

GLEANINGS FOR THE HUNGRY

Staff Manual

Updated 06/10//20

Youth With A Mission – Statement of Purpose

Youth With A Mission (YWAM) is an international movement of Christians from many denominations dedicated to presenting Jesus Christ to this generation, to mobilizing as many as possible to help in this task, and to the training and equipping of believers for their part in fulfilling the Great Commission. As Christians of God's Kingdom, we are called to love, worship, and obey our Lord, to love and serve His body, the Church, and to present the whole Gospel for the whole man throughout the whole world.

We in (YWAM) believe that the Bible is God's inspired and authoritative work, revealing that Jesus Christ is God's Son; that man is created in God's image, that He created us to have eternal life through Jesus Christ; that although all men have sinned and come short of God's glory, God has made salvation possible through the death on the cross and resurrection of Jesus Christ; that repentance, faith, love, and obedience are fitting responses to God's initiative of grace towards us; that God desires all men to be saved and to come to the knowledge of the truth; and that the Holy Spirit's power is demonstrated in and through us for the accomplishing of Christ's last commandment, '...Go ye into all the world, and preach the gospel to every creature' (Mark 16:15)

Gleanings For The Hungry is part of the mercy ministry arm of YWAM. Our **mission statement is, "Our abundance---their need"**. We provide **food for the hungry**, distributing it through other Christian Missions, **to meet their spiritual and physical needs**.

Staff Categories

Long Term Staff

Requirements:

- Complete a Discipleship Training School with YWAM
- Commit to serving as staff for a minimum of two years
- Demonstrate a heart to serve the ministry – not a specific department
- Satisfactory completion of a three-month probationary period

Project Staff

Project staff members are volunteers that stay longer than three months and are committed to working on special projects. These volunteers will be required to pay staff fees.

Mission Builder

A mission builder is a volunteer who desires to offer his or her services for a specified time that does not exceed three months. Mission Builders will not be required to pay staff fees but are encouraged to donate.

Staff Expectations

As Gleanings for the Hungry staff, we have a ministry given to us by God. There are many times ministry does not fit within a 9-5 schedule or a 40-hour work week. Staff members are expected to be willing to serve when circumstances require flexibility.

Husband and wives are both called to be missionaries. Each staff member is recognized as an individual with unique ministry service measured by obedience to God. Everyone is expected to participate wholeheartedly.

We recognize the value of the family. Therefore, mothers of infants and young children are expected to minister to their children, and, as they are able, to participate in other base ministries and activities, including all required staff meetings.

Mothers with young children (birth to five years) are not usually given assigned positions and stated hours. These ladies may be called on to assist in various departments as needed.

All staff mothers with school-age children are expected to work 2 to 4 hours per day in an assigned position. The homeschool mothers are asked to make arrangement in their schedules that will allow participation in an assigned work duty.

Children (aged 10-18 years) of staff members attending school can be asked to do special base duties through high school. Children who have completed high school or are no longer attending high school should be willing to serve on the base on a regular schedule. When college responsibilities or other circumstances are such that these requirements present a hardship, application may be made for work responsibilities to be waived in three-month increments to coincide with school semesters.

2 Thessalonians 3:10 says, "If a man will not work, he shall not eat."

Required Meetings

The following meetings are required for all staff:

- weekly staff meetings
- morning chapel service: Attendance required three days a week: Monday, one other weekday chapel, and the last day of the work week, which is either Friday or Saturday, depending on the season. Although we encourage daily chapel attendance throughout the week, two weekdays of chapel are optional. This means you have chosen to start work at 8 AM, because of necessity or desire.
- prayer and intercession, as announced

Base leadership encourages all staff to faithfully participate in regular base meetings and functions so news and vision can be communicated. As community, we want to promote unity, fellowship, and growth in you as an individual. It is the responsibility of each staff member to attend and plan one's personal schedule around them. Meetings are not only information venues, but also a time for fellowship, prayer, and growth. At times, it may be necessary to miss a base function, and we would ask that you notify leadership in

these cases. Constant absence may be taken as an indication of one's lack of commitment to the call God has given this ministry.

Staff Fees

Staff fees are considered a contribution to the ministry of Gleanings for the Hungry. Fees are due on the first day of each month and are determined as follows:

Each adult	\$100 per month
Each child	\$25 per month

Anyone who is having trouble meeting their obligation is encouraged to notify the base director or base leadership team for prayer and assistance. If a staff member is in arrears more than three months, they may be asked to leave.

Staff fees will be taken from your missions account (donations) and you will receive the remainder of your support (minus the 2% processing fee) by check at the end of the month. If there is not enough in your account to cover your staff fee the finance dept. will issue a notice of the balance due.

Scheduled Responsibilities

Every month you will receive a printed Google Calendar. Each staff member is regularly scheduled for chapel devotions, kitchen clean up, and hospitality (Welcoming our incoming guests on the weekend). Other possible scheduled opportunities will be discussed. (ex. Mission's night, worship)

Extension of Service

If staff members feel they are called to extend their length of service, they should submit an Application of Extension of Service near the end of the initial two-year commitment. This application for one year of further service will be prayerfully reviewed by leadership. If the application is not accepted, the decision will be communicated in a timely manner to facilitate alternative plans.

Staff Support

Each staff member is viewed as a sent one who is worthy of being supported by the body of Christ, friends, family, and church. It is the desire of base leadership that each staff member called to serve God has ample support to meet his or her personal needs.

As viewed by the internal revenue service, we are self-employed missionaries, not receiving a salary of any form from Gleanings but supported by ourselves or donations from others. **Gleanings does not deduct any taxes** from your donations, so **you may want to budget for this monthly to be prepared.**

When a donation is received for your support, you will receive a donation slip in your mailbox stating the amount given and the name of the donor. Although they will also receive a thank you letter from Gleanings, we encourage you to write personal thank you notes to your supporters. Addresses, if needed, can be obtained at the office.

You will be listed on the Gleanings' website (www.gleanings.org) as a staff member, making it possible for your donors to support you through on-line giving. It is also possible to have your personal newsletter linked to our website by e-mailing it to our media dept. at media@gleanings.org. You are also encouraged to print out your newsletter and place it in the brochure holder in the foyer of the dining hall.

How to Process Your Missionaries Support Checks

If your supporters do not desire tax deductible credit, they should contribute directly to you. This is the fastest and easiest way to handle your support. Checks made out to you, would be cashed through your own bank account.

If your supporters desire a tax deduction for their gift, they can send a check to Gleanings and we will register it into your missions account. You are expected to have the legal status required to receive support. (Citizenship, Green Card or R1 Visa) ***It is essential the check be made payable to Gleanings for the Hungry, not to you. In addition, your name must not appear anywhere on the check.*** A separate sheet of paper/sticky note should be used to state that you be the recipient of the support. We will mail the donor a receipt. Donations to staff can also be made through the ministry website:

www.gleanings.org

Another option, and the easiest for your supporter, would be an Electronic Fund Transfer (EFT). You can obtain the authorization form from the finance office. Have your supporter complete it and return to Gleanings.

Staff Benefits

We encourage staff to continue ministering by going on outreaches. This refuels our vision to feed the hungry physically and spiritually and helps keep our focus outward to the nations. After serving two years each staff member receives an allowance of \$500 to use for an outreach. This applies every year but does not accumulate.

Gleanings, as a ministry, also desires to support and encourage our staff children to attend a Discipleship Training School of their choice. We offer a \$1,000.00 contribution for each staff child to apply toward their DTS school fee.

Business cards are offered to each staff member. Information for the business card should be submitted to the media department.

Community Policies

It is a privilege to live with many Christians in a community with a focus on world evangelism. To live harmoniously, certain policies must be followed and cooperation from all is required. Observing these policies will bring blessings to others around us and help us complete the task set before us. A community living in harmony will be a great force for the kingdom of God.

Meals

Staff may eat all their meals, Monday through Friday, in the dining hall. Staff members are expected to help with kitchen clean-up duties when scheduled, usually once a week. Please be on time for meals to set a good example to our guests and honor the kitchen staff.

Breakfast	7:00 a.m. - 7:30 a.m.
Lunch	12:00 p.m. - 12:30 p.m.
Dinner	5:30 p.m. - 6:00 p.m.

Dining Hall and Kitchen Procedures

All staff are required to have a California Food Safety certificate to supervise scheduled clean up times. This can be obtained online or through the kitchen manager. The kitchen is not for personal use. California Health Code clearly states that dishes washed at home must also be put through the base dishwasher to be sanitized. Do not put dishes you washed at home out for general use.

Permission must be granted from the Kitchen Manager before any item is taken from the kitchen. Staff and mission builders can take leftovers to their houses. Please check with the Kitchen Manager as to what is available to take home. Milk would be the exception to this guideline. Staff can take as much milk as they need for their personal use.

Donated Items

Gleanings' regularly receives donated items. These might include food, paper supplies, or other various things. Some of these items can be used by staff and others may be specified to be used only out of the country or earmarked for a specific ministry or location. Therefore, we have placed these available items in "cold storage" building, which is the storage area located directly south, adjoining the office. These items are clearly signed for staff usage.

Utilities

Good stewardship in the use of gas, electricity and water will help us curtail our expenses. We ask that your air conditioner be set no lower than 78. If you desire a lower temperature you can choose to pay \$15 per month for each degree lower that you use.

Church

Each staff member is encouraged to attend regular weekend church services. This provides the opportunity to receive input from the local church and be a blessing to them.

Clothing

Modesty is the key. Please do not wear bikini type swimsuits or other revealing clothing in public areas. Guys should wear shirts, except at the pool. Shirts and footwear are required for the dining hall and all public facilities. Those who wear immodest clothing will be asked to change.

Pets

Allowable pets are cats, fish, caged birds, and other small caged animals. Single staff housed together must agree regarding pets in their house. Do not feed stray animals. Report them to the leadership immediately.

Smoking and Alcohol

We have a smoke-free environment on our base. (Although there is a designated smoking area for volunteers.) In the summer fruit season months, we are an alcohol-free, or a dry base. With the influx of young people, which includes summer staff, we have found it beneficial to set the example and tone by abstaining from alcohol. During the other months, alcohol is allowed, but only in private, staff housing, never in public areas. All alcohol consumption is to be in moderation. "Do not be drunk on wine, which leads to debauchery. Instead, be filled with the Spirit."

Music

Our goal is to honor Jesus in our music choices. In community areas, such as the kitchen and shop, please play Christian music that will be uplifting for our fellow believers.

Firearms

Firearms may be fired on base in a designated area on weekends when our volunteers are gone. Firearms are to be transported in a vehicle or carrying case.

Skateboards and Scooters, and Bikes

All skateboards, scooters bikes etc may only be used in designated locations and must not be brought across the yellow line. This is for safety since much traffic is traveling in and out of the property. Age 16 and older can use these for means of transportation to work.

Pool

We are blessed to have a pool for our enjoyment. Please ensure safety rules are followed when you or your family are using this facility. Children must have adult supervision while inside the pool area. The gate must be closed at all times and locked when you leave. You can obtain a key to the pool at the finance office or a key is available at the reception desk.

Weight Room

There is a weight room located upstairs in the soup plant that is available to all staff members. Please be considerate when you use it: clean up after yourself. Children younger than 13 years are not permitted to use the equipment and minor children require adult supervision.

Personal Use of Office Equipment and Services

Staff are asked to donate to cover the cost of photocopies from the printer. Cost: black and white = .01 per copy, color = .09 per copy. The exception would be the cost of printing your support newsletter, of which Gleanings will cover.

Any computer or phone belonging to Gleanings and being used by a staff member is subject to being monitored by leadership. The goal is to encourage one another to maintain a Godly standard of purity.

Shop Tools and Equipment

We are very blessed to have the shop and equipment available; it is our responsibility to steward what God has provided. Anyone using the shop after working hours on personal projects must get permission from the shop supervisor or leadership. All equipment and tools are to be returned to their proper place when the job is finished. Most tools and equipment have an assigned resting place. If the job or project is unfinished at the end of the day, tools must be put away.

Shared Housing

Consideration must be given for other members of the dorm/shared housing when inviting guests to visit. People of opposite gender will be allowed to visit if most of the residents in their housing unit agree. No guys are allowed in the girl's bedrooms and no girls in the guy's bedrooms.

Consideration must also be given with public displays of affection (PDA). Please be aware that we are examples of Christ's love. Care must be given to avoid offending others with our words and actions.

Housing for Personal Guests or Family

Staff are required to ensure Gleanings' housing units are cleaned in a timely manner if they have personal guests or family who have stayed with the sole purpose of visiting said staff member. Sheets and towels must also be washed, folded, and put away. A sheet detailing the procedure of cleaning rooms can be obtained from the housekeeping dept.

Off Site Employment

Outside employer/employee relationships tend to distract from the call of God on missionaries. Therefore, staff members are discouraged from seeking or participating in employment off the base.

Volunteer Work or Ministry

Staff members participating in ministry prayer groups or voluntary services **that take away from their assigned work placement or responsibilities must receive approval from their manager and base director.**

Whistleblower Policy

Gleanings For The Hungry (Gleanings) requires directors, officers and staff members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As staff members and representatives of Gleanings, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable staff members and others to raise serious concerns internally so that Gleanings can address and correct inappropriate conduct and

actions. It is the responsibility of all board members, officers, staff members and volunteers to report concerns about violations of Gleanings code of ethics or suspected violations of law or regulations that govern Gleanings operations.

No Retaliation

It is contrary to the values of Gleanings for anyone to retaliate against any board member, officer, staff member or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Gleanings. Any staff member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including ceasing the relationship with Gleanings.

Reporting Procedure

Gleanings has an 'open door policy' and suggests that staff members share their questions, concerns, suggestions, or complaints with the Compliance Officer. The Compliance Officer is required to report complaints or concerns about suspected ethical and legal violations in writing to the members of the Board of Directors who have the responsibility to investigate all reported complaints.

Compliance Officer

Gleanings' Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the members of the Board of Directors of all complaints and their resolution and will report at least annually to the Board of Directors on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

Gleanings' Compliance Officer shall immediately notify the Board of Directors Treasurer of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the Treasurer until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

Gleanings' Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer

The Compliance Officer shall be on the Board or a third party designated by the Board to receive, investigate and respond to complaints. Our current compliance officers are Jim Bierman (360-801-1228) and Bruce Eckhoff (559-802-0005).

Time Off

Holidays

Our base observes the following holidays:

- New Year's Day
- Good Friday
- Easter Monday
- Memorial Day
- Thanksgiving Day (Thursday and Friday)
- Christmas Day

Vacations

Staff members receive one week off after fruit season and one week off over Christmas break. In addition, staff will receive four more weeks of vacation during the year. The week off in May after soup season, is considered as one of the four weeks for personal vacation time. Vacation time must be approved by the director and should not exceed one week during fruit season. There is a “Time Away Request” form available; we ask you to complete this form and submit it to the director two weeks prior to your intended departure. Longer trips require more lead time to allow for job share training and scheduling. This will reduce scheduling conflicts and assist in covering base staff needs.

For two weeks before and two weeks after fruit season, as well as Christmas holidays, there are generally no Mission Builders or other volunteers on base. However, the base is still open and running. Staff development may occur during this time when no volunteers are here. Also, telephones need to be answered, trash needs to be taken out, and trucks may need to be unloaded. Staff members may be required to be available to take turns for necessary security and supervision.

Support Development Furloughs

After two years of service at Gleanings for the Hungry, staff members are eligible to apply for a furlough solely for contacting current supporters and developing additional support. Time allowed is up to one month (must not be taken all at once) and subject to base leadership approval. Application for this furlough must be submitted a minimum of 60 days prior to the requested time off.

Sick Days

Please communicate with the base leadership or office and your immediate supervisor if you are absent due to illness so we can pray for you and cover your area until you are well enough to resume your duties.

Sabbatical

To maintain the health of our staff and prevent burn-out we require staff to take a three-month sabbatical leave after serving for seven years.

Base Vehicles

The priority for the base vehicles is Gleanings' business. Log all usage on the trip sheet. When making your trips, please use the most economical vehicle for the intended use. The mileage on trips for Gleanings' business should still be tallied.

Staff may use base vehicles for personal trips, if not required for Gleanings' business. For personal trips, you are asked to pay \$0.30 per mile. The Yukon, the Suburban, and the one-ton truck are \$0.40 per mile. For personal trips, note the mileage on the trip sheet as personal and write the total mileage in the mileage column. Gleanings will supply all gas for vehicles whether for personal or ministry business.

The policy for vehicle use by mission builders as dictated by the insurance company is that they must be 21 years or older and doing Gleanings' business. The exception to this would be mission builders who come by train or plane and need a vehicle for the weekend or personal errand. This usage is to be approved by the leadership. We encourage you to have a vehicle of your own upon arrival or obtain one in a timely manner. The Gleanings' vehicles will be available until that time.

The speed limit of all motorized vehicles after entering the gate is 5 mph. Please use extreme caution by the houses, as children are at play.

All vehicle keys are to be kept in the office, attached to the clipboard, in the key box designated for that vehicle. Put your clothespin on the assigned slot for the vehicle you are using. Return the key immediately after use.

All Gleanings' vehicles are to be parked in designated spaces. After use, **leave the vehicles clean**, removing all trash. It is your duty. Do not make a base vehicle your personal car.

The finance office requires a copy of your current driver's license. We must add you to our insurance policy and have this copy on file for our records.

Golf Cart Policy

Golf carts are not for personal use, but for use for the designated departments. Please ask the manager of that department for permission to use the golf cart if you need it.

Anyone under the age of 18 is not allowed to drive a golf cart; however, staff children may use the cart with parental permission.

Staff Housing

It is the responsibility of the Ministry of Gleanings for the Hungry to provide adequate housing for our staff. God has truly blessed us with good housing and it is our responsibility to be good stewards. Please inform the maintenance department of anything that needs attending to. There is a “Work Order Request” form in the office. As a staff member of Gleanings for the Hungry, we will provide you with a home and the following basic items:

Sofa	Fridge	Beds (queen/single)
Love seat or chair	Stove	Bedding
Coffee & end table	Microwave	Dresser(s)
Living room lamps	Table & chairs	Iron/Ironing board
Television & stand	Toaster/Coffee pot	Blender
Bookshelf	Table setting for 8	Shared washer/dryer
Drinking glasses	Cookie sheets	9X13 baking pan
Mixing bowls	Assorted utensils	Vacuum
Window blinds		

Any personal items, cleaning supplies, toilet paper, paper towels, etc. you are required to provide on your own. At times, we have donated products.

Furniture

Gleanings’ provides furniture for you. We ask staff to leave furniture in the houses where it has been placed. If you desire to switch furniture around, please speak with Cindy. Furniture is also stored in the cold storage area and the storage containers. If you see something you would like to use in your room or house, please ask permission from Cindy before taking it. There may already be a plan for this piece of furniture.

Outside Care and Landscaping

It is important that the outside appearance of every house is respectable to guests who visit our facility, as well as fellow staff members. We want to present an atmosphere of community safety and well-being wherein our guests and residents can enjoy their time at our facility. Unused vehicles, furniture, and other clutter are not acceptable around the premises. You are expected to weed and care for the flowerbeds around your home. Our landscaping department mows the lawns and provides tools for weeding, raking, etc. These tools are stored in the metal garden shed behind the soup plant. You will need to contact the landscaping department if the shed is locked. There will be a \$30.00 cap per year per unit for flowers; however, fertilizer and top soil will be provided.

Conclusion

In bringing this staff manual to you, our prayer is that we prefer one another in love and live in unity. This is God's heart for us.

Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble. Do not repay evil with evil or insult with insult, but with blessing, because to this you were called so that you may inherit a blessing.

1 Peter 3:8-10

May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ.

Rom 15:5-6

To grow in your understanding of YWAM and living out our missionary purposes and faith, Loren Cunningham's books are highly suggested and can be found in the Gleanings' library, Cindy's office to take on loan, and in Gleanings' shop to purchase. It is also suggested that you read "YWAM's Best Kept Secret", the story of Gleaning's history.

Sign and Return to Base Director

Gleanings for the Hungry Staff Manual

I _____ have read and understood all of the guidelines outlined in the *Gleanings for the Hungry Staff Manual* (updated June 10, 2020) and am committed to live within the guidelines set forth.

Signed: _____ Date: _____