



Title: One on One Meeting
Policy #: 19
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	5/19/15	S. TRAKEL	PREVENT MISCONDUCT OR ACCUSATIONS OF MISCONDUCT
	4/18/17	ELDER TEAM	UPDATE UPON REVIEW

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all congregation members and church staff who meet one on one with individuals. The purpose of our ministry meetings is to serve people in Christ's name.

3 Policy

If a staff member or lay leader is having a one on one meeting the following guidelines must be followed, whenever possible:

- Meetings occurring on church premises must occur when staff members are present and visible.
- There should be no more than five counseling sessions with the same person during a calendar year. The counselee will be provided a referral list if they need long-term counseling.
- All meetings must occur in a room with windows that make it clearly visible for others to see into the room.
- Most adults understand the difference between appropriate physical contact such as a handshake or pat on the back, and contact that is sexual or disrespectful. It is important to be cognizant of how any physical contact may be perceived.
- A representative from St. Paul will not drive a minor alone in a car without parental consent and a third party in the car.

4 Procedure

If a meeting is being set up, the guidelines listed above must be followed whenever

possible. For meetings occurring after normal business hours, every effort should be made to ensure someone else is present and visible.

- The individual scheduling the meeting should talk with staff that are present to see if they can stay in the area during the meeting.
- The meeting should occur in Room 100 whenever possible.
- Telephone counseling is another option if no other staff is present or visible in the church office.

5 Forms