccurring dates _____
 Month Date Year Where Did This Occur?

If Yes, Reoccurring Dates _____
 Month Date Year Where Did This Occur?

Date: **Most Recent** Alleged Action: _____
 Month Date Year Where Did This Occur?

Please explain in detail why the issues surrounding your request for mediation. You may use additional pages if necessary.

