

GLEANINGS FOR THE HUNGRY

Staff Manual

Updated 09/29/2023

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 who stay more 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 arrangements 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 basis 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 a 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 you to 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	\$150 per month
Each child	\$35 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 fees 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 being asked to extend their length of service, they should apply for the 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 the 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.**

As Gleanings receives donations for your support you will receive regular emails stating the amount given with the name and address of the donor. Although the donor will receive a thank you letter from Gleanings, we encourage you to write a personal thank you note to your supporters. It is possible to write a personal note on the official thank you letter by notifying reception.

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 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 are 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. Each staff member receives an allowance of \$500 to use towards an outreach with a partner ministry. This applies every year but does not accumulate.

Gleanings, as a ministry, 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 those 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. You will need to meet with the kitchen manager for information regarding the required test. The kitchen is not for personal use. Do not take dishes you washed at home out for general use. The California Health Code clearly states dishes washed at home must be put through the dining hall dishwasher to be sanitized.

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 the "cold storage" building, which is the storage area located directly south, adjoining the office. These items are clearly signed for staff use.

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 dogs, cats, fish, caged birds, and other small, caged animals. Dogs must be approved by leadership. Staff members must complete a Pet Request Form which is on

the Gleanings website under Staff Links. Do not feed stray animals. Report them to the leadership immediately. (Please see attached Pet and Animal Policy for complete details.)

Smoking and Alcohol

We have a smoke-free environment at our base. (Although there is a designated smoking area for volunteers.) In the summer fruit season months, we are 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 weekly 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 there is much traffic 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 always be closed 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. Exception: Gleanings will cover the cost of printing your support newsletter.

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 the 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 to 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

When staff have personal guests or family who stay with the sole purpose of visiting said staff member it is required that Gleanings' housing units are cleaned within 24 hours. The staff member is responsible for cleaning the room and washing, folding, and putting away all used laundry. 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 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 Steve Witmer (604-308-0101) and Bruce Eckhoff (559-802-0005).

Time Off

Holidays

Our base observes the following holidays:

- New Year's Day and Jan. 2
- Good Friday
- Easter Monday
- Thanksgiving Day (Thursday and Friday)
- Christmas Day

Vacations

Staff members receive one week off after the fruit season and one week off over the 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 the fruit season. There is a "**Time Off Request**" form on Gleanings website under "Staff Links". We ask you to complete this form 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 trips, please use the most economical vehicle for the intended use. The mileage on trips for Gleaning's business should still be tallied.

Staff may use base vehicles for personal trips if the vehicle is not needed for Gleanings' business. For personal trips, you are asked to pay \$0.30 per mile, \$0.40 for the larger vehicles. 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 used for personal or ministry business.

The policy for vehicle uses by mission builders as dictated by the insurance company is minimum age of 21 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 leadership. We encourage you to have a vehicle of your own upon arrival or obtain one in a timely manner. Gleanings' vehicles will be available for your temporary use 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 vehicle and 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 in 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 washers/dryer.
Drinking glasses	Cookie sheets	9X13 baking pan

Mixing bowls
Window blinds

Assorted utensils

Vacuum

Any personal items, cleaning supplies, toilet paper, paper towels, etc. you are required to provide on your own, but 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 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 topsoil 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 the guidelines outlined in the *Gleanings for the Hungry Staff Manual* (updated March 13, 2023) and am committed to live within the guidelines set forth.

Signed: _____ Date: _____

Pet and Animal Policy - Healthy Pet Ownership

Purpose

Animals and pets can be joyful additions to our lives and the community. This policy aims to make healthy pet ownership a possibility for Gleanings staff members.

Commitment & Trust

What is “healthy pet ownership”? Healthy pet ownership involves **trust and commitment**. As a staff member we agree that God has clearly called us to serve here at Gleanings, and we commit to do so. Owning a pet here at Gleanings **must enhance our commitment to serve the Lord in Gleanings’ mission**. Healthy pet ownership happens **in the context of the Gleanings community**: staff, volunteers, visitors, and leaders. Our Gleanings community values God’s guidance, prayerful unity, and loving trust for authority. Healthy pet ownership shows a high level of commitment by **approaching all issues, conversations, and decisions with prayer, humility, and submission**. We view our pets as an added **privilege**. We understand that the bond between owners and their pets can be extremely sincere and held very dearly. Nevertheless, pet ownership at Gleanings **can become unhealthy** if attachment to a pet becomes the center of a staff member’s commitments and decision making.

Important questions to pray about when considering owning a pet:

Q: Am I fully committed to serving the Lord at Gleanings with or without this pet?

Q: Am I committed to approach all issues surrounding pet ownership with prayer, humility, trust, and submission?

Q: Am I prepared to re-home my pet during my staff commitment if the pet is or becomes unfit for the Gleanings community?

Q: Am I committed to making all necessary changes or improvements to maintain healthy pet ownership?

Approval: Pet Requests & Improvements

The Gleanings Leadership Team always reserves the authority to **discern and decide** the overall appropriateness of the presence of any or all pets in Gleanings community. Pet ownership **must be approved** by the Gleanings Leadership Team before staff proceed with arrangements. All existing pets (owned prior to coming on staff) must be approved.

Applying staff must complete a **Pet Request form** before deciding or bringing pets to live on Gleanings campus. When an existing pet is **unfit for Gleanings** community, it is the owner’s responsibility to re-home the pet. Here is the process for requesting pet ownership:

- **Pet Request Form:** If a pet is desired, the staff member must complete and submit a *Pet Request* (online form).

- **Leadership Review:** Leaders will review the request and communicate their prayerful decision.
- **Improvements:** Along with approval certain improvements or recommendations may be given to the pet owner based the details of the initial *Pet Request*, on the assessment of the pet's behavior, or on the circumstances regarding the pet ownership. Staff members/pet owners are expected to cooperate wholeheartedly in all necessary improvements.

Valued Pet Fee & Related Expenses

Pet owners will pay a **valued pet fee of \$5/month for each cat, dog** (or other species determined necessary). The *valued pet fee* will be withheld by Gleanings finance office from the staff-owner's regular financial support. The pet owner will also be responsible for covering the costs of any necessary expenses for their own pet. Gleanings Leadership Team may ask the pet owner to participate in covering the additional costs of any damage the pet causes to Gleanings property.

Number of Pets Permitted

There are limits to the number of each kind of pet, as well as the total number of pets, any staff household may own. We share a responsibility to steward Gleanings housing well. Each staff household may have **no more than three approved cats, one approved dog, or three totally approved pets**. For small, caged pets such as birds, fish, hamsters, and the like, Gleanings encourages staff to use good judgement when adding pets to their household responsibilities. Agricultural animals must be approved. Staff must assess all pets' effect on the hygiene and cleanliness of the household. We also encourage staff to carefully consider how a pet will affect their time management.

Stray Animals

There are many stray animals around Gleanings property. Reporting stray animals to facilities maintenance staff or leadership. Before taking a stray animal as a pet, the requirements of this policy must be fulfilled.

Owner Responsibilities

Pet Behavior: **Violent pet behavior is unfit for the Gleanings community.** Owners must honestly assess and acknowledge a pet's behavior. A pet's behavior must never be violent in any way, whether toward people or other animals. In the event of violence, attacks, or harm the pet must be immediately quarantined or contained, while leadership reviews the situation. If determined unfit, the owner must arrange for rehoming the pet as soon as possible. Other pet behaviors ranging from playful, excited, rough, to aggressive can be unfit for Gleanings. Owners are responsible to **train pets to refrain from harmful or aggressive behaviors** like barking, biting, jumping, chasing, etc. Overly playful, rough, or **aggressive dogs must be securely restrained**. If aggressive behaviors persist, the pet may be ruled unfit. Excessive or loud noises, like barking or crying, **must be controlled**

with proper noise training, otherwise the pet may be ruled unfit. Pet behavior must be evaluated at least once a year by the owner by completing a **Healthy Pet Ownership Evaluation** (online form). Leaders will review and confirm the evaluation.

Cleaning: Owners must maintain good stewardship of Gleanings property and clean up after their pets in all areas, including private living areas and inside staff housing.

Damage: Owners must take responsibility for replacing or paying for any property damaged by their pet.

Controls: All pets must be altered (spay/neuter) and vaccinated.

Travel: Owners must take responsibility to arrange for the care of pets during absences or travel. It is not the responsibility of Gleanings staff or volunteers. Owners must avoid obligating or burdening the community with pet-sitting during your absence.

Pet Wellbeing: Owners must consider the pet's wellbeing in matters such as housing, food, cleanliness, care, etc. Pet ownership must be good for the pet according to its size and nature.

Stewardship: Animals can be housed indoors in Gleanings houses if the pet and owner can maintain good stewardship of Gleanings property. Gleanings houses should remain clean, safe, and welcoming.

Volunteers' Pets

We encourage volunteers to leave pets at home during their time serving at Gleanings. Animals are prohibited from entering Gleanings volunteer housing. Volunteers staying in personal RVs may bring pets. The owner responsibilities of this policy also apply to volunteer pet owners.