



THE SET FREE MOVEMENT
**TEAM POLICY
GUIDEBOOK**

UPDATED JAN 2021



THANK YOU

for being part of the Set Free Movement!

More than ten years ago, as some of you will remember, we had an audacious idea: **let's end human trafficking!** The question that followed immediately was, "how are we going to do this thing?!" We experimented, learned, hit some walls, had some success, and then by the grace of God, found some clarity, friends, and smarts. It was hard work. It still is. We are still learning.

What we learned and are still learning is that community is vital to the process.

It's not just about what we do. It's really about how we live and act as people of hope. Action then becomes a characteristic of a vibrant faith community with Jesus in the center, empowered by the Holy Spirit. Therefore, we emphasize possibility over problems, polycentric leadership structures, gifts, and honest, authentic communication.

We are a movement. We have also matured into being an organization. This document was created to bring more clarity to how we operate and communicate as an organization. We want to help your team

function as best as possible. To this end we desire to: (a) be a unified movement; (b) communicate more effectively; (c) manage legal and financial matters; and (d) maximize our collective work.

In order to do that, we need your cooperation with a few things. These are summarized in Section 2 ("Overview of Expectations") and described more fully throughout this document.

Please consider this guidebook a living document. It will change again. **We welcome your feedback.**

We want to end modern slavery. We are creating new futures. We are on mission with God. Yes, we are still trying to figure things out and yes, we do still have much to learn. Thank you for being on the team and for being on the journey. **Thank you for being agents of hope and healing!**

Blessings,



Kevin Austin,
Director, Set Free Movement
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TERMS:

FMC: Free Methodist Church

SFM: Set Free Movement

Staff: paid employees (part-time, full-time, independent contractors) with the Set Free Movement.

Team Leaders: the main point of contact or leader over a Set Free Movement team

Team Members: any leader, member of a team, or staff member with the Set Free Movement

1. INTRODUCTION

The policies and procedures outlined in this guidebook exist to ensure we glorify God and respect both people and resources in all aspects of our work. Its purpose is to:

- Uphold the overall mission and values of the SFM and the FMC-USA
- Clarify behavior expectations of team leaders, staff, and board members
- Assure safe, efficient and harmonious operations and to fully inform all employees of their responsibilities in this regard

1.1 Introduction to the Set Free Movement

The Set Free Movement is a registered 501(c)(3) non-profit charitable organization under the Free Methodist Church USA.

Mission Statement

We seek to end modern slavery and create new futures through community-based action and partnership with others.

Core Values

1. We are Christ Centered
2. We have a special preference for the poor and vulnerable.
3. We are partnership oriented and multi-sector
4. We focus on transformational impact

Please see the Set Free Movement Primer for more information about our ethos and strategies. Please see our Partnership Proposal for more information about projects.

1.2 Staff and Board

Staff and board members are responsible for organizational decision making. Policy Governance is implemented with a high degree of accountability.

The Set Free Movement board meets in person twice a year and is primarily responsible for: (1) Budget, (2) Staff (allocations for, accountability of, and encouragement toward), (3) Mission, and (4) Other when necessary.

Set Free Movement staff make day-to-day decisions and when not 100% united the decision goes to the board as (4) “other”. Staff can launch new teams without the approval of the board. Special Projects and new Personnel must be, in this order: (i) unanimously approved by the core team of staff and (ii) approved by the board.

2. OVERVIEW OF EXPECTATIONS

The Set Free Movement predominately operates as exactly that—a movement. While we do our best to guide and support instead of dictate, we realize it can be helpful to be clear on basic expectations. Our main expectations of all team leaders are critically important to our functionality as a whole and include:

- A) **Regular communication.** Please reach out to us by email or phone once every month at minimum if we haven't already reached out to you. We would like to initiate contacting every team leader individually, but with respect for your schedule and boundaries it is helpful for us to hear from you based on when you're available.
- B) **Submit monthly reports on time.** Reports are due within 1 week of the reporting month. (I.e: January reports are due on or before February 7) and should be submitted via the google form. Leaders will also be asked to complete semi-annual surveys.
- C) **Abide by child safety policies and other codes of contact** (listed in section 2). Your safety and the safety of those you work with is important to us. All team leaders will be subject to a background check. We encourage team leaders to attend trainings as needed to ensure you are as equipped as possible to handle difficult situations such as suspected child abuse.
- D) **Invest in your team and the greater movement.** Building communities that are resilient against human trafficking starts with building into your own team. Invest in building the capacity of your team and the movement by sharing resources, expertise, and lessons learned. Consider partnering with other teams. Please address any issues amongst your own team and communicate with us if we can help.
- E) **As possible, financially support the SFM.** Prayerfully consider with your team how you can help support the greater SFM and sustain our work together. We never want finances to be a barrier to your work. Please reach out with questions and for direction on fundraising and partnership building.

Team leaders can then expect the SFM core staff to:

- A) **Equip teams.** We're here to help you access resources and assist with marketing support. We can work with you to create materials for events, promotion, donors, and more (please see the link to the Communications Request form in Appendix 1). We can potentially provide financial support up to \$1,000 per calendar year (please fill out the Team Grant Form in Appendix 2).

- B) **Coach.** You don't have to lead alone. We are here to coach you through issues, help you make connections, pray with you, provide pastoral care and trainings, engage on strategizing, maintain accountability, and be a sounding board.
- C) **Build community.** Being a SFM leader means being part of a national and international network of experienced individuals in social work, counseling, ministry and missions, law enforcement, government, grassroots organizing, and more. You have a place here.

3. SAFETY & WELLBEING POLICIES

3.1 Code of Conduct

Team Members should represent Jesus Christ in their attitudes, behavior, and speech and demonstrate love and kindness towards one another and those being served.

Accountability

A member of the Board of Directors contacts the Executive Director on a quarterly basis to ask accountability questions to ensure the Executive Director abides by SFM policies. At least twice a year, a Board member will also check in with individual staff and will report any issues back to the Board.

Alcohol, Tobacco, & Drug Use

While publicly representing the Set Free Movement, we ask that leaders and team members refrain from alcohol, drugs, and tobacco products.

Ministry doesn't have to happen exclusively in church settings. There may be cases where you feel you could reach people—especially those at the margins—by hosting an event at a venue that serves alcohol (ie: a pub). In those cases, we ask that you dialogue with your team (and possibly your pastor if you operate out of a church) to explore whether the event would help or hurt your community and then decide as a team if the venue/setting is appropriate. If you have further questions, please ask.

Do No Harm

We are committed to doing no harm: that means being aware of intended or unintended harm to Team Members, victims or survivors, other agencies, or ourselves, ie: engaging in potentially risky activities to help a victim.

Unless Team Members are professionally trained, the SFM does not endorse teams engaging in rescue operations for the safety of Team Members, victims of human trafficking, and others involved. Teams are welcome to appropriately and safely support

professionals at the frontlines of rescue (see our Primer document for more information) and are encouraged to report suspicious activities to law enforcement or the human trafficking hotline number (1-888-3737-888) instead of taking matters into their own hands.

Male & Female Relationships

The SFM adheres to the authority of the Word of God as the standard for acceptable relationships among male and female Team Members. Adherence to high standards of individual behavior at all times and avoidance of even the appearance of improper or questionable conduct are inherent expectations of each Team Member of the SFM.

Non-Discrimination

In all cases there shall be no discrimination on the basis of race, gender, marital status, religion, or physical ability unless physical limitations prohibits normal job functions. The only exception is that the Executive Director shall be a member of the Free Methodist Church.

Respecting Team Members and Authorities

We are a community that works with humility, respects leadership, and emphasizes grace, all within a supportive and cohesive community environment. Healthy conflict and differing opinions are welcomed as long as they're expressed respectfully and resolved. There is no room for ego.

Teams experiencing conflict with members may handle issues on their own. Set Free Movement staff coach and guide, not dictate. However, if Team Members are not aligned with the policies outlined in this guidebook, it may be necessary for staff to intervene.

Social Media

All staff, board members, team leaders, volunteers, partners, donors, and supporters of the SFM are encouraged to promote the work of SFM through social media. However, staff and team leaders may not:

- Defame the SFM or FMC on any social media site;
- Share information that may be considered confidential;
- To bring the SFM or FMC into disrepute;
- To bully or harass other staff or leaders within the SFM or FMC.

If your team would like to set up their own social media accounts, please contact us for guidelines.

Stewardship of Resources

All SFM Team Members are expected to maintain responsibility for the stewardship of all resources. This includes:

- Proper stewardship of financial support given to teams by the SFM
- Paid staff's proper stewardship while traveling, including seeking out favorable hotel rates, discounts, economy seating, etc.
- Strong preference for fair trade and ethically-sourced goods in all aspects of work
- Environmental responsibility, including avoiding printing e-mails and other documents unnecessarily
- Buying locally wherever possible

3.2 Violence & Sexual Harassment Prevention

Statement of Belief

Set Free believes every team member is entitled to working in an environment which is free of harassment and violence. Any act of violence or harassment committed by or against a team member or member of the public is unacceptable and will not be tolerated.

The SFM is committed to:

- (1) ensuring, so far as is reasonably practicable, that no team member is subjected to harassment or violence in the workplace;
- (2) taking corrective action respecting any person under the Executive Director's direction who subjects a team member to harassment or violence;
- (3) treating all complaints as confidential; and
- (4) ensuring that the violence and harassment prevention policy is not intended to discourage or prevent any complainant from exercising any other legal right he or she may have pursuant to any other law.

Purpose

This policy applies to all Team Members and exists to ensure that:

- (1) Team Members are aware of and understand that acts of violence or harassment are serious offenses and corrective action will be imposed;
- (2) Team Members subjected to acts of violence or harassment are encouraged to access any assistance they may require to pursue the complaint; and
- (3) Team Members are advised of available recourse if they are subjected to, or become aware of, situations involving violence or harassment.

Definitions

(1) Harassment includes sexual harassment and is any objectionable conduct, comment or display by a person directed towards another person in a working environment, based on race, sex, ability, nationality, and more.

(2) Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. An employment or membership decision affecting that individual is made because the individual submitted to or rejected the unwelcome conduct; or
- B. The unwelcome conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment.

NOTE: A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, team leader, or a non-employee who has a business relationship with the SFM.

(3) Violence includes:

- A. the attempted or actual exercise of physical force against a person; and
- B. any threatening statement or behavior that gives a person reasonable cause to believe that physical force will be used against the person.

The Executive Director will not disclose the name of a complainant or an alleged harasser or offender or the circumstances related to the complaint to any person except where disclosure is

- (1) necessary to investigate the complaint or take corrective action with respect of the complaint, or
- (2) required by law.

No correspondence pertaining to the complaint, other than that which is the complainant's personal property, shall be placed on the complainant's personal file.

All Team Members have the responsibility of complying with this policy. In doing so, all Team Members have the responsibility to:

- treat each other with respect, and to speak up if they or someone else is being harassed or subjected to violence as soon as possible;
- for more subtle forms of harassment, the complainant should make his or her feelings known verbally to the alleged harasser, directly or with the assistance of a third party;
- keep notes of any incidents, including date, time, and descriptions;
- report harassment and violence to the appropriate person; and

- respect the confidentiality of anyone involved in a complaint under this policy.

All complainants should give a verbal or written report to the Executive Director and have the right to be accompanied by a person of their choice during any interview meeting. In addition to any complaint filed under this policy, a Team Member has the right to exercise any legal right he / she has under any other law.

The Executive Director will then decide what action to take, which may include an oral or written apology, suspension, dismissal, and/or notification of law enforcement. The Executive Director will provide the parties involved with a written copy of the decision.

Complainants who report unsubstantiated complaints made in bad faith or with malice will be subject to the same penalties as a harasser or offender. Anyone who retaliates in any way against a complainant will be subject to the same penalties as a harasser or offender.

3.3 Child Protection Policy

In recognition of our responsibility for the children we may work with, SFM holds the standard that children deserve to grow up in a loving, nurturing environment free from abuse. Team Members are expected to relate to all children in a manner that reflects God, and to be willing to submit to accountability measures and background checks.

It is the responsibility of all Team Members to report suspected abuse to (1) Set Free's Executive Director (Kevin Austin) and (2) relevant local authority (ie: local police, your pastor).

Child abuse is the mistreatment of a child under the age of 18 by a parent, caretaker or anyone in the context of a relationship of responsibility, trust or power. Abuse of a child is any deliberate action, or intentional lack of action, that causes injury and/or impairs a child's physical, mental or emotional health and development.

Sexual abuse is the involvement of a minor child or teen in sexual activity that meets one or more of the following criteria:

- (1) the minor does not fully comprehend the behavior,
- (2) coercion or manipulation is involved,

- (3) the minor is not developmentally prepared for the behavior (physically or emotionally),
- (4) the minor cannot give legitimate consent, and/or
- (5) the behavior violates the laws or social taboos of society.

This may include any activity with sexual intent, such as verbal expression, visual exposure, and inappropriate physical contact.

Physical abuse is any act that results in a non-accidental physical injury.

Other forms of behavior, including emotional abuse and neglect, are abusive if determined to be reasonably likely to cause psychological trauma or involve a significant and unreasonable failure to provide children with basic needs.

The intent of special guidelines for ministry with children and youth is to make it difficult for abuse of any kind to take place in situations where Team Members are responsible for minors. The following directives are key in reducing the risk:

- Adults assume the full burden of setting and maintaining clear, appropriate boundaries in interactions with children. Gently maintain boundaries with overly affectionate children.
- Teens or young adults involved in ministry must be aware of relational boundaries and understand what actions may send the wrong sexual message.
- Any behavior with minors that could be interpreted as sexual in nature, including verbal expression, visual exposure, and inappropriate physical contact, is inappropriate and unacceptable.
- Avoid being alone in private with a child not your own; stay within sight of other adults.
- When you are responsible for a child, remain aware of where they are and who they are with.
- Seek accountability and respond to observations from others.
- Avoid showing favoritism; treat children equally.
- Any necessary discipline is to be done in love with the goal of teaching and correction; do not use shame or harsh punishment.
- Choose your words and tone of voice carefully, avoiding what could negatively affect a child's emotional health.
- Use technology appropriately. Educate children and ensure safeguards are in place.
- Do not ignore suspicious behavior, either adult-to-child or child-to-child, including bullying.
- Be aware of the context of touch. For example, a hug in the context of a group is very different from a hug behind closed doors.
- Touch non-vulnerable body parts, i.e.: shoulders, backs, arms, and hands.
- Let each child take the lead in determining how much affection they wish to receive; seek permission

- before touching, and respect a child's refusal or resistance to your touch.
- Avoid forcing a child to engage in unwanted touch and affection for the sake of politeness; do not send the message that they must allow their physical boundaries to be violated in order to serve another person's needs.
- When caring for the health and cleanliness needs of children not your own, remain visible or ask another adult not related to you to be present.
- Do not over-help. Encourage and enable children to handle their own toilet, bathing and sanitary needs as appropriate for their age and development.

Anyone who is approached by a child disclosing potential abuse should listen carefully to what the child says, affirm the child, take only the information the child volunteers and ask, "Is there anything else you want to discuss?" They should strictly avoid leading questions or any attempts to interview.

3.4 Background Checks

A background check is required for all members in a position of leadership (including co-leaders). Free Methodist World Missions conducts background checks for our leaders. If you have had a recent background check, please forward the validation to Kevin. For any other questions, please contact Kevin.

4. TEAM ACTIVITY & COMMUNICATIONS

Through clear and regular communication, we can be accountable to each other. Communication includes regular emailing and phone calls as well as submitting monthly reports.

Quarterly and as needed, we arrange for conference calls for all team leaders. These calls are a central part to our work in building community and are a great opportunity for capacity building and to stay informed of news and updates, best practices, new research, and other resource sharing. We understand it is not possible to attend every conference call, but we do ask you to join when your schedule allows.

We seek regular contact with you and reporting from your team so we can learn how to better support you; gather data about our impact; and be able to respond swiftly to any issues.

4.1 Monthly Reports

Teams are required to report on all their activities through a monthly report. Monthly reports should be submitted through the online google form, please let us know if you need assistance submitting the form online. Reports are due within 1 week of the reporting month, but please submit them if you prepared yours earlier. The key criteria of these reports are:

1. **DESCRIBE the kinds of activities engaged in:** categorize your activities as fundraisers, trainings, events, research, meetings, team capacity building, networking and partnership building, etc.
2. **QUANTIFY the scope of activities:** focus on the measurable: how many volunteers helped (both core volunteers and one-time volunteers), how many community members attended, etc.
3. **QUALIFY the impact & issues of the activities:** use the “comments” section to describe the community response to events, share stories, list best practices and lessons learned, etc.

The more detailed and measurable the data, the better. Track everything, even if it seems like a small event. If you’re co-hosting an event with another agencies, count all attendees and volunteers participating. Keep track not only of your core, regular volunteers, but ALL people who help out, even one-time volunteers.

With all reports, teams should include several good-quality **photos** to showcase their work for the website, social media, e-blasts, annual reports, etc. Reports are a time to reflect on challenges and successes as well as a way to communicate support needs such as graphic design assistance and requests for prayer.

4.2 Communications

We are careful about how we communicate. We focus on discussing solutions, not just the problem. We seek to promote hope over despair. We are cautious about the language we use, avoiding paternalism and a savior’s mentality. We don’t sensationalize. We do not try to guilt, shame, or shock people. We avoid stereotyping.

We are especially mindful about how we communicate when it comes to the real-life, delicate stories and experiences of survivors. We follow the [“Guidance Note on Use of Victim’s Images”](#) by the Freedom Alliance available on Freedom United’s website.

Please adhere to the social media policy in section 2.1. Please do not make any specific references on social media to the location of Eden’s Glory or other safe houses for the protection of clients/staff.

4.3 Using our Branding

The Set Free Movement's look has evolved over the years. Please ONLY use our current logo (the red and yellow arrow) instead of any previous logos:



Please abide by the SFM color scheme when creating communication materials:

RED: Hex Color #E93424 **YELLOW-GOLD:** Hex Color #E69B10

As a Set Free Leader, we ask that you work with the core staff team on marketing and event materials to ensure consistent branding. All materials should be approved before printing or distributing, with some exceptions such as social media posts.

The Set Free Movement upholds a culture of minimalism for communications materials. We seek to create excellent and long lasting materials that represent our movement as a whole. We use language, images, and graphics that represent that people are made in the image of God and that exemplify dignity in all people. For this reason, we do not, for example, use over sensationalized language or images of people in chains or children in cages.

If you have created a project with a separate structure or launched your own 501(c)(3) organization (ie: Eden's Glory), please co-brand your logo with the SFM logo wherever possible.

4.4 Team Activities and Events

We encourage your team to plan and participate in activities and events as you see fit. A defining factor of SFM leaders is their creativity for engaging in meaningful ways in their community. Teams have planned dinners, foster family night outs, 5K runs, fundraisers, Freedom Forums, team building retreats, craft fairs, trainings, and so many more activities and events.

While we do not want to micromanage your events and activities it is often helpful to include us in planning. The core staff team can offer guidance on best practices and let you know of any specific guidelines, depending on the activity/event.

Please let the SFM core staff members know about events and activities during check ins. We ask for larger events/activities, especially those that will have marketing materials, such as a Freedom Forum or a fundraiser, that you begin planning six months out. Smaller events/activities, such as an online training or team building retreat, will

require less planning time. When an opportunity comes up in shorter notice, please let us know if you'll need our assistance as soon as possible so we can best serve you.

To be true to our mission, we ask that teams choose ethical, sustainable products and services when possible. When planning events and activities or making a purchase for your team, such as t-shirts, we ask that you give priority to products that are ethical, fair trade, and sustainably sourced. More information about labor trafficking, the importance of ethical supply chains, and resources can be found on our website.

5. FINANCIAL GUIDELINES

5.1 Financial Overview

We are here to help provide financial advising as needed and strongly encourage you to connect with the core staff team to do so. We can provide financial assistance to help support your work (see our Team Grants Form - Appendix 2).

We always recommend partnering with a local church or another non-profit organization based in your area to handle expenses (i.e.: receive donations, issue receipt, cut checks for ministry expenses). Please continue to keep the core staff team informed of your fundraising efforts so we can track how much our teams are collectively raising.

Opening a bank account for your team is not advisable. If there is a lot of money flowing in and out, please contact Kevin for the protocols. There are official expense sheets to track funds.

5.2 Giving Options

We are a 501(c)(3) non-profit under the FMC-USA guidelines and are required to follow their mandatory guidelines. In order to receive tax-exempt status, people need to give financially via:

- (1) **Through our website:** pushpay.com/pay/setfreemovement OR through the Free Methodist Church: <https://give.fmcusa.org/donation/df-netsetfree-movement>
- (2) **Send a check** to Free Methodist Church USA, Attn: Deb Hancock, 770 N High School Rd, Indianapolis, IN 46214 with "Set Free" in the memo line.

For teams based out of the churches, routing funds through the local church is also an option. If this is the case, the SFM staff need to know about it. Please contact Kevin to discuss or make arrangements.

5.3 Fundraising Policies

One of the many benefits of being a part of a movement is that together we can fight human trafficking and create new futures in ways that just can't be done as well individually. We are at our strongest when we are connected together.

One of the critical ways that you can add strength to the movement is by creatively seeking to resource Set Free's work all over the world. Supporting the SFM financially is not a requirement for our teams, but we have found that teams all over the country have seen this area become a catalyst for engaging people in their community in the fight against human trafficking.

As you raise funds through your local team, here are some things to keep in mind:

- (1) **We want to help you however we can.** You can reach out to Kevin so that he can help you put together a solid plan of action. We can connect you with other Set Free leaders who have done similar fundraising activities to you. There's no need to blaze a trail that has already been blazed.
- (2) **Decide where the funds will go.** Fundraising for Set Free means we can help support you better, in addition to covering other financial needs in the U.S. and all around the world. You may also consider giving a portion to Set Free and a portion to local or regional work.

Thank you for joining the fight by helping resource the work financially!

Appendix 1: Communications Request Form

Our part-time graphic designer, Nicole Kennelly, works closely with the core staff team on our communication and marketing strategies. Together, we want to help you reach your goals and support your work, including your marketing needs.

Please fill out this form with communication and marketing requests.

Depending on the type of request, we will set up a call to discuss your team's communication strategy, materials needs, a timeline for completion and next steps.

We require 4 weeks advance notice for projects but may need more time depending on the scale of the project and our current workload. If you aren't able to give 4 weeks notice, please let the core staff team know as soon as possible.

Link: https://docs.google.com/forms/d/e/1FAIpQLSeDE7Z_DH3VhffBDfjiQl2unuLFk09ugucyDzdxPCYgVILQ7Q/viewform

Appendix 2: Team Grant Request Form

The Set Free Movement gives financial support up to \$1,000 to team activities or projects that support our process and mission of creating new futures, ending slavery, and building healthy communities that are resilient to exploitation. Keep in mind that the process is as important as the outcome.

Please fill out this form with your request. We accept requests from teams who meet the following criteria:

- ◆ Must be submitting regular monthly reports on time
- ◆ Must be abiding with Set Free policies (see the Team Guide for Communications and Operations)

Link: <https://forms.gle/esGJGArUdLBkbeRn8>

Appendix 3: Monthly Team Report Form

Please use [this form](#) each month to let us know what your team is up to! Be sure to include stories and lessons learned so we can share them with other teams.

With all reports, teams should include several good-quality **photos** to showcase their work for the website, social media, e-blasts, annual reports, etc. Reports are a time to reflect on challenges and successes as well as a way to communicate support needs such as graphic design assistance and requests for prayer.

Please let us know if you need any assistance.

Link: <https://forms.gle/rQUtGM1ur79RzSZh6>