

No family members of staff shall have any part of their expenses covered by tour rebates or free sponsoring tickets. Exclusively those staff and lay leaders who are leading the tour must use such rebates and free tickets. If family members accompany staff on the tour, the family member costs must be paid in full.

## **25.0 COUNSELING SESSIONS**

FirstChurch is committed to protecting the integrity of our staff and the reputation of our Church. Scripture stipulates that Church leaders are to be "above reproach", and that even the "appearance" of wrongdoing must be avoided. Therefore, the following counseling guidelines have been established for all staff members to follow:

- Never visit the opposite sex in a home environment.
- Take another person along when engaging in opposite sex counseling, or when visiting persons in the hospital (especially when the person is in a private room).
- Never counsel the opposite sex alone in a Church office, room or any other location.
- Never counsel the opposite sex alone on Church facilities after normal working hours.
- Never counsel the opposite sex more than once without the counselee's mate present. Refer them to the Marriage Counseling Ministry.
- Never go to breakfast, lunch or dinner alone with the opposite sex.
- Never kiss any Church member or Church guest of the opposite sex.
- Never discuss detailed sexual problems with the opposite sex. Refer them to a same sex ministry (i.e. Women's Ministry, Men's Ministry, etc.).
- Never discuss personal marriage problems with any Church member or Church guest of the opposite sex.
- Never drive alone in a car with the opposite sex.
- Carefully respond to cards or letters from the opposite sex.
- Use Church Secretaries, open/glass viewing rooms and video cameras as

protective measures.

Employees who will be counseling on a recurring basis must become familiar with and adhere to the [Counseling Sessions](#) policies as found in the Personnel Section of the Church's Policies and Procedures Manual. These policies provide helpful guidelines on crisis situation and telephone counseling.

## **26.0 CONFIDENTIALITY OF CHURCH INFORMATION**

During the course of the employee's employment with FirstChurch, they may have access on a regular basis to information of a highly sensitive and confidential nature. This information will be contained in Church records, correspondence with Church members and others, inter-office memoranda, and other similar documents. Employees of FirstChurch serve in a position of trust, and they have an obligation to the Church and to those persons to whom the Church ministers to see that the confidentiality of this information is strictly maintained and protected. Unauthorized use or disclosure, even if inadvertent, compromises both the employee and the Church and seriously erodes the confidence of others without which FirstChurch simply could not effectively minister.

Information regarding FirstChurch or its members, or other persons to whom FirstChurch may minister, of which the employee becomes aware as a result of their employment relationship, is considered confidential information. The employee may not disclose, duplicate, or use this information except as required in the performance of their duties with the Church. Failure to adhere to these necessary standards may result in disciplinary action.

Confidential information and messages must never be sent to or received from an individual by use of the Church's fax machine or e-mail system. Furthermore, confidential information that is sent in the mail or an inter-office envelope, will always be sent in a sealed envelope marked "Confidential - to be opened by Addressee only." Confidential documentation must always be stored in a locked filing cabinet. Access to this material may be allowed only to authorized individuals.

Cellular phone conversations are not considered confidential. Therefore, ministers must refrain from engaging in confidential spiritual counseling over a cellular phone and wait until the discussion can be made on a secured land line.

Following are several helpful tips that Church employees shall use in handling confidential information:

- Protect confidential papers that are on employee's desk by keeping them

