
Policy Regarding Employment, Supervision, and Committee Membership of Relatives of ARBC Employees**I. Employment of Relatives Policy:**

ARBC may employ close relatives of ARBC employees as recommended by the Personnel Committee if the Personnel Committee certifies:

- a) employment of the close relative is in the best interests of the church, and
- b) the close relative is the most qualified for the position.

If approved by a two-thirds majority of the entire Personnel Committee membership (includes ex-officio members) and endorsed by a two-thirds majority of the entire Diaconate membership, such recommendation for employment must be submitted to the church for a two-thirds majority approval by the congregation in Church Conference regardless of position. Close relatives are those immediate family members listed in the Policies and Procedures Manual, Personnel Policies 060, VIII Emergency Leave.

II. Supervisory Relationships:

Close relatives of other employees shall not be directly supervised by a related employee. Supervisory arrangements may be included in the hiring recommendation by the Personnel Committee.

III. Simultaneous-Employee Status Policy:

Persons who serve as employees or their close relatives shall not serve on regular committees whose functions include personnel matters. This stipulation currently comprises the Personnel Committee and the Budget & Finance Committee. This policy also includes service as a Deacon. A close relative may serve on any other church committee so long as the relative certifies that he or she will recuse from any vote of action by the committee where, by reason of his or her relationship, the member's impartiality may reasonably be questioned on such vote or action.

IV. Support Staff and Church Membership Policy:

ARBC may employ church Administrative Assistants or other support staff without regard to or consideration of church membership. The Contributions Secretary and/or Financial Secretary shall not be an ARBC member.