

Butler Creek Health Education Center

# Policy Manual

Revised September,2021

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**BUTLER CREEK HEALTH EDUCATION CENTER is a nonprofit organization established for the betterment of mankind through sharing the gospel of Christ. BCHEC is a supporting ministry of the Seventh-day Adventist Church. All staff members of BCHEC are members in regular standing of the SDA Church, and our theological positions are in full harmony with the Church. BCHEC does not solicit or accept tithe from SDA Church members.**

## **PERSONNEL**

**BCHEC operates with an all-volunteer staff that has a sense of mission**

**Orientation:** New volunteers will receive an orientation from the Administration, generally within a week of their arrival, to help them get settled and answer their questions.

**Personnel Classification:** All new staff coming to BCHEC willing to volunteer will be initially classified as Volunteer Trainees unless specifically voted otherwise. All new volunteers will be on probation for 90 days. At the end of the allotted time period their status will be reviewed.

**Full-time Volunteer:** Members of the SDA Church regular standing, who have a spirit of service and mission, who are willing to make a commitment to serve at BCHEC Full-time at least one year

**Part-time Volunteer:** Members of the SDA Church in regular standing, who have a spirit of service and mission, who are willing to make a commitment to serve at BCHEC less than full time for at least one year.

### **Guest Volunteer:**

Those who feel they cannot make a time commitment to BCHEC, or those who are not Seventh-day Adventists, may be accepted as Guest Volunteers, with the terms of their service to be determined on an individual basis. Typical circumstances to be considered would be: suitable for service, length of service elsewhere in self-supporting work, housing, institution needs, etc.

### **Volunteer Trainee:**

1. Is new to self-supporting work and is eighteen years of age or older.
2. States that he/she believes that God has called him/her to serve at BCHEC
3. Is a member regular standing of the Seventh-day Adventist Church.

### **Junior Volunteer:**

1. Has been a volunteer trainee at BCHEC or an affiliated institution for a minimum of twelve months.
2. Is a member in regular standing of the Seventh-day Adventist Church.
3. Has successfully completed the following classes (these classes may be taken by listening to recordings):
  - a. Beautiful Way
  - b. True Education
  - c. Christian Administration

- d. Child Guidance\*
- e. Husbands and Wives\*
- f. Christian Association
- g. Principles of Self-Supporting Work
- h. God's Healing Program \*Necessary for married couples only

4. Is willing to live by the standards and principles taught in the above classes.
5. Is willing to cooperate with the goals and purposes of the institution.
6. Receives favorable recommendation from his/her mentors regarding attitudes and reasonable productivity.

**Senior Volunteer:**

1. Has been at BCHEC or an affiliated institution for a minimum of twenty-four months and is in attending vespers and campus meetings.
2. Believes in the standards and principles as taught in the student program/classes.
3. Is supportive of the goals and purposes of this institution.
4. Feels a calling to self-supporting work and service to mankind.
5. Receives favorable recommendation from his/her mentors.
6. Has favorable "final" interview with the Administration.
7. Is a member regular standing of the Seventh-day Adventist Church.

Periodically the personnel list will be reviewed to ascertain whether a positive evaluation of the above attributes might enable the institution to invite individuals to become either Junior Volunteers or Volunteers. Volunteers may request advancement any time if they feel they have met the requirements.

**Stipends & Benefits:** The policy of Sequatchie Valley Sanitarium, Inc., is to provide from operating funds, as available, certain benefits to its Volunteers to assist them with general living expenses. In an effort to provide benefits as fairly and equitably as possible, the Executive Committee reviews and updates the benefits to meet the changing conditions of this world. Below is a summary of the benefits that may be provided to volunteers. This guideline does not constitute an obligation on the part of the institution to provide the following benefits:

**Stipends for full time volunteers (per month):**

Volunteer Trainee: \$320  
 Junior Volunteer: \$350  
 Senior Volunteer \$380

**Food Allowance (per month):**

Adults: \$255  
 1st and 2nd child: \$125 each  
 3rd and 4th child: \$110 each

**Additional Benefits (per month):**

Single Volunteer: \$10  
 Department Head: \$50  
 Non-Working Spouse: \$40  
 Child Allowance (18 & under): \$40

**Part-Time Volunteer Stipens & Benefits:** Pro-rated according to the extent of service involvement.

**Children of Staff Members:** Staff children who are 14 years or older and wish to help their parents in their duties at the institution are allowed to do so, under the direction of their mentor.

**Wives of Staff Members:** BHEC recognize the extra responsibilities of wives toward their families at home, also BCHEC does not encourage the neglect of such responsibilities. Therefore Wives of Full-time Volunteers are allowed to serve at BCHEC as Part-time Volunteers.

**Adult Children of Staff Living at Home:** BCHEC recognizes that there are times when a staff family may have an adult child (19 years and older) who wishes to live at home and yet not serve at BCHEC. We wish to be supportive of family relationships and therefore will not charge room expense to the child for one year. After one Year, such children would be expected to volunteer a minimum of 8 hours per week for housing expenses. To remain as a campus resident, he/she will honor the Institute's policies and rules.

**Automobile Insurance:** Volunteers who own an operational vehicle and will provide prove of basic liability insurance for such a vehicle. Upon proof of basic insurance coverage volunteers will receive assistance with personal automobile insurance as follows: \$35 per month (\$420 per year) and if married, \$17.50 a month (\$210 per year) toward a second car if they have one. For a motorcycle instead of a car, the assistance will be \$12.50 per month (\$150 per year).

**Automobile Fuel Expense:** Volunteers who own an operational vehicle will receive \$25 per month (per family) for fuel expense.

**Tithing:** A faithful tithe to the SDA organized church would be paid (which includes stipend & monthly food allowance), plus the \$100.00 housing allowance.

**Staff Work Schedule:** BCHEC operates with an all-volunteer staff who have a sense of mission; therefore we are not hourly workers in the usually understood sense of the word. Nevertheless punctuality at work place and fidelity in work performance is required.

**Off-Campus Work:** Our Volunteers are committed to give their best service to God, to their Families and to BCHEC needs. Therefore our volunteers do not engage in off campus labor for remuneration.

**Compensation Time:** If a volunteer is unable to take off on a designated holiday, compensation time will be given. The time is to be taken shortly after it is accrued (within 14 days if possible), and will be rescheduled by the department head.

**Sabbath Ministry:** Campus industries are closed during the Sabbath hours. However, certain Sabbath duties must be covered; volunteers share in these responsibilities. A Sabbath Ministry schedule is given to each volunteer. If you need to change your date, it is your responsibility to find someone to trade places with you, and to inform the Administration of the change.

**Holidays:** BCHEC observes the following holidays: New Year's Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. Because of the nature of some of our duties, volunteers may be asked to serve on a holiday. Another day off will be given as compensation, and should be used within 14 days.

**Vacation Policy:** Full-time volunteers with less than two years' service shall be granted two weeks (10 8-hour days) vacation time with stipends and benefits per year. Part-time volunteers would be granted two weeks of the same number of days or hours they normally volunteer per week (for example, a spouse who volunteer 20 hours/week would receive 10 4-hour vacation days). Beginning the third year of consecutive service the vacation allowance per year will be three weeks (15 days) of the same days or hours usually volunteered per week. Starting the tenth year of consecutive service BCHEC will begin granting four weeks (20 days) of vacation per year.

1. Vacation eligibility shall be based on time accrued from the anniversary date (date he/she began volunteering), and may be accrued to a total of no more than 45 days.
2. Husbands and wives may share vacation time.
3. Application procedure: All personnel wishing to take vacation time must fill out the proper form and have it signed by the administrator.

**Absence from Assignment:** If you find it necessary to be absent from your assignments for sickness or accident, etc., you should notify your immediate supervisor as soon as possible to allow for adjustment assignment. Your mentor may suggest that you see a physician if health problems persist.

All leaves except for sick leave or bereavement are without remuneration, with benefits suspended until return to service. An authorized leave does not break continuity of service, but the time will be deducted from the total accrued service. Every attempt will be made to reinstate volunteers in the same or a similar position if they return within the approved period of time and are able to function in the position held at the time of leave, or in another capacity. This is not a guarantee, but only an expression of policy. Volunteers not returning from a leave within the approved period will be subject to discipline up to and including dismissal.

**Sick Leave:** If a volunteer is not able to go to work because of a temporary illness, he/she will still receive their benefits for that day (or more days if necessary).

**Bereavement Leave:** A leave of 1-7 weekdays with no loss of stipend may be granted to a volunteer in the case of a death in the immediate family. Immediate family is defined as the parents, brothers or sisters, spouse, or child: 1 day if the funeral is held locally; 2 days if the site is not local but is within 250 miles. For distances

over 250 miles, 1 day will be granted plus one day for every multiple of 250 miles to the funeral site, up to one week (i.e. If the funeral is conducted at a location 750 miles away 3 days of bereavement leave will be granted).

**Leave of Absence:** To be used only in case of an emergency. Leaves may be granted for up to three months; however, personal leaves of absence may not be initiated until all vacation time is used. As far as possible all requests should be in writing, using the approved Leave of Absence form, and must be submitted to the Administration if possible two weeks (one month for supervisory personnel) prior to the beginning date of the intended leave.

**Pregnancy Leave for Mothers:** Expectant mothers will receive two months paid maternity leave.

**Personal Legal Documentation:** All volunteers and students must provide legal documentation to verify their place and date of birth. If they are not U.S. citizens we require appropriate documentation/evidence to verify their current immigration status.

**Foreign Volunteers:** Foreign volunteers are responsible for filing for visa extensions, and must pay all associated costs.

**Reassignment of Volunteers:** When volunteers need to be reassigned from one department to another, either at their request or because of department needs, the process by the Administration in consultation with Department Heads and the individual.

**Guidelines for Christian Conduct:** It is our belief that the Bible and Spirit of Prophecy support the following guidelines as a proper practice of dedicated Christians. A Christian man or woman will:

1. Always appear modest in their person, clothing (in fit, design, fabric and style) and appearance, that does not attract attention to one self.
2. Cherish neatness of appearance.
3. Not wear tight-fitting clothing.
4. Be considerate of others when listening to the radio, CD player, etc., and will wear ear phones when necessary.
5. Be health conscious to keep his/her soul temple acceptable unto God.
6. Not play competitive sports or games, or allow children to do so.
7. Follow a healthful vegetarian diet as God's original plan for mankind, and study the benefits of a pure plant-based diet.
8. Discontinue the use of makeup.

**Rules of Conduct:** It is our belief that the Bible and Spirit of Prophecy would support the following rules as a proper practice of dedicated Christians.

1. Men or women will not wear shorts.
2. Women would not wear pants in public or around guest at home
3. Culottes are permitted if they have the general appearance of a skirt and meet #3, but are not to be worn in class, or at worship.

4. All dresses must fall well below the knee when the wearer is sitting. There should be no sleeveless tops, low-necked clothing, or other revealing features.
5. The wearing of a wedding ring or any other type of jewelry is not acceptable.
6. No user of tobacco, alcohol, or mind-altering drugs will be allowed to remain as a staff member or student.
7. No televisions will be allowed without the written consent of the administration.
8. No courtships or special relationships between men and women will be allowed without counsel and approval of designated experienced individuals.
9. No unwanted conduct between volunteers and others will be tolerated at BCHEC; any person subject to offensive, threatening, annoying conduct by any person at BCHEC shall promptly report such words, actions, touching or conduct to the administration.

**Disciplinary Procedure:** Our plan is to follow Matthew 18:15-17.

**Grievance Procedure:** Our basic plan is to follow what Jesus said in Matthew 18:15-17.

**Termination Guidelines:** Since service to this institution is based on mutual consent, either the volunteer or the Administration may terminate service. It is important for the volunteer's record and future service experience that termination be brought about properly. There are several types of termination procedures:

**Resignation:** Volunteers desiring to terminate their services with the institution should give at least a 30-day written notice to their department head in order that a replacement may be found. Those in supervisory or other key positions are encouraged to give at least a 60-day written notice.

**Exit interview:** The exit interview will give you information regarding steps necessary to acquire any benefits that may be due at termination. The interview would include plans in regard to the return of keys and establishing the final stipend and benefits to be paid. It is hoped that the interview may be a vehicle for obtaining information that could lead to improved institutional morale and service and that it will assure that termination is not based on some misunderstanding or condition which is correctable. After termination of service the volunteer may stay for up to two weeks as necessary for packing.

**Dismissal:** There are two general conditions that subject a volunteer to dismissal. These are lack of adequate performance and/or misconduct. All dismissals are decided by the Operating and/or Executive Committee. Butler Creek Health Education Center has zero tolerance for drugs, alcohol, tobacco, and violence.

**Probation:** All individuals enter service to the institution on a trial basis. Any volunteer who is placed on probation by the Operating Committee or Executive Committee may terminate or be terminated without obligation.



## Operations

### **Committees:**

Two committees, the Campus committee and Executive committee, will govern the functioning of the Butler Creek Health Education Center. The responsibilities of each committee include:

**Executive Committee:** This committee is chosen annually by the Sequatchie Valley Sanitarium Board of Directors and is responsible for: approving Personnel/Campus Committee minutes; making or changing policies; appointing campus department heads; approving check signatories; and approving new building projects or major renovations.

**Campus/Operating Committee:** This committee is chosen annually by the Executive Committee and is responsible for processing prospective student and volunteer applications, changes in volunteer status, and approving leave requests.

**Health Evangelism/Outreach:** At BCHEC there may be opportunities to participate in outreach programs. Outreach programs are not to be undertaken on work time unless prior approval is obtained from the administration.

**Mileage Reimbursement:** Staff member wishing to be reimbursed for mileage driven in their own personal vehicle must first fill out a purchase order and have the business trip approved. Mileage reimbursement will be given at the rate of .40 per mile.

**Purchases:** Any volunteer wishing to make a purchase on behalf of BCHEC must first secure a Purchase Order. On the purchase order there should be a description of the product, the purpose of the item to be purchased and the approximate cost. The purchase of gasoline for campus vehicles does not require a purchase order.

**Cell Phones:** Cell/home phones are provided by the institution only as deemed essential.

**Tippling Policy:** It is our desire to make our guests feel at home by not encouraging tipping. If one of our guests really desires to give after being encouraged that it is not necessary, we ask our volunteers to inform him/her of our Christmas Fund that will benefit all our volunteers. It is better to have all shared the benefits rather than only a few who work directly with our guests.

**Vehicles, Campus:** Campus vehicles are not to be taken off campus without permission. Also, permission must be given if a vehicle is used on the grounds of the campus. This includes tractors and other drivable farm equipment.

## HOUSING

**Moving In:** Newly arriving volunteers are given time for moving into their living quarters. The time allotted is decided on a case-by-case basis.

**Moving Out:** After the last day at service, a staff member has two weeks to vacate

campus housing. If they're unable to vacate housing within two weeks, belongings may be neatly packaged and stored in the basement of Sunshine for a period of up to three months. A storage fee of \$100 per month will be charged. At the end of three months, all items left in storage will be donated to a needy cause. Once a volunteer is relieved of duties by resignation or termination by administration he/she should turn in all keys to the Personnel Manager. All keys should be clearly marked. The final stipend will not be given until all keys have been turned in.

**Housing:** When a volunteer arrives, every effort will be made to meet housing needs from what is available. If one desires to make remodeling changes involving modifying the existing structure of his/her home, it should be cleared through the Administration.

**Furniture:** The institution will provide the following appliances: washing machine, dryer, refrigerator, and stove. At certain times the institution may be able to provide other furniture and appliances until the furniture or appliances are needed by the institution. If you have the use of campus furniture or appliances, please treat them with care. We repair washers, dryers, refrigerators, and stoves if they are property of the institution. If you choose to use your own appliances, repair costs will not be paid by the institution.

**Garbage:** All garbage should be put in the dumpster located by Faith Hall. Please make sure that your garbage is tied up in plastic bags. Please do not put food scraps in with your other garbage; food scraps in the dumpster make the area smell bad and attracts flies and wild animals.

**Gardens:** Every effort will be made to provide a place for you to grow a personal garden. Your gardening time should be outside your regular duty hours.

**Guest Housing:** Personal guests are not housed in the Lifestyle Center. If you invite guests to visit, you are responsible for providing their meals and lodging.

**Pet Policy:** Pets are not allowed at the BCHEC without the permission of the Campus Committee.

**Television:** Televisions are allowed for viewing nature videos, religious materials, and health education materials. Commercial television viewing is not allowed at BCHEC.

**Videos:** Any use of videos would be expected to conform to the principles taught in the Beautiful Way class.

**Storage:** Storage on campus is very limited and not very adequate. Before arrival, please inquire as to how much living space you will have. When you leave, plan to take all your things with you.

**Utilities:** Utility bills are paid for by the institution from operating funds. In order to assure regular stipends we need your cooperation. To stop all unnecessary expenditures, turn off lights before leaving, report to Maintenance any water leaks,

hang laundry outside in appropriate weather, and use indoor drying racks, etc.

**Vehicles, Personal:** Vehicles should be parked adjacent to your home in the space provided or in designated parking areas. We want the campus to have an appearance of neatness and order, so we discourage staff members from having salvaged, junked, or non-running vehicles. Commercial vehicles or equipment and trailers should be kept in designated storage areas. If possible, mini-bikes, bicycles, dirt bikes, and all-terrain vehicles should be stored in a shed.

**Yard Maintenance:** It is the responsibility and privilege of each volunteer of the BCHEC campus to maintain the area around his immediate home. Help us to keep our homes free from trash, weeds, and overgrown grass. Care of your yard is to be done on personal time. If available, a lawn mower or weed eater may be supplied by the institution.

**Wood for Fuel:** Any of the dead trees on campus are available to be cut for your wood stoves and fireplaces. Do not go wood-cutting alone, for obvious safety reasons. There are to be no tree cut on campus without the permission of the Administration.

## MISCELLANEOUS

**Automobile Repair:** \$6.00 per hour will be charged for any mechanical work done by BCHEC volunteers on personal vehicles owned by BCHEC volunteers. The institution cannot guarantee the repair, and is not liable for any problems or damages resulting from attempts to repair private vehicles.

**Automobile Trailer Rental:** Volunteers may rent the BC trailer for a fee of .12 per mile (up to a maximum distance of 50 miles). The individual renting the trailer is responsible for repairs in the event the trailer is damaged.

**Camping:** There is no camping allowed on the grounds of BCHEC without written permission from the Administration.

**Church Services:** Tuesday night prayer meeting and Friday night vespers are held at BCHEC. Sabbath morning services are attended by BCHEC at the Waynesboro, TN, SDA church. In addition, there are other Seventh-day Adventist churches in the surrounding areas.

**Copy Machines:** As a general rule institution copy machines and printers are limited to business use. If you are given permission to make personal copies the cost is .10 per copy. Copies for church related functions or personal evangelism (not conducted on work time) are to be considered as a personal expense, unless approved by the Administration.

**Farm Produce:** There may be times in the future when the farm is able to supply, at a low cost or free, campus homes with surplus food grown on the campus farm. Please harvest only with the permission of the Administration.

**Fishing & Hunting:** No fishing, hunting, or trapping is permitted at BCHEC.

**Maintenance, Campus:** Requests for campus maintenance should be submitted in writing to the Administration.

**Parental Responsibility:** Children should not be allowed to roam freely around the campus or Lifestyle or to associate in groups without at least one parent present.

**Quiet Hours:** The hours of 9:00 p.m. to 6:00 a.m. are designated "Quiet Hours" for the sake of those who go to bed early and for the needed rest of our guests.

**Tools:** Tools and/or equipment (including power tools, saws, hand tools, garden tools, etc.) belonging to the institution may not be used without permission of the Administration.

**Vehicle Rental:** Licensed volunteers may rent a vehicle, if available, for .40/mile for personal use within a distance of no more than 50 miles.

**Wedding Guidelines:** To insure that wedding plans are in harmony with the lifestyle encouraged by the institution, the following guidelines have been adopted:

1. All wedding ceremonies to be held on BCHEC premises must be reviewed and approved by a chosen committee.
2. The dress of the bridal parties and decorations should be an example of modesty, simplicity, and economy.
3. The traditional Wedding March should not be used.
4. The activities connected with and following the wedding should be planned to maintain the sacred atmosphere of the ceremony itself.
5. The music must preserve the sacred atmosphere of the service.
6. A minimum of bridal attendants should be used.

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**Volunteer Commitment:** I, the undersigned, am aware that Sequatchie Valley Sanitarium, d/b/a Butler Creek Health Education Center, is a supporting ministry of the Seventh-day Adventist Church. BCHEC is operated primarily for religious purposes, and its policies and practices closely resemble a religious order. It is a service organization made up of volunteers who usually serve one or more years. I desire to be a part of BCHEC as a volunteer to be used where most needed; furthermore, I understand that my service at BCHEC will be without guarantee of remuneration. I further recognize that the institution may terminate my service, usually with at least a two-week notice. I understand these principles and have explained the principles to my family members (if applicable) and am satisfied that the policies are fair and representative of a Christian institution and I agree to abide by them during my tenure as a volunteer at BCHEC. (A signed copy of this agreement will be retained in the administration office.)

Date \_\_\_\_\_ Full Name and Signature \_\_\_\_\_