Congratulations on your acceptance into the Center for Youth Ministry Training. We are excited to have you as a part of this ministry. Please review and sign these guidelines (last page) for participation in the CYMT. Our ministry is a Christian organization and expects graduate residents and employees to consider all lifestyle choices in light of his/her role as a spiritual leader, and with respect to how those choices can influence others. Therefore, graduate residents and employees are to act with sensitive regard for others so that our ministry and testimony set a positive example for others.

If you have questions regarding anything stated or listed in the Handbook, please contact the CYMT Executive Director.

GRADUATE RESIDENTS
The CYMT exists to train and develop church leaders. Graduate residents are employees of the CYMT and are placed in appointments at partner churches. Graduate residents are expected to adhere to all policies outlined in this Handbook and to any additional policies set forth in the partner churches manuals that the CYMT Executive Director agrees are important for successful placement at that partner church. Graduate residents are not eligible for benefits and are required to provide their own health and auto insurance. Graduate residents are term employees and employment will cease at the end of the three (3) years term.

GRADUATE RESIDENT ORIENTATION
CYMT will conduct an orientation program to familiarize new Graduate Residents with CYMT and their assigned churches. Orientation about each Graduate Resident’s assigned church policies and procedures shall be the responsibility of the assigned church staff.

All Graduate Residents shall receive formal feedback about their initial job performance after 90 days of employment. This shall be done between the Graduate Resident, his or her onsite supervisor, the Executive Director, and the Director of Coaching of CYMT.

CYMT CODE OF CONDUCT
Because of the nature and purpose of the Center for Youth Ministry Training, people tend to judge the entire organization and Christians in general by the lives they see our Graduate Residents and staff demonstrate. Therefore, indulgence in any lifestyle or pastime that is illegal or questionable (which includes but is not limited to: living or sleeping with a member of the opposite sex out of wedlock, relationships that are not Biblically based, accessing pornographic material, drunkenness, or refusing to pay legitimate bills) may result in termination.

Misconduct that includes but is not limited to dishonesty, inappropriate language, violation of the law, or material risks to CYMT operations or the safety or well being of oneself or others is grounds for immediate termination from CYMT. However, the facts and circumstances of each case will determine which action, up to and including discharge from the program or termination, is appropriate. The Executive Director, the Graduate Resident and the Employee Relations Committee will review each case. This list is intended to be an example and is not intended to represent all the incidents that might lead to an employee’s termination and dismissal from the program.

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The following items are classified as specific within the CYMT Code of Conduct. If a Graduate Resident or staff member violates or refuses to comply with these expectations, they will be subject to termination from the program upon the discretion of the Executive Director:

**RELATIONSHIP WITH YOUTH**

CYMT remains committed that their Graduate Residents and employees will provide and maintain a safe, nurturing environment for all children and youth under the age of eighteen (18) while in their care. Implicit in the involvement of persons in ministries to children and youth are the Biblically based terms COVENANT and SHEPHERD. There is an implied covenant between the leader and the child and the child’s parents to be a good shepherd of that child, leading him or her towards an understanding of the love and grace of Jesus Christ.

A commitment to this call includes the adoption and enforcement of CYMT’s Policy on Child Protection and Prevention of Child Abuse. This policy applies to all Graduate Residents and employees of CYMT who work with children in any paid or voluntary capacity. (See Appendix A)

It is the goal of CYMT that two adults be present with children at all church- and CYMT-sponsored activities. CYMT recognizes that there will be times when an unaccompanied adult may be present with a group of children or youth or with a single child or youth. In those circumstances, if a Graduate Resident or employee must be alone with children or youth for a brief given time (such as Sunday School or Bible study), he/she can only do so when subject to being visually observed at all times, such as through an open door or door with window. If children and youth need to be transported it should be in groups. An unaccompanied Graduate Resident or employee of CYMT will not transport an individual child to a church- or CYMT-sponsored activity without the permission of the child’s parent or guardian.

A list of explicitly prohibited conduct is set forth below. This list is not meant to be exhaustive but examples of prohibited activity. The list includes:

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of sexual conduct towards a protected minor;
- Sexual advances or sexual activity of any kind between any adult and a protected minor;
- Sexual advances or sexual activity of any kind between an older child and a younger child;
- Infliction of physically abusive behavior or bodily injury to a minor;
- Physical neglect of a minor, including failure to provide adequate supervision;
- Causing mental or emotional injury to a minor;
- Possessing obscene or pornographic (sexually explicit) materials at any function of the church or CYMT;
- Possession or being under the influence of any illegal substances;
- Consuming or being under the influence of alcohol while leading or participating in a minors’ function of the church or CYMT;
- Any kind of verbal remarks with sexual connotations, overtones, or innuendo directed to or about a minor, or inappropriate language
- Carrying any type of weapon on church property; and
- Inviting and allowing youth on any CYMT housing facility or property.

The first person to learn of an incident of misconduct toward a child during a CYMT- or church-sponsored activity (either a person witnessing or told about the incident, or the victim) should immediately report this incident to the CYMT Executive Director or the Senior Pastor of the assigned Revised July 2011
church. After evaluation, any potentially valid incident or incident legally required to be reported shall be referred to the appropriate authorities. All persons involved with the report or investigation shall keep the information in strictest confidence.

Upon accusation, CYMT and the appropriate church shall promptly address said charges. Physical, mental, or emotional misconduct shall be grounds for disciplinary action up to and including dismissal of any CYMT Graduate Resident, employee, or volunteer.

HOLIDAYS
It is the policy of CYMT to designate and observe certain days each year as holidays. The following days are designated as holidays:

1. New Year’s Day
2. Martin Luther King’s birthday (observed)
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day and Thanksgiving Friday
8. Christmas Eve and Christmas Day

A holiday that occurs on a Saturday or Sunday will be observed either the preceding Friday or following Monday as determined by the Executive Director.

Graduate residents are eligible to receive holiday pay only for holidays on which they normally would be scheduled to work and only for their regularly scheduled number of hours. If a Graduate Resident’s church observes an additional holiday beyond the ones observed by the CYMT, the Graduate Resident at that church could observe that holiday as well.

PERSONAL APPEARANCE
It is the policy of the CYMT that each staff member or Graduate Resident’s dress, grooming, and personal hygiene should be appropriate to the work situation. Apparel must be clean, neat, and in good condition.

The following apparel is considered inappropriate for normal work time:

- Torn, ripped, or frayed clothing
- Tight, sheer, or revealing clothing

The supervisor shall make interpretation of “appropriate dress” related to this policy. Graduate Residents are also responsible for following in additional expectations of their partner church’s dress code policy.

ALCOHOL AND DRUG USAGE
CYMT is concerned about the health and welfare of its employees and graduate residents. In compliance with the federal Drug-Free Schools and Campuses regulations, CYMT requires graduate residents and employees to comply with federal, state, and local laws, including those relating to alcoholic beverages, narcotics, and other drugs.

CYMT prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by graduate residents and employees on its property, as part of the CYMT program, or as part of any partner church-sponsored activity.

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CYMT employees and graduate residents are expected to abide by and respect the social and theological understandings and statements of their assigned partner church. Any reported incidents of drug or alcohol usage that interfere with an employee or graduate resident’s ability to perform their job responsibilities will be brought to the CYMT Personnel Committee and may result in probation or termination. If a graduate resident’s housing is provided by their assigned partner church, the graduate resident will abide by any rules related to alcohol consumption at their place of residence enforced by their partner church.

CYMT prohibits the consumption of alcohol prior to or during CYMT program activities such as classes, conference meetings, or any other required program activity. As a non-profit, CYMT chooses not to use any of its funding to purchase alcohol.

Any employee or graduate residents found breaking the law in regards to alcohol consumption or distribution will be subject to immediate termination. Likewise, any employee or graduate residents found selling, using, or under the influence of drugs or other illegal substances will be terminated immediately.

TRANSPORTATION
Transporting youth and children is an important concern. Their safety can be at risk in a variety of ways. Therefore, certain discretion must be used. It is expected that these requirements will always be followed:

- In the case of driving children and youth, CYMT Graduate Residents should not be alone in a car with a child or youth, without parental approval.
- Any accident that occurs while transporting youth or driving a church vehicle should be reported immediately to the Executive Director of CYMT and the supervisor of the assigned church. A CYMT accident form should be completed and given to the Director of Coaching within two (2) days of the accident.
- A copy of the Graduate Resident’s driver’s license should be on file at the CYMT office and the partnering church if a commercial vehicle is driven.
- Graduate Residents must require that seat belts be required and enforced for all functions. Anyone not in compliance will be returned to the church and may lose privileges. At all times, the number of passengers must not exceed the number of seat belts.
- In order to allow the driver to concentrate on driving without distractions, all multi-passenger vehicles transporting youth will contain one adult chaperone in addition to the driver.
- CYMT Graduate Residents must carry personal auto insurance.
- CYMT Graduate Residents must receive training, by the partner church, for the church owned vehicle being operated. If a CDL is required to operate the church vehicle, the Graduate Resident must notify the Executive Director CYMT before operating such vehicle.
- Each Graduate Resident must be in compliance with assigned church’s transportation rules.

CONFIDENTIALITY OF CHURCH MEMBER INFORMATION
It is the policy of CYMT that all information of a personal nature received from or about a member of the assigned congregation should be considered confidential in nature.

Graduate Residents must be sensitive to the fact that members of the congregation hold them in the highest regard and trust. As a result, Graduate Residents of CYMT are privileged with the opportunity to exchange information of a personal nature with members of the congregation in the normal course of fulfilling their job responsibilities.

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The sharing of information among church staff or about members of the congregation shall only be done within the context of conducting official church business. The sharing of such information with anyone other than members of the church staff or CYMT staff (including other members of the congregation) is strictly prohibited, except where it is necessary in conducting official church business.

**SEXUAL AND OTHER UNLAWFUL HARASSMENT**

CYMT believes in maintaining an environment free from illegal harassment. This means that harassment because of a person’s age, ancestry, race, creed, color, religion, sex, national origin, disability, or other protected status will not be tolerated.

This also means that harassment because of any of the above-referenced categories, including sexual advances, which adversely affect an individual’s employment opportunities, will not be tolerated.

Specifically, with respect to sexually harassing conduct, CYMT staff members shall not threaten or insinuate either explicitly or implicitly, that any individual’s submission to or rejection of sexual advances will in any way influence any personnel decision regarding that person’s placement, employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by Graduate Residents or Board members is also prohibited. This includes, for example, offensive sexual flirtation advances, propositions, abuse of a sexual nature, graphic verbal commentary about an individual’s body, sexually degrading words to describe an individual, and the display in the workplace of sexually suggestive objects or pictures. Such conduct may result in disciplinary action up to and including immediate termination and or dismissal from the program.

To ensure that such practices do not occur in the workplace, the following three-step reporting, investigating and corrective measure procedure applies to all instances of illegal workplace harassment.

1. **Reporting:** Whenever a Graduate Resident or staff member has reason to believe that he or she has been subjected to harassment, sexual advances, or other inappropriate conduct, he or she must, within five (5) days of the incident, report the matter in writing to the Executive Director or the Director of Coaching. Upon receiving the report, The Executive Director or the Director of Coaching will inform the Executive Committee of the Board within five (5) days of said report.

2. **Investigation:** Reports concerning illegal harassment will be investigated. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation. Graduate residents and staff should recognize that the consequences of unfounded allegations can have serious effects on innocent men and women, and should, accordingly, act responsibly.

3. **Corrective Measures:** Following the investigation where illegal harassment is believed to have occurred, corrective measures, including but not limited to the counseling, reprimand, suspension, or dismissal of individuals engaging in any of the above-referenced misconduct, will be taken.

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Retaliation against an individual for exercising his or her rights under this policy or for participating in the investigation or resolution of a complaint of illegal harassment is prohibited and will not be tolerated.

BACKGROUND CHECKS
It is the policy of the CYMT to perform background checks on all staff and Graduate residents.

Background checks shall be performed using commercially available resources. Offers of employment are subject to the acceptable results of a background check. The Executive Director or his/her designee makes decisions on employment related to the findings of a criminal background check.

WORK SCHEDULES
Regular Weekly Expectations:
• Graduate Residents will be responsible for committing at least 25 hours/week to their assigned church position, with a beginning date to be mutually agreed upon by the church and CYMT.
• Participate in weekly CYMT classes (required attendance); classes also include participation in small group discipleship.
• Meet weekly with CYMT staff for coaching
• Participation in team projects and assignments

Summer (May-August) Expectations:
• Meet bi-weekly for coaching
• Lead individual camp, retreat, or trip with church
• Continue to serve at least 25 hours/week at church

CONFERENCES/RETREATS:
Each fall and spring semester will involve intensive study periods. Graduate Residents will be required to attend these events. The dates for each of these events will be announced by the beginning of classes in August each year.

VACATION
Each Graduate Resident is eligible for ten (10) vacation days per year. The Graduate Resident can take up to five (5) vacation days after three (3) months and after six (6) months the Graduate Resident is eligible for the additional five (5) days.

Vacation is to be taken such that it does not conflict with CYMT class work and responsibilities at church. Graduate Residents should request in writing vacation from the Director of Coaching or Executive Director as far in advance as possible but no less than two (2) weeks prior to the date. The CYMT Executive Director must approve all requests for vacation. Vacation can be only two (2) Sundays per year.

PERSONAL LEAVE
Each Graduate Resident receives up to four (4) personal days per year. An authorized personal leave may include any of the following:
• Sickness or injury of the Graduate Resident or a member of the Graduate Resident's immediate family (father, mother, spouse, child or step-child)
• Death or funeral of a family member or close friend
• Marriage of the Graduate Resident or a member of the Graduate Resident's immediate family

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• Approved voluntary participation in community activities

Graduate Residents should give as much advance notice as practicable under the circumstances. The CYMT Executive Director must also approve extensions of previously approved absences. Graduate Residents must inform their onsite supervisor as well as CYMT staff when taking personal leaves.

If an absence is due to illness or injury of the Graduate Resident or a family member, written certification from the health care provider of the ill or injured person may be requested if the absence exceeds three (3) consecutive days.

INSURANCE
Graduate Residents will be responsible for providing their own health, renter’s, and auto insurance. A copy of said insurance policies must be produced by Orientation and will be on file at the CYMT office. Graduate Residents who are living at the Tyne House are encouraged by CYMT to obtain renter’s insurance to protect their personal property. Neither CYMT, nor Brentwood United Methodist Church, nor partner churches, nor First Presbyterian Church in Nashville, are responsible for any loss of or damage to the personal property of the Graduate Resident that is located at any housing associated with CYMT Graduate Residents. CYMT strongly encourages all Graduate Residents to obtain renter’s insurance to protect their property.

CYMT HOUSING
The CYMT and partner churches provide housing including utilities and basic cable/internet for all Graduate residents. Graduate Residents choosing not to live in CYMT housing are eligible for an additional $300 monthly housing allowance. The CYMT staff and partner churches will handle all housing arrangements. See Appendix B for CYMT Tyne House rules and expectations.

USE OF CENTER TELEPHONES AND COMPUTERS
It is the policy of the CYMT that electronic communication devices should primarily be used for CYMT business. This policy provides guidance on the appropriate use of these devices.

Occasional use of the CYMT’s telephones for personal local calls can generally be accommodated. Long distance calls of a personal nature should never be charged to the CYMT.

Staff members utilizing the CYMT’s computers are responsible for maintaining appropriate security of systems by not sharing passwords or other types of authorization. Staff should only access electronic information on a “need to know” basis, even if their password allows access to the specific system.

CYMT computers should primarily be used for CYMT activities. Occasional use of office systems email and Internet for personal use is appropriate as long as the staff member’s supervisor is fully aware of this use. Staff members should never add software to the system without the consent of their supervisor. Excessive use of the Center’s computer’s for personal reasons or inappropriate use may lead to disciplinary action.

Inappropriate use of the computer includes deliberate propagation of any virus, intentional disabling or overloading any system, circumventing any system intended to protect privacy or security, and accessing or displaying inappropriate images or documents such as graphics depicting violence, sexual images, or images expressing intolerance of diversity.

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The CYMT reserves the right to intercept or monitor an employee's use of electronic communications, including stored files.

**MILEAGE REIMBURSEMENT**
The CYMT recognizes that Graduate Residents will be traveling various distances to class because of their church placement.

To offset some of the travel expenses and provide a more balanced payment scale for our Graduate Residents, Graduate Residents whose churches are more than 25 miles from their discussion group meeting location are eligible for mileage reimbursement. The rate of reimbursement per mile shall be 25 cents per mile. Students traveling more than 25 miles to retreats are also eligible for reimbursement. See Appendix C.

**PARKING**
The CYMT is not responsible for parking at Memphis Theological Seminary or other parking fees required for participation in CYMT classes.

**REPORT OF ARREST**
It is the CYMT’s policy that all employees are required to report any type of arrest to the Executive Director and the Board of Directors. Employees must report all arrests with three (3) days of the arrest. The CYMT reserves the right to terminate an employee based on an arrest or conviction that is in conflict with the mission and values of the CYMT.

**JURY DUTY**
In conjunction with state and Federal law, CYMT will allow staff and Graduate Residents to respond to a summons for jury duty without penalty. When a summons is received to perform jury duty, Graduate Residents should make arrangements with their supervisor for required time away from work.

Graduate Residents are expected to report for work as soon as the jury obligation is completed and if jurors are excused during the daily court proceedings.

**PAY PROCEDURES**
Payroll checks will be distributed on the 15th and last workday of each month.

Staff should report possible discrepancies on a payroll check to the Executive Director as soon as possible after the check is received.

**OUTSIDE EMPLOYMENT**
It is the policy of the CYMT to allow its Graduate Residents to engage in outside work, subject to certain restrictions.

Graduate Residents’ activities and conduct away from the job must not compete, conflict with or compromise the CYMT’s interest, or adversely affect job performance. In addition Graduate Residents may not solicit or conduct any outside business during paid working time.

All Graduate Residents must obtain prior approval from the Executive Director before undertaking any outside employment. Graduate Residents are cautioned to consider carefully the demands that additional work activity will create before requesting to seek or accept outside employment.

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WORKERS' COMPENSATION

It is the policy of the CYMT to maintain workers' compensation insurance for coverage of work related injuries.

In order to be eligible for workers' compensation for a work related injury, the Graduate Resident must report the injury immediately after it occurs to the Executive Director of CYMT. An incident report on the injury will be completed and submitted to the insurance company. The Graduate Resident will be expected to cooperate with all requirements of the insurance company in completing initial and periodic health assessments related to the injury.
ORIENTATION ACKNOWLEDGEMENT

I acknowledge that I have been oriented to the Center for Youth Ministry Training’s Graduate Resident Handbook and have been given a copy of the Handbook. These are policies are not contractual and I recognize that the Board of Trustees can change them.

________________________________________
Print Graduate Resident Name

________________________________________
Graduate Resident Signature

________________________________________
Date