



# St. Mark's Episcopal Church

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## ST. MARK'S EPISCOPAL CHURCH-FAIRLAND

# MINISTRIES SUPPORT POLICIES AND PROCEDURES

12621 Old Columbia Pike, Silver Spring, Maryland, 20904

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## A. About St. Mark's and these Policies and Procedures

### 1. Welcome

Welcome to the ministry team at St. Mark's Episcopal Church. You have been given a unique and special opportunity to serve God and to minister to others in God's name. Your work here will make you a part of a team that seeks to meet the spiritual needs of a diverse community. Thank you for your willingness to serve.

### 2. St. Mark's Mission

- ❖ We will deepen our faith by adopting more liturgical options to reach out into the community.
- ❖ We will extend our outreach by getting more people involved in and reaching more people through community involvement.
- ❖ We will embrace evangelism by choosing to be a church that reaches out to our community and spread the good news of Christ.
- ❖ We will increase our participation by being committed to our church through regular attendance, and giving of our resources of time, talent, and treasure.

### 3. St. Mark's Brief History

St. Mark's has been in existence since the late 1700's in various forms. The physical church has been built/rebuilt several times, starting in 1774, rebuilt in 1835, rebuilt in 1876, and finally rebuilt in 1980. The Parish Hall was built in 2001.

### 4. St. Mark's governance

St. Mark's is a part of the Episcopal Diocese of Washington, <https://www.edow.org/>, which is a Diocese of the Protestant Episcopal Church of the United States, <https://episcopalchurch.org/>. St. Mark's started out as a Mission of the Diocese and became a self-supporting Parish in 1976.

The Diocese is headed by the Bishop of Washington, currently The Right Rev. Mariann Budde. The National Church is headed by the Presiding Bishop, The Most Rev. Michael Curry.

St. Mark's is headed by The Rev. Dr. Christopher I. Wilkins and the remaining members of the Vestry of St. Mark's: 2 elected Wardens, 9 elected Vestry members, and 2 non-voting members – the Treasurer and the Secretary.

St. Mark's is organized by a committee structure shown in Appendix 3 – St. Mark's Organizational Chart.

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## **B. Policies and Procedures that apply to Volunteers AND Employees**

### **1. Employee and Volunteer Conduct**

St. Mark's Episcopal Church affirms the intent of the several resolutions passed by recent General Conventions of The Episcopal Church concerning employment practices for both clergy and laity in the Church and has sought to incorporate them in these policies. The Episcopal Church is committed to fulfill its mission to the world to proclaim and teach the values of personal dignity and justice in our common life. The church endeavors to practice those same values in our everyday work environment through the right ordering of relationships by fostering the principles of personal dignity, justice, accountability, and participation. Toward that end, the church recognizes that each employee or volunteer, according to his/her assigned responsibilities and personal talents, serves the church's mission. Further, all employees and volunteers are expected to be honest to themselves and others and to treat each other with respect and dignity, regardless of their position in the church or their job title and responsibilities. Conduct that is inconsistent with the foregoing may result in disciplinary action, up to and including termination of employment.

### **2. Grievances**

It is the desire of the church to resolve grievances at the lowest level possible. Should you have a grievance against another employee, supervisor, volunteer, or church member, you are encouraged to report that grievance to your immediate supervisor or committee head, unless the nature of the grievance involves that person. In any case, a grievance may be reported to the Wardens or the Rector or priest-in-charge, unless the grievance involves one or both of the Wardens or the Rector or priest-in-charge, and in that circumstance to the Vestry. To the extent possible, grievances will be held in confidence.

### **3. Sexual Harassment Policy**

St. Mark's Episcopal Church is committed to providing all of its employees and volunteers with a work environment free from sexual harassment. Accordingly, St. Mark's Episcopal Church strongly disapproves of and will not tolerate, condone or allow sexual harassment by or of any of its employees or volunteers.

For purposes of this policy, sexual harassment is defined as unwelcome or unwanted advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature when

- ❑ Submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, retention, promotion, or other aspects of employment or volunteer status; or

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- ❑ This conduct reasonably could be expected to and does interfere with an individual's employment or volunteer status or creates an intimidating or hostile environment.

Sexual harassment also includes, but is not limited to, the creation of a hostile or abusive environment resulting from discrimination or harassment on the basis of gender.

If you believe you have been sexually harassed, whether by a co-worker, supervisor, volunteer, member of the church or a third party, you should report the incident to the Wardens or the Rector or priest-in-charge. If the conduct involves a clergy person, it should also be reported to the Diocese's Director of Human Resources and Administration.

Upon a complaint being made, St. Mark's Episcopal Church will investigate the complaint. Upon conclusion of the investigation, St. Mark's Episcopal Church will impose such discipline as warranted by the findings of the investigation. St. Mark's Episcopal Church will not retaliate in any way against anyone who makes a good faith complaint. Likewise, we will not permit any employee to engage in any type of retaliatory conduct. Retaliation is a serious violation of this anti-harassment policy and should also be reported immediately.

**This policy does not waive the ministerial exception or any other exceptions to any federal, state or local legislation, including, but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. ([https://en.wikipedia.org/wiki/Ministerial\\_exception](https://en.wikipedia.org/wiki/Ministerial_exception))**

#### 4. Anti-Harassment and Discrimination Policy

All persons associated with or employed by St. Mark's Episcopal Church are entitled to work in an environment free from harassment and discrimination. St. Mark's Episcopal Church is committed to providing all of its employees and volunteers with an environment in which they are treated with respect and dignity. Accordingly, St. Mark's Episcopal Church strongly disapproves of and will not tolerate, condone or allow harassment or discrimination by or against any of its staff members or volunteers. This anti-harassment policy prohibits harassment on the basis of **gender, race, color, ethnic origin, national origin, marital or family status (including pregnancy or childcare plans), sex, sexual orientation, gender identity and expression, disabilities** (as defined by the Americans with Disabilities Act), **age** (as protected by the Age Discrimination in Employment Act), veteran status, creed, or any other characteristic protected by state or federal law.

Discrimination against any employee or volunteer is similarly prohibited. Examples of unacceptable discrimination include failure to promote, hire, include, or transfer based upon a person's **gender, race, color, ethnic origin, national origin, marital or family status (including pregnancy or child care plans), sex, sexual orientation, gender identity and expression, disabilities** (as defined by the Americans with Disabilities Act), **age** (as protected by the Age Discrimination in Employment Act), veteran status, creed, or any other characteristic protected by state or federal law.

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If you believe that you have been harassed or discriminated against in violation of this policy, you have the responsibility to report the incident to the Wardens or the Rector or priest-in-charge. If the conduct involves a clergy person, it should also be reported to Diocese's Director of Human Resources and Administration.

Upon a complaint being made, St. Mark's Episcopal Church will investigate the complaint. Upon conclusion of the investigation, St. Mark's Episcopal Church will impose discipline as warranted by the findings of the investigation. St. Mark's Episcopal Church will not retaliate in any way against anyone who makes a good faith complaint. Likewise, we will not permit any employee to engage in any type of retaliatory conduct. Retaliation is a serious violation of this anti-harassment policy and should also be reported immediately.

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## 5. General Policies

### a. Telephone and Facsimile (Fax) Policy

Telephone Fax machines owned by St. Mark's Episcopal Church are provided for use by employees and volunteers as business tools. St. Mark's Episcopal Church has the right to monitor communications on this equipment for purposes of time and content. Personal use of St. Mark's Episcopal Church's telephones or Fax machines for long-distance or toll calls is prohibited; and employees and volunteers are expected to reimburse St. Mark's Episcopal Church for any charges resulting from their personal use of church telephones or Fax machines.

### b. Smoking Policy

St. Mark's Episcopal Church strives to provide a workplace that is healthy, comfortable, and productive for all employees and volunteers. Therefore, all church facilities and church owned, or leased vehicles are designated smoke-free. In addition, smoking within 15 feet of building entrances and exits is prohibited.

### c. Substance-Free Workplace

St. Mark's Episcopal Church expects you to be free of any alcohol or illegal substance when reporting to or performing work for the church. The presence, use, consumption, sale, manufacture, or distribution of alcohol or illegal drugs on church premises, on

church business, or while operating a church vehicle or equipment is strictly prohibited. The exception to this is when alcohol is served as part of a St. Mark's function, e.g., a St. Mark's dinner.

If you suspect or know that you have an alcohol or substance abuse problem, you are encouraged to discuss this with your supervisor, committee head or the Rector or Priest-In-Charge. You also are encouraged to seek diagnosis and follow through with treatment as prescribed by a qualified medical practitioner. If you are on prescription drugs, you should be able to provide the appropriate documentation to your supervisor or committee head relating to the prescription if requested.

#### **d. Confidentiality**

Employees and volunteers will occasionally handle confidential information. It is expected that employees and volunteers will keep all such information confidential.

### **C. Disclaimer**

All ministries support policies and procedures are intended to comply with the laws of Maryland and the United States and church law as detailed in the Canons of the Protestant Episcopal Church in the United States of America and the Canons of the Episcopal Diocese of Washington.

If a discrepancy appears, church law takes precedence. If any provision of these policies and procedures is adjudged void or otherwise unenforceable, this shall not affect the validity of the remainder of the policies and procedures. The offending portion may be stricken and the remaining policies and procedures shall remain in full force and effect.

### **D. Additional Policies and Procedures**

#### **1. Technology Use Policy**

The St. Mark's Episcopal Church-Fairland Technology Use Policies and Procedures apply to all use of technology owned by St. Mark's that is used by St. Mark's employees and volunteers. This includes computers, telephones, websites and any other technology-related resource created, owned or provided by St. Mark's. This document is available from the St. Mark's office all policies and procedures defined therein must be followed by employees and volunteers.

#### **2. Financial Policies and Procedures Manual**

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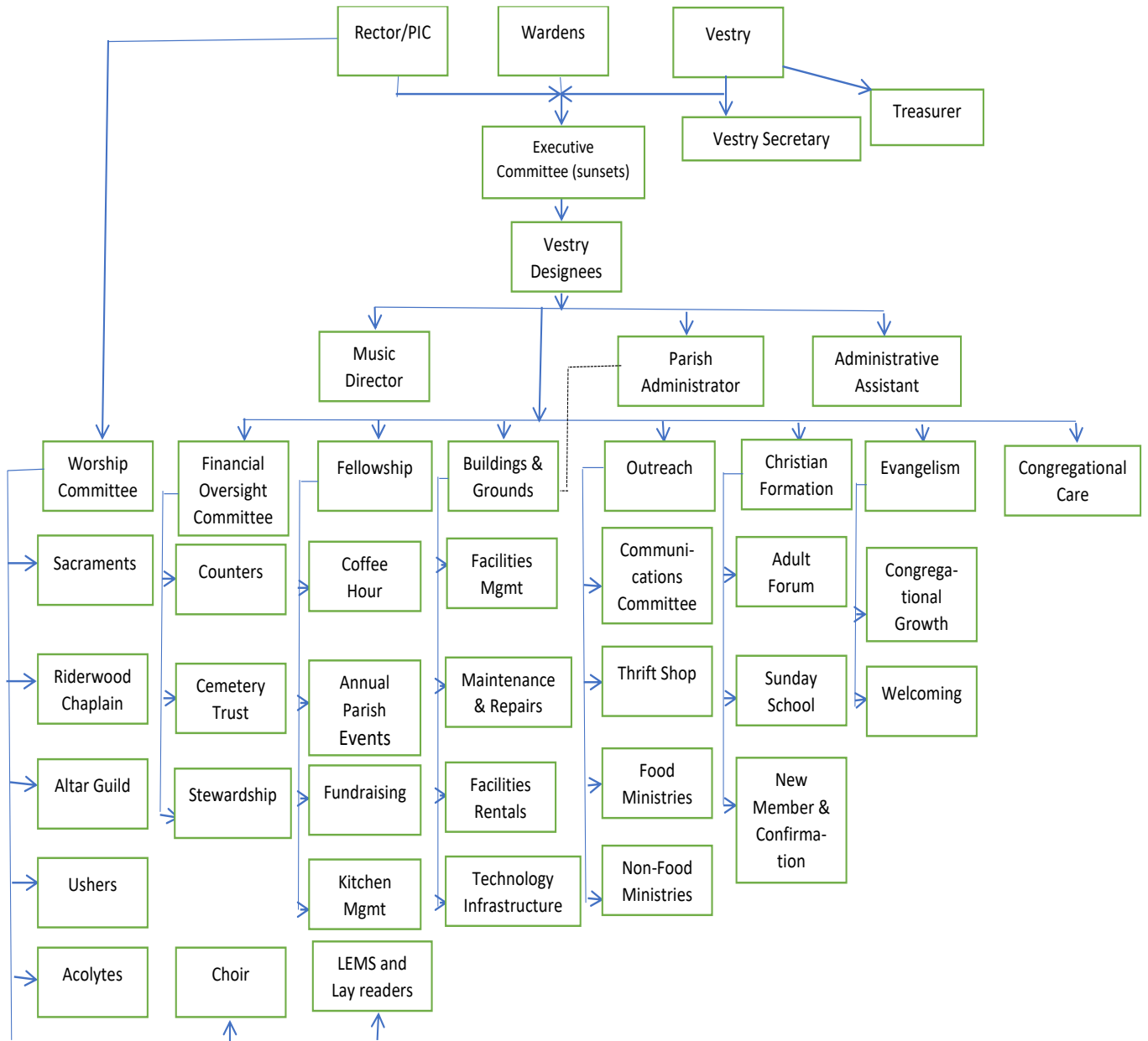
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The St. Mark's Episcopal Church-Fairland Financial Policies and Procedures Manual defines how all financial contributions, reports, data, and any other financial instruments are to be handled by St. Mark's employees and volunteers. This document is available from the St. Mark's office and all policies and procedures defined therein must be followed by employees and volunteers.



### Appendix 1 - St. Mark's Organizational Chart



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