

Table of Contents

SECTION 1 WELCOME TO (INSERT NAME)CHURCH	5
A MESSAGE FROM OUR LEAD PASTOR	5
LEADERSHIP STRUCTURE	6
VISION	6
STAFF VALUES	6
DOCTRINAL STATEMENT	8
(INSERT NAME)CHURCH CORE VALUES	9
SECTION 2 EMPLOYMENT POLICES	10
OVERVIEW	10
CHANGES IN POLICY	10
EQUAL EMPLOYMENT OPPORTUNITY	10
PROHIBITION AGAINST RETALIATION IN THE WORKPLACE	11
WORKPLACE BULLYING POLICY	11
WHISTLE BLOWER	12
EMPLOYMENT AT WILL	13
INJURY REPORTING PROCEDURE	13
PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT IN THE WORKPLACE	13
NOTICE OF TEAM MEMBER RIGHT TO BE FREE FROM JOB DISCRIMINATION AND SEXUAL HARASSMENT IN THE WORKPLACE	16
REPORT DISCRIMINATION	16
PERSONAL DEVELOPMENT	17
NON-DISCLOSURE	17
CONFLICT OF INTEREST POLICY	17
INTELLECTUAL PROPERTY	18
TERMINATION POLICY	18
SECTION 3EMPLOYMENT STATUS AND RECORDS	19
JOB DESCRIPTIONS	19
EMPLOYMENT SCREENING	19
NEW TEAM MEMBERS	19
STAFF STRUCTURE AND CLASSIFICATIONS	20
PERSONNEL RECORDS AND PRIVACY	20
SECTION 4EMPLOYMENT BENEFIT PROGRAMS	21
CONDITIONAL UNDERSTANDING	21
ELIGIBILITY	21
INSURANCE	21
HOLIDAYS	22
FLEX AND COMPENSATION DAYS	23
PAID TIME OFF (PTO)	23
LEAVES OF ABSENCE	24

BEREAVEMENT LEAVE	24
DISABILITY LEAVE	25
DISABILITY AND/OR PREGNANCY ACCOMMODATION	25
NURSING MOTHERS	26
MILITARY LEAVE	26
LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE AND/OR SEXUAL ASSAULT	26
UNPAID PERSONAL LEAVE.....	31
FAMILY CAREGIVER LEAVE	31
PAID TIME OFF REQUEST	32
VACATION PAYOUT POLICY	32
SECTION 5 TIMEKEEPING/PAYROLL/EXPENSES	34
RECORD OF TIME WORKED	34
MEAL PERIODS	34
WORK SCHEDULES.....	35
ATTENDANCE AND PUNCTUALITY STANDARDS	36
COMPENSATION AND PAYROLL PRACTICES	37
PAY DAY.....	37
OVERTIME PAY	37
DIRECT DEPOSIT OF PAYCHECKS.....	37
PAYROLL DEDUCTIONS	37
(INSERT NAME)CHURCH CONFIDENTIALITY OF SALARY AND WAGES	38
BUSINESS TRAVEL & EXPENSE	38
TRANSPORTATION	38
CAR RENTAL	38
BUSINESS USE OF PERSONAL VEHICLE	38
AIRPORT OR TRAIN STATION PARKING	39
LODGING/HOTEL	39
MEALS	39
CREDIT CARDS.....	39
APPROVAL LIMITS.....	39
SUBSTANTIATION (CREDIT CARD LOG)	41
PERSONAL USE EXCEPTIONS	41
UNAUTHORIZED CHARGES	41
TEAM LEADER REVIEW	41
PERSONAL CREDIT CARDS USED FOR CHURCH PURPOSES	42
FAILURE TO PROVIDE PROPER DOCUMENTATION FOR PURCHASES	42
PRE-APPROVALS	42
CHECK REQUESTS.....	42
REIMBURSEMENT REQUEST	43
SECTION 6 HOURS AND WORK CONDITIONS	44
WORKING HOURS.....	44
INCLEMENT WEATHER CONDITIONS	44
COMPUTER AND DATA	44
USE OF CHURCH PROPERTY	45
PERSONAL WEBSITE, BLOG AND SOCIAL MEDIA	45
INCLUDE A DISCLAIMER	46
RESPECT CONFIDENTIALITY	46
RESPECT OTHERS.....	46
RESPECT COPYRIGHTS	46
RESPECT TIME.....	46
RESPECT OUR BELIEFS.....	46

USE COMMON SENSE.....	47
GENERAL POLICY	47
PUBLIC AND MEDIA COMMENT	47
(INSERT NAME)CHURCH TAX EXEMPTION POLICY	47
SECTION 7 TEAM MEMBER CONDUCT AND DISCIPLINE.....	49
SPIRITUAL LEADERSHIP.....	49
THE LIFESTYLE OF A WELL ORDERED HEART.....	49
DRUG FREE WORKPLACE.....	49
ALCOHOL.....	51
SMOKE-FREE WORKPLACE	51
WORKPLACE SAFETY AND SECURITY	52
(INSERT NAME)CHURCH COMPUTER NETWORK, EMAIL AND COMMUNICATIONS SYSTEMS.....	53
ISSUANCE OF CHURCH PROPERTY AND EQUIPMENT.....	54
SURVEILLANCE POLICY	54
ACCESS TO CHURCH PROPERTY	55
PERSONAL SIN ISSUE	55
CONDUCT AND ATTITUDE TOWARD OTHERS	56
STAFF TO STAFF RELATIONS	56
CHRISTIAN CONFLICT RESOLUTION.....	57
MORAL FENCES FOR STAFF	57
PERSONAL AND ETHICAL RESPONSIBILITY	58
CORRECTIVE ACTION	58
PERSONAL APPEARANCE AND ITEMS.....	59
CHURCH ATTENDANCE	59
CORE VALUES OF (INSERT NAME)CHURCH	60
ADDENDA.....	61

The Staff Guidelines are not a contract. Employment with (Insert Name) Church is “at-will.” The Staff Guidelines do not create either an express or an implied contract, and should not be considered all-inclusive, but rather a set of guidelines. (Insert Name) Church may, without prior notice, change, supplement or rescind any part of the Staff Guidelines as it deems appropriate. Regardless of the date of hire, Team Members are subject to any amendments, deletions and changes herein.

Updated: March 2019

We are excited to have you join the (Insert Name) Church team. It is a privilege to use your gifts and abilities to serve our loving God, and we know God will be honored through your service.

As a staff, we are committed to working together to share the saving message of Jesus Christ and to Teach Vital Truth, through Explosive Love, for the Glory of God. It is challenging and requires extraordinary effort, but it is rewarding as well. The eternal impact of your service in ministry will outweigh anything the world has to offer.

As a Team Member of (Insert Name) Church, you are provided the Staff Guidelines to help you understand the benefits and guidelines we have developed for the staff. It contains information related to staff policies, procedure, and benefit programs. It is not a contract.

Employment with (Insert Name) Church is "at- will." Although the policies and benefits may change from time to time, herein are some guidelines to assist you while you are employed at (Insert Name) Church. In several places throughout the Staff Guidelines, you will find references to the complete documents that have been summarized herein. Revising of the Staff Guidelines is an ongoing function. Any time changes are made, the updated version will be posted on the Staff Room.

If you have any questions related to information contained in, please, contact the Human Resources Team at HR@church or for immediate feedback contact the Executive Pastor.

Moving Forward,

Mark Maestas
Executive Pastor

SECTION 1 WELCOME TO (INSERT NAME) CHURCH

A MESSAGE FROM OUR LEAD PASTOR

Welcome to the Staff Family of (Insert Name) Church. I am grateful that God has sent you our way and want to express how happy we are that you have joined our team! As you begin your employment with us, I encourage you to recognize the balance we are trying to achieve by doing things in a businesslike manner (since we are an organization), while always working with spiritual and biblical principles (since we are an organism) - "the Church of Jesus Christ."

The policies described in this handbook are designed to provide information regarding your benefits and expectations we as a church have regarding your responsibilities. I want to do all that we can to make you a success as a staff, but also as a person.

Whether we realize it or not, the things we value are the things that drive us. But here at (Insert Name) Church there are two that need to stand out above the rest:

SERVANTHOOD: We are here to serve, not only because God commanded it, but also because people need it. There are many people associated with (Insert Name) Church. They continually need to see a servant's attitude from us. When all is said and done that is why we are here - to serve God and His people.

EXCELLENCE: We may not always do things perfectly, but as we strive for perfection we do things with excellence. We want to constantly aim to do things to the very best of our ability, and then allow others to help us in going even beyond that. Mediocrity breeds mediocrity and excellence breeds excellence.

Together, we can be SERVANTS OF EXCELLENCE for Jesus Christ and for His people.

I'm glad you have joined the team!

Insert name
Lead Pastor

LEADERSHIP STRUCTURE

We believe the role of our staff is to equip believers to do the work of the ministry (Ephesians 4:11-12). Rather than the doers of the work, our staff's biblical calling is to equip our church to serve.

EXECUTIVE TEAM

(Insert Name) Church is a staff-led ministry. The Executive Team consists of certain pastors designated as such by the Lead and Executive Pastor. The strategic direction is set by our staff, and we have unique opportunities to pursue God and make changes as He leads us.

ELDERS/DEACONS (INSERT NAME) LEADERSHIP TEAM)

The leadership of (Insert Name) Church consists of men and or women who serve in two roles: 1) to ensure doctrinal integrity within the ministry 2) to bring spiritual accountability to the Lead Pastor. This team also cares for spiritual matters within the body of (Insert Name) Church.

VISION

Our Purpose Statement: Why we exist: To Teach Vital Truth, through Explosive Love, for the Glory of God

Our Vision Statement: What we intend to do: To make more and better disciples.

STAFF VALUES

At (Insert Name) Church we love and appreciate our staff. We know that ministry is not easy and at times difficult and exhausting. We believe our staff is called to something greater than themselves and that is impacting the kingdom for eternity. We want our staff to finish the race strong so that is why we work hard to protect our staff, and create healthy balance between work, ministry, and our families. As a staff, here is what we value:

1. Mission First; People Always. We have one simple mission at (Church Name): MORE and BETTER disciples of Jesus. Our mission never changes and requires us to focus on those God has entrusted to us. Every aspect of what we do as a staff is constantly weighed against this value.
2. Squash the BEEF! Conflict is a part of being in close relationship with other people. Our staff does not let it fester. We squash the beef, immediately! The enemy would love for us to let it fester, so we push back against holding grudges and talking

negatively about others. We show who we are by loving others through the hard times, because conflict is the bridge to intimacy.

3. We are (Church Name)! I know this sounds like a cheesy movie title, but it encapsulates who we are as a staff. We are cheesy in love with our (Insert Name) family. Our love for each other stems from an overflow of our relationship with God. Thus, every fist bump, high five, or hug is a genuine expression of being part of the staff family.
4. We get stuff done! Solomon said, "Whoever watches the wind will not plant; whoever looks at the clouds will not reap" (Ecc. 11:4). Most people don't get things done for two reasons: Fear or Apathy. Fear was never part of God's plan for his people, so we don't allow it to rule our family. Apathy comes from not engaging with an awesome God on a regular basis. The moment we stop caring should be a warning that our relationship with Jesus is off the rails. In the end, action is an outpouring of our love and faith in God.
5. We do things with excellence. Excellence honors God and inspires people. When we set the table for God he always shows up, so we give our best. From setting up rooms for kids, training a new volunteer, or cleaning up a mess in the lobby: we do it with excellence. We are linked together as a team and when we all do things at a high standard it shows; it also is evident when one part of our team doesn't. What we do is too important to phone it in.
6. We are crazy generous. Every person in our family lives by the open hand principle. If we treat our resources, time, and money selfishly, then God cannot bless us with more. However, if we make room by openly sharing all that we have God will bless us with more.
7. We have GRIT! Grit is the fortitude to continue on when things get tough. This means that we go the extra mile to take care of ourselves and each other physically, spiritually, and emotionally.
8. We see a need; meet a need. Every ministry is important in the Kingdom, so when our team needs us to rally for them: We always show up. When there is a puddle on the floor: We clean it! Trash on the lawn...we pick it up. (Insert Name) is God's and we are stewards of what HE has given us.
9. Do the Due. Everyone likes the lights, smoke machines, and skinny jeans that rule the modern mega church Sunday service; however, none of that can happen without the hard work. Doing the due requires us to be a staff that makes the follow up call, writes the thank you card, or combs through spreadsheets to find the best solution for a problem. No one likes to pay the dues for a successful ministry, but those who do find success.
10. Integrity. Period. End of story. We trust our staff. Therefore, integrity is paramount to our culture. There are very few things that you cannot recover from in ministry. Everyone's saving grace is truth about who we are and what we are doing. Integrity isn't forged in the moment, but through many decisions along the way. Our goal as a

staff is to make the right decisions when it counts, because we have built the character when the stakes were low.

DOCTRINAL STATEMENT

As a condition of their employment, all church staff must acknowledge in writing their acceptance of, and agreement with, the Church's Doctrinal Statement, as set forth in (Insert Name) Church's bylaws and as follows:

God. God is the Creator and Ruler of the universe. He eternally exists in three personalities: the Father, the Son and the Holy Spirit. These three are co-equal and are one God. Genesis 1:1,26-27; 3:22; Psalm 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14.

The Holy Spirit. The Holy Spirit is co-equal with the Father and the Son as God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth and guidance in doing what is right. The Christian seeks to live under His control daily. II Corinthians 3:17; John 16:7-13; 14:16-17; Acts 1:8; I Corinthians 2:12; 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18.

Jesus Christ. Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all men by dying on the cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again to earth to reign as King of Kings and Lord of Lords. Matthew 1:22-23; Isaiah 9:6; John 1:1-5; 14:10-31; Hebrews 4:14-15; I Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; I Timothy 6:14-15; Titus 2:13.

Man. Man is made in the spiritual image of God, to be like Him in character. He is the supreme object of God's creation. Although man has tremendous potential for good, he is marred by an attitude of disobedience toward God called "sin." This attitude separates man from God. Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1-2.

Eternity. Man was created to exist forever. He will either exist eternally separated from God by sin, or in union with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are places of eternal existence. John 3:16; Romans 6:23; Revelation 20:15; I John 2:25; 5:11-13.

Salvation. Salvation is a gift from God to man. Man can never make up for his sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness

can man be saved from sin's penalty. Eternal life begins the moment one receives Jesus Christ into his life by faith. Romans 6:23; Ephesians 2:8-9; John 1:12; 14:6; Titus 3:5; Galatians 3:26; Romans 5:1.

Baptism. Christian baptism is the immersion of a believer in water. It is an act of obedience, symbolizing the believer's faith that the crucifixion, burial, and resurrection of Jesus Christ is the sole and sufficient basis for the forgiveness of sin and the attainment of eternal salvation. (Insert Name) believes that when a Christian is baptized, they are submerged under water to identify with the death and burial of Jesus and raised out of the water to identify with His resurrection. Matthew 3:13-17; Mark 1:9-11; Luke 3:21, 22; John 1:29-33; Matthew 28:19; Mark 1:4, 5; Mark 16:16; Acts 2:38; Acts 8:35-38; Romans 6:3-6; 1 Peter 3:21.

Eternal Security. Because God gives man eternal life through Jesus Christ, the believer is secure in that salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives this security. John 10:29; II Timothy 1:12; Hebrews 7:25; 10:10, 14; I Peter 1:3-5.

The Bible. The Bible is God's Word to all men. Human authors under the supernatural guidance of the Holy Spirit wrote it. It is the supreme source of truth for Christian beliefs and living. Because God inspires it, it is truth without any mixture of error. II Timothy 1:13; 3:16; II Peter 1:20-21; Psalm 12:6; 119:105, 160; Proverbs 30:5.

Sexuality. We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7. We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin. Gen. 1:27; Deut. 22:5.

(INSERT NAME) CHURCH CORE VALUES

1. Worship faithfully
2. Connect Intentionally
3. Serve Sacrificially
4. Give generously

SECTION 2 EMPLOYMENT POLICES

OVERVIEW

This Team Member Handbook serves as a guide for (Insert Name) Community Church—hereinafter referred to as (Insert Name) Church--Team Members in their ministry work and relationships. (Insert Name) Church seeks to provide an optimal work environment for all Team Members to exercise their God-given gifts, skills, and talents, as well as to grow in their commitment to Jesus Christ. The policies contained in this handbook have been duly approved and carry the full authority of (Insert Name) Church. Any questions regarding the implementation of these policies shall be referred to the Human Resources Team. This handbook supersedes any previous handbook or unwritten policies.

CHANGES IN POLICY

Since our church is constantly changing, (Insert Name) Church reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment as described below. No oral statements or representations can in any way alter the provisions of this handbook. Nothing in this staff handbook or in any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any Team Member. Any changes to your at-will employment status, described below, must be in writing and must be signed by (Insert Name) Church. If you are uncertain about any policy or procedure, please check with the Executive Pastor.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at (Insert Name) Church will be based on merit, qualifications, and abilities. It is our policy to select the best-qualified person for each position in the organization. The church does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, or any other characteristic protected by law as it applies to churches.

Team Members with questions or concerns about any type of unlawful discrimination in the workplace are encouraged to bring these issues to the attention of their immediate Team Leader or the Executive Pastor. Team Members can raise concerns and make reports without fear of retribution. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

PROHIBITION AGAINST RETALIATION IN THE WORKPLACE

(Insert Name) Church prohibits retaliation against any person who opposes, reports or assists another person in reporting suspected discrimination, sexual harassment, and/or other harassment in the workplace. Team Members who come forward in good faith to report any incident of suspected discrimination, sexual harassment, and/or harassment in the workplace will be protected from retaliation for having done so. Similarly, Team Members who participate in good faith in an investigation of reported misconduct will be protected from retaliation for having done so. The previously listed activities shall be referred to herein as “protected conduct.”

(Insert Name) Church’s anti-retaliation policy applies to all persons involved in the operation of (Insert Name) Church, including all (Insert Name) Church Team Members, Team Leader and those in management, as well as all persons doing business with or for (Insert Name) Church including vendors, customers, independent contractors, and others who enter the workplace (i.e. “third parties”). (Insert Name) Church’s anti-retaliation policy prohibits retaliatory conduct against Team Members who have engaged in protected conduct by any Team Member of (Insert Name) Church (including Team Leaders, managers, and co-workers of the above-listed persons) or by any third party.

(Insert Name) Church needs, expects and encourages you to come forward, without delay, should you suspect that any form of retaliation has occurred. (Insert Name) Church takes all complaints regarding retaliation in the workplace seriously. If you feel you have been subject to retaliation, please notify (Insert Name) Church immediately using (Insert Name) Church’s Complaint Reporting Procedure (below). Retaliation will not be tolerated.

Any Team Member, regardless of position or title, whom (Insert Name) Church determines has engaged in retaliation in violation of this policy, will be subject to discipline, up to and including unpaid suspension and/or termination of employment.

WORKPLACE BULLYING POLICY

(Insert Name) Church is committed to providing a safe and harassment-free workplace for all Team Members. As part of that commitment, (Insert Name) Church has developed the following policy to address intentional intimidation, threats or other types of abusive behavior (“bullying”). This workplace bullying policy is intended to supplement, not to supersede, other harassment or workplace violence policies already in place at (Insert Name) Church.

(Insert Name) Church will not tolerate any intentional bullying as defined in this policy. This policy applies to all Team Members, including Team Leaders, managers and executives.

Team Members found in violation of this policy will be subject to discipline, up to and including unpaid suspension and/or termination of employment.

Bullying includes, but is not limited to, any of the following:

- Repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others with the intention to humiliate or demean, at the place of work and/or in the course of employment;
- Persistent singling out of one person or group of persons in a negative manner;
- Public reprimands intended to embarrass or humiliate the individual;
- Taking credit for another's ideas or work product;
- Using technology (email, instant messaging, etc.) to intimidate or threaten a person or group of persons;
- Unwanted physical contact, abuse or threats of abuse; or
- Deliberately excluding an individual or isolating them from work-related meetings and/or activities.

A Team Member who feels like they are being bullied at work, or witnesses bullying at work, should immediately report the circumstances to a Team Leader, Operations Director, Executive Pastor, or to (Insert Name) Church's Human Resources Team.

WHISTLE BLOWER

To encourage all staff to disclose any wrongdoing that may adversely impact (Insert Name) Church, the church's attenders, Team Members, or the public at large. A whistleblower is a Team Member of (Insert Name) Church who reports an activity that he/she considers illegal or dishonest to one or more of the parties specified in this Policy.

A. If a Team Member has knowledge of or a concern of illegal or dishonest fraudulent activity, the Team Member is to contact his/her immediate Team Leader or the Human Resources Team. The Team Member must exercise sound judgment to avoid baseless allegations. A Team Member who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. Examples of illegal or dishonest

activities are violations of federal, state or local laws; paying vendors for services not performed or for goods not delivered; and other fraudulent financial reporting.

B. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

C. The Finance Team shall receive, retain, investigate and act on complaints and concerns of Team Members regarding questionable accounting, internal financial controls and auditing matters, including those regarding the circumvention or attempted circumvention of internal financial controls or that would otherwise constitute a violation of the church's finance policies.

D. Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. The confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

E. (Insert Name) Church will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm.

EMPLOYMENT AT WILL

Employment is with the mutual consent of the Team Member and the church. Consequently, both the Team Member and those authorized to do so have the right to terminate the employment relationship at any time, with or without cause or advance notice.

INJURY REPORTING PROCEDURE

Team Members are required to immediately report any work-related injury or illness, no matter how small, to their direct Team Lead or another Church Team Leader, if their direct Team Lead is unavailable. The Operations Director will provide the Team Member with any required paperwork. The Team Member is expected to cooperate in the reporting process.

PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT IN THE WORKPLACE

(Insert Name) Church is committed to providing a work environment free of unlawful discrimination and harassment, including sexual harassment.

(Insert Name) Church policy prohibits unlawful discrimination, sexual harassment, and/or harassment based on race, religious creed (including religious dress and grooming practices), color, national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical disability, mental disability, medical condition, genetic information, registered domestic partner status, marital status, sex (including pregnancy), gender, gender identity, gender expression, age for individuals over forty years of age, sexual orientation, military and veteran status of any person, or any other consideration made unlawful by federal, state or local laws ("protected classification"). It also prohibits unlawful discrimination and/or harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination, sexual harassment, and/or harassment is unlawful and prohibited by (Insert Name) Church.

(Insert Name) Church's anti-discrimination/anti-harassment policy applies to all persons involved in the operation of (Insert Name) Church, including all (Insert Name) Church Team Member, Team Leaders and those in management, as well as all persons doing business with or for (Insert Name) Church including vendors, customers, independent contractors, and others who enter the workplace. (Insert Name) Church's anti-discrimination/anti-harassment policy prohibits unlawful harassment by any Team Member of (Insert Name) Church, including Team Leaders and co-workers of the above-listed persons.

Discrimination and harassment based on a job applicant or Team Member's race, color, national origin, age, or any other protected classification is against state and federal law.

Sexual harassment is a form of gender discrimination. Both state and federal law prohibit discrimination and harassment based on a job applicant or Team Member's gender.

There are two recognized types of sexual harassment under state and federal law: Quid pro quo and hostile work environment. The definitions of both forms of sexual harassment are as follows:

1. "Quid Pro Quo" Sexual Harassment. The essential elements of this type of harassment are unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:
 - a. Submission to the conduct is made either explicitly or implicitly a term or condition of a Team Member's employment, or
 - b. Submission to or rejection of the conduct by an Team Member is used as the basis for employment decisions affecting that Team Member.

2. "Hostile Work Environment" Sexual Harassment. The essential elements of this type of harassment are:
 - a. The Team Member affected was subjected to harassing conduct directed toward him or her, or the Team Member personally witnessed the harassing conduct and it took place in their immediate work environment;
 - b. The Team Member's gender was a motivating factor for the harassment;
 - c. The conduct is unwelcome and sufficiently severe or pervasive that it has the purpose or effect of altering the conditions of employment and creating an intimidating, hostile, abusive, or offensive working environment;
 - d. The environment created by the conduct would have been perceived as intimidating, hostile, abusive, or offensive by a reasonable person in the same position as the affected Team Member; and
 - e. The environment created was perceived by the affected Team Member as intimidating, hostile, abusive, or offensive.

Prohibited unlawful harassment based upon sex (gender or pregnancy), or other protected characteristics (age, race, national origin, etc.) includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
- Retaliation for having reported or threatened to report harassment

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward a Team Member because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by any sexual desire.

(Insert Name) Church needs, expects and encourages you to come forward, without delay, should you suspect that any form of discrimination, sexual harassment, and/or harassment has occurred in the workplace. (Insert Name) Church takes all complaints regarding discrimination, sexual harassment, and/or harassment in the workplace seriously. If you feel you have been subject to discrimination, sexual harassment, and/or harassment, please notify

(Insert Name) Church immediately using (Insert Name) Church's Complaint Reporting Procedure (below). Discrimination, sexual harassment, and/or harassment in the workplace will not be tolerated.

Any Team Member, regardless of position or title, whom (Insert Name) Church determines has engaged in discrimination, sexual harassment, and/or harassment in violation of this policy, will be subject to discipline, up to and including unpaid suspension and/or termination of employment.

NOTICE OF TEAM MEMBER RIGHT TO BE FREE FROM JOB DISCRIMINATION AND SEXUAL HARASSMENT IN THE WORKPLACE

The Illinois Human Rights Act states that you have the right to be free from unlawful discrimination and sexual harassment. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.

REASONABLE ACCOMMODATIONS

You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled.

RETALIATION

It is also unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.

REPORT DISCRIMINATION

To report discrimination, you may:

- Contact your (Church Name)'s Human Resources Team or Executive Pastor.
- Contact the Illinois Department of Human Rights (IDHR) directly to file a charge --
 - Website: www.illinois.gov/dhr
 - Email: IDHR.Intake@illinois.gov
 - Chicago Office

James R. Thompson Center

100 West Randolph Street, Suite 10-100 (Intake Unit)
Chicago, IL 60601
Phone: (312) 814-6200 // (866) 740-3953 (TTY)
Fax: (312) 814-6251

○ Springfield Office
535 W. Jefferson Street, 1st Floor (Intake Unit)
Springfield, IL 62702
Phone: (217) 785-5100 // (866) 740-3953 (TTY)
Fax: (217) 785-5106

- Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

PERSONAL DEVELOPMENT

(Insert Name) Church places a high priority in leadership development and spiritual enrichment. Team Members are encouraged to attend conferences, webinars and workshops to continue in their ministry development. All such development must be intended for ministry purposes and must be approved by the Executive Pastor.

NON-DISCLOSURE

It is very important to (Insert Name) Church that confidential information is protected. Confidential information includes, but is not limited to, the following:

- Compensation Information
- Member and Attendee List
- Member Preferences
- Financial/Giving Information
- Premature Communication of Possible Changes, Events, Plans, etc.

Improper use or disclosure of confidential information may result in corrective action up to and including termination of employment, as well as personal liability for resulting harm to the Church or others. This applies even if a Team Member does not receive any benefit from the release of such information. Questions about what information should be considered to be (Insert Name) Church's should be directed to the Executive Pastor.

CONFLICT OF INTEREST POLICY

Our Team Members are expected to devote their best efforts and attention to the performance of their jobs. Team Members are expected to use good judgment, adhere to

high ethical standards, and avoid situations that create an actual or potential conflict of interest.

A conflict of interest exists when a Team Member's loyalties or actions are divided between (Insert Name) Church's interests and those of another, such as a competitor, supplier, or customer. Both a conflict of interest and the appearance of a conflict of interest should be avoided.

A Team Member who is unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest or the appearance of a conflict of interest should discuss the situation with his or her immediate Team Leader for clarification.

If a Team Member or someone with whom the Team Member has a close personal relationship (a family member or companion) has a personal, financial, or employment relationship with a competitor, supplier, or customer, the Team Member must disclose this fact in writing. If an actual conflict of interest is determined to exist, (Insert Name) Church may respond as it deems is appropriate, based upon the circumstances.

INTELLECTUAL PROPERTY

(Insert Name) Church owns all intellectual property, such as sermons, books, curriculum, music, videos, artistic works, and other materials, created by (Insert Name) Church staff. Any property that is developed by staff and volunteers, on church time, with church resources, for use in (Insert Name) ministry is fully owned by the church.

TERMINATION POLICY

(Insert Name) Church or the Team Member may terminate employment at any time and for any reason. It is requested that a Team Member who is planning on resigning from (Insert Name) Church give a minimum of 30 days' notice so that a replacement can be found. During the Team Member's last days of employment, he/she is eligible to use his/her unused PTO. See "Employment at Will" Policy.

SECTION 3 EMPLOYMENT STATUS AND RECORDS

JOB DESCRIPTIONS

Our mission at (Insert Name) Church is to make more and better disciples, and accordingly, every action you take while employed with (Insert Name) Church should support that vision. All Team Members of (Insert Name) Church must understand that they are followers of Jesus Christ, and as such, should consistently seek to live by biblical standards, and agree to demonstrate unity within the church with a humble and teachable spirit. As a Team Member we expect you to model the behavior associated with our mission statement which includes five basic principles – maintaining an accountability relationship, serving at your local campus, participating in community through a Rooted Group, getting involved with missions, and giving through the tithe.

Job descriptions are available to assist new and existing Team Members with understanding their duties and responsibilities and other specifics about their positions. All questions or concerns about job descriptions should be discussed with the Team Member's Team Leader or the HR Team.

EMPLOYMENT SCREENING

(Insert Name) Church reserves the right to conduct criminal and credit background checks on Team Members and to evaluate such information, to determine suitability for employment.

NEW TEAM MEMBERS

All applicants for staff positions (both full and part-time), are required to complete an application for employment.

(Insert Name) Church is an equal opportunity employer and all applicants are considered without regard to race, sex, national origin, age, marital status, veteran status, genetic information, disability, or other category protected by law. As a religious organization, (Insert Name) Church has the right to hire in accordance with our religious beliefs. All Team Members of (Insert Name) Church must be Christian, and as such, must consistently seek to live by biblical standards, and agree to demonstrate unity within the church with a humble and teachable spirit. Team Members also must fully support our Essential Beliefs, as described on the (Insert Name) Church web site, and must commit to partner with (Insert Name) Church by being involved in a Group, Missions, serving at the Location and committed to tithe.

All Team Members are hired with the provision that the first 90 days of employment are a trial period. During this time the new Team Member will have the opportunity to adjust to the new environment and assess/acclimate to new job responsibilities. At the same time, the new Team Member's Team Leader will have the opportunity to assess progress toward meeting the requirements of the new Team Member's position, and may conduct a formal or informal performance appraisal at the end of this time-frame. This first 90 days of employment is used to ensure a two-way communication format to provide feedback concerning job performance and to enhance the understanding of job requirements going forward.

At the completion of the 90 days there is a formal evaluation with the Team Member's direct Team Leader and a determination is made as to whether the Team Member continues on full-time or part-time status. A Team Member who is not performing up to the responsibilities of the position outlined in the job description, may be placed on probation or terminated. If a Team Member is placed on probation then, monthly reviews will be conducted by the Team Member's Team Leader to examine the staff's performance. If the performance has not changed the Team Member could be terminated. The completion of the 90-day introductory period does not convey any additional benefits on any Team Member, and does not alter the at-will nature of employment.

STAFF STRUCTURE AND CLASSIFICATIONS

(Insert Name) Church may classify its Team Members for various purposes, particularly to define job responsibilities and expectations.

PERSONNEL RECORDS AND PRIVACY

(Insert Name) Church establishes standards by which information contained in personnel records and church membership records will be managed to achieve accuracy, privacy, and legal compliance.

Performance Evaluations

Performance evaluations are ongoing with the Team Member's direct Team Leader throughout the year to review a Team Member's job performance, strengths and areas needing improvement, and goals. Formal written performance evaluations are conducted two times a year, typically in July and December.

All performance evaluations, formal and informal, are used as part of the process to determine any salary adjustments.

SECTION 4 EMPLOYMENT BENEFIT PROGRAMS

CONDITIONAL UNDERSTANDING

The Team Member Benefit Programs Section is intended to be a summary only and is not intended to limit, enhance or supersede the provisions of (Insert Name) Church's policies, procedures and contracts which are in place and are the controlling authorities over the benefits summarized herein. (INSERT NAME) CHURCH RESERVES THE RIGHT TO CHANGE OR ELIMINATE ANY OF THESE BENEFITS AT ITS DISCRETION.

Impacted Team Members will be notified 30 days in advance of any change or elimination of benefits. A longer advance notice will be given, if possible.

ELIGIBILITY

Only full-time Team Members are eligible for benefits except where otherwise noted in this handbook.

Dual-Status Ministry Staff Housing Allowance

Section 107 of the Internal Revenue Code permits a minister of the gospel to designate a portion of his gross income as a non-taxable parsonage or housing allowance, and as approved by the Church. This statement is not to be construed as tax advice, and each Team Member should consult their own tax advisor.

INSURANCE

(Insert Name) Church makes various health, life, worker's compensation, disability, and dental insurance benefits available to full-time Team Members only.

Federal and State Unemployment Programs

As a church, (Insert Name) Church is exempt under applicable law from unemployment insurance. Therefore, all Team Members will be ineligible to draw unemployment benefits from these programs should their employment here be terminated.

Continuation of Health Insurance Benefits

(Insert Name) Church offers COBRA-type participation as a Staff benefit. Under applicable law, Team Members and their dependents may apply to continue

enrollment in the group health insurance plan of (Insert Name) Church if they lose eligibility for coverage. The following are qualifying events:

1. Team Member termination
2. Reduction in work hours
3. Divorce or legal separation from the insured Team Member or retiree; or
4. Cessation of eligibility as a dependent child

The maximum period of continuation depends upon the qualifying event. During the extension period, the insured is required to pay the full cost of the insurance plus the administration fee. Questions about coverage should be directed to Executive Pastor.

HOLIDAYS

(Insert Name) Church provides paid time off for regular full-time and regular part-time (those working 20 hours or more) Team Members for 12 holidays each year. If a holiday falls on a Friday, Saturday or Sunday, the Executive Pastor will determine an alternative day. For part-time Team Members, if the church office is closed for the designated holiday on a regularly scheduled work- day, the part-time Team Member will also receive pay for the holiday. (Insert Name) Church reserves the right to change the holiday schedule listed based on church programs. Below is a list of (Insert Name) Church's paid holidays:

1. New Year's Day (January 1st)
2. Easter (Monday after Easter)
3. Memorial Day (last Monday in May)
4. Independence Day (July 4th)
5. Labor Day (1st Monday in September)
6. Wednesday before Thanksgiving
7. Thanksgiving (4th Thursday in November)
8. Christmas Eve (December 24)

9. Christmas Day (December 25)

10. New Year's Eve (December 31st)

If a Team Member is eligible for a paid holiday and is on a paid leave such as vacation, the Team Member will receive holiday pay instead of PTO pay for that day.

FLEX AND COMPENSATION DAYS

(Insert Name) Church does not offer Flex or Compensation days. However, it is appropriate to shuffle a Team Member's schedule to staff for a conference or "an all hands-on deck" event.

PASTORAL RETREATS

Pastoral retreats are critical for team building, vision-casting, information-sharing, and community building. All Pastoral Team Members are required to attend unless permission for absence is granted from the appropriate Team Leader.

PAID TIME OFF (PTO)

(Insert Name) Church offers annual paid time off to regular full-time Team Members. Team Members working 30 or more hours per week are considered regular full-time. Labor that is contracted for specific temporary periods of time is not entitled to paid time off. Paid time off may be taken when scheduled and approved by the Team Member's Team Leader, and shall be used prior to approval of un-paid absences. A maximum of 10 days unused PTO may be taken into a new calendar year. Team Members will be allowed to take up to two weeks off at one time. No more than one person per department may take PTO at the same time. Paid leaves are to be approved by the Executive Pastor and/or the direct Team Leader.

PASTORAL/DIRECTORS TEAM MEMBERS

The length of full-time paid equivalent service in church ministry determines PTO for full-time Pastoral/Director Staff. As years of service in church ministry are much like serving in a major (Insert Name) Church, moves from one church ministry to another will not negatively impact considered tenure for PTO.

Part-Time Staff

Part-time Team Members are those Team Members working less than 30 hours per week. Such part-time Team Members are not eligible for the paid-time off program.

Paid Time Off Schedule for Full-Time Team Members:

Paid Time Off will be pro-rated in the first year based on a Team Member's hire date. PTO is granted according to the following schedule:

0 to 4 Years of Employment - 15 Days/Year

5 to 9 Years of Employment - 20 Days/Year

10 to 14 Years of Employment - 25 Days/Year

15+ Years of Employment - 30 Days/Year

PTO is available to eligible Team Members at the beginning of each calendar year according to the schedule above, except during the first 90 days of employment. If a Team Member's anniversary date is reached during a calendar year and they are crossing over from one eligible range to another, their additional PTO is available to them as of January 1, of that same year. A Team Member that terminates employment during the first six months of employment will receive pay-out of PTO on a pro rata basis.

Weekend Services at (Insert Name) Church are a higher priority than other days during the week. The number of weekends that can be taken for PTO is 6 weekends per year available to Pastors/Directors, full time Team Members whose position requires them to be here for weekend services. Saturday and Sundays are considered ½ days for PTO purposes. Saturdays/Sundays can be taken together as one weekend or separately. Ex. You may take a Saturday off and that is considered a ½ PTO day, or take both Saturday and Sunday, and use one PTO.

LEAVES OF ABSENCE

The Team Member must use the appropriate leave of absence procedures, as directed by his or her Team Leader, when requesting any Leave of Absence. The Leave of Absence request should be submitted to the Team Member's Team Leader at least two weeks in advance of the requested days of leave.

The church makes leaves of absence available to full-time Team Members as follows:

BEREAVEMENT LEAVE

(Insert Name) Church full-time Team Members are eligible for bereavement leave to provide time for mourning after the loss of an immediate family member. The

immediate family includes: spouse, child, mother, father, sister, brother, mother and father in-law, brother and sister in-law, grandparents, and grandparents-in-law. The Team Member is eligible to take up to 3 days of paid leave. If additional time is needed, PTO days may be used, also unpaid leave may be taken with a Team Leader's approval. It is the Team Member's responsibility to notify his/her Team Leader before starting the leave. The Team Member may be asked to provide verification (obituary, death certificate, etc.).

DISABILITY LEAVE

All full-time Team Members who are unable to work due to injury, illness, childbirth etc. may take disability leave of up to six months duration, subject to appropriate medical verification as directed by (Insert Name) Church. Continued salary during Disability Leave is dependent on disability insurance requirements and in-force coverage.

DISABILITY AND/OR PREGNANCY ACCOMMODATION

(Insert Name) Church does not discriminate on the basis of a) pregnancy, childbirth or pregnancy-related medical condition, b) physical or mental disability, or c) medical condition as defined under state and federal law. (Insert Name) Church will comply with all federal and state laws concerning the employment of persons who are pregnant and/or persons with disabilities and will not discriminate against these individuals in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Any Team Member who, due to pregnancy, disability, and/or a serious medical condition, is unable to perform one or more functions of his or her position, or who believes that a temporary transfer to a less strenuous or hazardous position is appropriate, is encouraged to discuss appropriate reasonable accommodations that may be available with the HR Team. (Insert Name) Church will engage in an interactive process to determine if (Insert Name) Church can reasonably accommodate these individuals so that they can perform the essential functions of a job unless doing so is an undue hardship or causes a direct threat workplace safety. Please contact the HR department with any questions or requests for accommodation.

Individuals who are currently illegally using unlawful or prescription drugs are excluded from coverage under this policy.

The HR Team is responsible for implementing this policy, including resolution of reasonable accommodation requests, and should be contacted with any questions.

NURSING MOTHERS

(Insert Name) Church will provide a reasonable break time for a Team Member to express breast milk for her nursing child for the period required by federal and state laws. The Team Member will be provided a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.

MILITARY LEAVE

(Insert Name) Church will follow any and all applicable federal and state laws concerning military leave.

All Team Members performing service in the uniformed services, whether on a voluntary or involuntary basis and whether on active or inactive duty, will be granted all rights and benefits to which they are entitled under the Uniformed Services Employment and Reemployment Rights Act as well as applicable state law. These rights include, subject to the limitations imposed by applicable law, a right to reinstatement following the conclusion of a period of service.

When asked to report for military or reserve duty, Team Members requesting this leave must immediately notify their Team Leader and Human Resources Team. Team Members will be asked to present the documents required for the military service. Provided that Team Members meet all applicable requirements of the law, they will be eligible for reinstatement with no loss of seniority.

Service members and their families will receive health benefits in accordance with federal and state law. Health care coverage may be available under USERRA or COBRA. Team Members returning from military leave will resume health plan coverage without a waiting period or other exclusion.

The period of military duty will be counted as covered service for the purposes of retirement plan eligibility, vesting, and benefit accrual. (Insert Name) Church may not make plan contributions during a military leave. Upon reemployment (Insert Name) Church will restart contributions, and make up contributions that would have been made during your absence.

When you become aware of the need for military leave, you should notify Human Resources Team, which can provide additional details regarding your rights and obligations during a period of military leave.

LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE AND/OR SEXUAL ASSAULT

In accordance with the Illinois Victims' Economic Security and Safety Act (VESSA), (Insert Name) Church offers eligible Team Members up to four (4) weeks, during any 12-month period, of unpaid domestic or sexual violence leave, for a qualifying reason, with a guarantee of restoration to the same or an equivalent position on return from leave. Domestic violence leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave under this policy may be taken intermittently (in separate blocks of time) or as reduced schedule leave.

You are eligible for leave if you are the victim of domestic or sexual violence or have a family or household member who is the victim of domestic or sexual violence.

Domestic violence leave is available to:

- Seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence against you or your family or household member.
- Obtain victim services for you or your family or household member.
- Obtain psychological or other counseling for you or your family or household member.
- Participate in safety planning, including temporary or permanent relocation or other actions to increase your or your household or family member's safety from future domestic or sexual violence.
- Seek legal assistance to ensure the health and safety of you or your household or family member, including participating in court proceedings related to the violence.

Eligible Team Members must provide (Insert Name) Church with at least 48 hours advance notice of the need for leave. If 48-hour notice is not practicable, notice must be provided as soon as possible.

To request domestic violence leave, you must supply Human Resources with a sworn statement that you or a member of your family or household is a victim of domestic or sexual violence and that leave is necessary for a specific qualifying reason. In addition, (Insert Name) Church may require the following supplemental information:

- Documents from a victim's services organization, member of the clergy, or medical professional from whom the Team Member or family or household member has sought assistance.
- A police report or court record.

- Other corroborating evidence.

You must request this information within a reasonable time period and provide it to Human Resources as soon as you receive it. Your full cooperation to obtain this supplemental information is required under this policy.

During leave, you must provide periodic reports (at least every 30 days) about your status and any change in your plans to return to work.

Domestic violence leave is unpaid. However, exempt Team Members who work any portion of a workweek in which they also take domestic violence leave will receive their full salary for that workweek. However, you may substitute accrued and unused vacation time for the unpaid leave. The substitution of paid vacation does not extend the leave period, but runs concurrently with it.

During an approved domestic violence leave, (Insert Name) Church will maintain your health benefits, as if you continue to be actively employed. If you choose not to return to work at the end of the leave period, you must reimburse (Insert Name) Church for the cost of any health benefit premiums paid to maintain your coverage during the leave, unless you cannot return to work because of continuation, reoccurrence, or onset of domestic or sexual violence or other circumstances beyond your control.

If you have any questions regarding this policy or if you have questions about domestic violence leave that are not addressed in this policy, please contact Human Resources.

(Insert Name) Church will not discipline, discriminate, or retaliate against Team Members for requesting or taking domestic violence leave.

A Team Member who abuses this policy will be subject to disciplinary action, up to and including termination of employment.

JURY DUTY LEAVE

When a Team Member has been notified to serve jury duty, they should immediately notify their immediate Team Leader and the Executive Pastor.

Team Members who are called to serve on jury duty will be paid their normal regular pay up to 30 working days.

Team Members who are required to serve for more than 30 working days must have the approval of the Executive Pastor to continue receiving wages and may have to take time off without pay. Upon completion of jury duty, a verification of attendance form must be presented to the church. Team Members who are excused from jury duty for

the day, or are excused early, should report to work when it is practical to do so. When it is not practical, the Team Member must call in.

If a Team Member is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the Executive Pastor may request that the required service be rescheduled for a later date that would be more convenient for the church

MINISTRY/LEADERSHIP DEVELOPMENT LEAVE

(Insert Name) encourages ministry development in addition to paid time off. This time may be extended to the entire ministry department if approved by the Executive Pastor. Ministry Development Leave includes conferences, and will be considered a paid leave.

SABBATICAL LEAVE

As a part of (Insert Name) Church's overall commitment to staff personal development, all full-time Pastoral Staff are offered sabbatical leave during key junctures in their ministries. This is designated to renew and refresh the pastoral staff energies and enthusiasm for their relationships with their spouse and family.

Sabbatical is widely recognized as a necessity for allowing busy and worn down pastors the opportunity to take an extended break for renewal and refreshment. It's beneficial to the pastors within a church, as well as to the congregation for a couple of reasons:

- A. Sabbaticals increase longevity. Studies show that Pastor's greatest season of effectiveness occurs after 10 years of full-time service within the same church. Therefore, one of the greatest investments a church can make is to invest in a Pastor's long-term personal growth and renewal.
- B. Sabbaticals assist the retention of Pastors, reducing cost. It's expensive to replace pastoral Team Members. The time it takes to search for a candidate and cover responsibilities in their absences can be avoided allowing for Biblical renewal.

(Insert Name) Church's sabbatical policy includes the following details.

ELIGIBILITY

All full-time Pastors are eligible to take one paid sabbatical leave after completing 3 years of full-time service at (Insert Name) Church. The Pastor must be in good standing with the church and has demonstrated satisfactory performance in their position by the

HR Team, Direct Team Leader, and (Insert Name) Leadership Team. This will be measured by the accomplishment of all quarterly goals and 360 review.

REQUIREMENTS

The Pastors should prepare a written plan for the continued health and functioning of their ministry areas before they leave and after they return from sabbatical. These proposals should be submitted no later than one full quarter from the start date of your sabbatical. A successful sabbatical plan will include at least the following:

1. A vacation experience for the Pastor's family.
2. Three (3) sessions of counseling for the Pastor with a licensed Christian counselor.
3. A learning experience (conference, retreat with a ministry mentor, a coaching experience with a ministry leader of a larger church).
4. Spending time in personal spiritual retreat to focus on your spiritual health, and then to focus on the health of your ministry. The Pastor is encouraged to be creative and design an experience that will truly be exciting and refreshing.

PROVISIONS

Once the proposals been accepted the Pastor will be granted—up to not to exceed—one month's pay. This must be approved by the Executive Pastor, Human Resources Team, and the (Insert Name)Leadership Team. In some cases, the Pastor may be given a smaller monetary gift depending on the circumstances. Note that monetary gifting is beyond what is typical for sabbatical and may not be granted. Also, a majority of the monies for the sabbatical leave will be taken out of the Pastor Professional Development account.

Upon return the Pastor will meet with the (Insert Name)Leadership Team to give share the insights gleaned during their sabbatical. This will give the VLT time to celebrate the work God has done in their life.

During their sabbatical the Pastor will be encouraged to make provisions to completely disengage from their Pastoral duties.

Pastors who faithfully and sacrificially serve at (Insert Name) Church beyond the three year mark will be available to submit proposals for additional sabbatical leave on the following scale.

Years of Service	Sabbatical Duration
3 Years	7 Days
7 Years	20 Days
12 Years	30 Days
17 Years	45 Days
22 Years and every 5 years after.	60 Days

UNPAID PERSONAL LEAVE

Personal leave is comprised of an unpaid leave of absence for a compelling personal reason. Team Members who have completed at least 2 years of continuous service may submit a written request for personal leave of absence, without pay, for up to a maximum of 90 days. Written requests must state the reason for the leave, as well as the beginning and ending dates and be approved by the immediate Team Leader and the Executive Pastor. All personal leaves of absence for both the Lead and Executive Pastors must be approved by the (Insert Name)Leadership Team.

FAMILY CAREGIVER LEAVE

Under (Insert Name) Church's PTO policy, Team Members may use up to one-half (½) of their annual PTO leave accruals for purposes of "Family Caregiver Leave." Leave for this purpose may not be taken until it has actually accrued.

Family Caregiver Leave may be taken for the following purposes:

- To care for an ill or injured family member or
- To attend a medical appointment with a family member.

For purposes of Family Caregiver Leave, a "family member" is defined as the Team Member's:

- child (biological, adopted, step-relation, or legal ward),
- spouse,
- sibling,
- parent or stepparent,
- mother-in-law or father-in-law,
- grandchild, and/or

- grandparent.

Please be advised that all conditions and restrictions placed on an Team Member's use of PTO apply also to PTO leave used for Family Caregiver Leave purposes.

PAID TIME OFF REQUEST

Eligible Team Members are responsible to obtain approval from their Team Leader, via Paycor, for paid time off and any leaves of absence as described above.

Prior to the start of the approved scheduled PTO, the Team Member is responsible for notifying their Team Leader in the manner most appropriate for the occasion and forwarding a voice mail or e-mail message to the Administrative Assistant.

Team Members are expected to notify the Administrative Assistant if they are expected to be out or away from the office for 4 or more hours. It is the Team Member's responsibility to keep the church informed on their status during a short-term absence and to provide appropriate medical verification when requested. PTO may be taken in half-day or whole day increments only.

VACATION PAYOUT POLICY

Full-time Team Members who have successfully completed three months of employment with (Insert Name) Church ("(Insert Name) Church Waiting Period") will accrue vacation to use for personal time off. Full-time Team Members accrue vacation time for payout in accordance with the following scale:

Years of Service	Max Payout	Accrual Rate
zero through 24 months of continuous employment	5 days per year	0.416 days per month
25 th month through the 120 th month of continuous employment	10 days per year	0.833 days per month
121 st month of continuous employment and beyond	15 days per year	1.25 days per month

Vacation time is paid at the Team Member's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives,

commissions, bonuses, or shift differentials. Vacation may be taken in days or weeks. Vacation time does not accrue during unpaid leaves of absence or other periods of inactive service.

Team Members may accrue vacation time up to a maximum of one and one half (1.5) times their normal accrual rate. Once a Team Member reaches a maximum amount, the Team Member will stop accruing vacation time until his/her balance falls below the maximum amount. Once the total amount of vacation time accrued falls below the maximum amount, the Team Member will continue to accrue vacation time at his/her regular accrual rate.

(Insert Name) Church reserves the right to schedule Team Members' vacation time based on business necessity. In the event that you and another Team Member select the same time for your vacation and both of you cannot be off at the same time, length of service will be the determining factor. Vacation scheduling is performed at least 30 days in advance and approval is at the sole discretion, and is the responsibility, of (Insert Name) Church. You are encouraged to submit your vacation request early.

Payment in lieu of vacation will not be made; accordingly, you must take time off in order to receive payment.

Accrued vacation time that has not been used will be paid at the time of a Team Member's resignation or termination from employment. Unused, accrued vacation time will be paid at the Team Member's final base rate of pay at the time of his/her separation from employment with (Insert Name) Church as required by state law.

SECTION 5 TIMEKEEPING/PAYROLL/EXPENSES

RECORD OF TIME WORKED

Non-exempt hourly Team Members are required to record their hours daily using the Paycor app at the end of each day.

Non-exempt hourly Team Members must accurately record start and stop times, including the beginning and end of meal periods, or whenever it is necessary to leave the workplace for any other non-work related reason. Any and all over-time hours must be approved in advance by the Executive Pastor.

Unpaid breaks may be allowed for meals, for all Team Members who work more than 7 ½ hours in one work period.

Non-exempt hourly Team Members should ensure information they are recording is as accurate as possible. Submitting information that is not accurate may result in corrective action up to and including termination.

MEAL PERIODS

Meal periods of 20 minutes are provided to Team Members who work more than 7½ hours in a day. The meal period must begin no later than no later than 5 hours after Team Member begins work. There may be practical considerations that make this general timing infeasible and that require (Insert Name) Church to deviate from this general rule. You will be informed if there are practical considerations that make this timing infeasible. This meal period may not be waived.

Meal periods will be scheduled by your Team Leader. Team Members are relieved of all duties during the meal periods. You must clock in and out during your meal period. The meal periods are unpaid.

You are expected to observe your assigned work hours and to take your meal periods as scheduled; they are not optional. If you are unable to take your meal period for any reason, you are to notify your Team Leader immediately. Team Members are not allowed to voluntarily waive their meal periods. Failure to take your meal periods in accordance with this policy may lead to discipline, up to and including unpaid suspension and/or termination of employment.

(Insert Name) Church will permit Team Members a reasonable opportunity to take their meal period and will do nothing to impede or discourage Team Members from taking their meal period. If a Team Member believes that he/she has been impeded from

taking his/her meal period, the Team Member must notify his/her Team Leader or Human Resources Team immediately, so the matter may be properly addressed.

WORK SCHEDULES

Work schedules for Team Members vary throughout our organization depending on the position, the season and special events. Due to fluctuating application schedules, we must remain flexible in the hours and days we work.

The workweek is for all Exempt Team Members who work Monday-Friday are 8:30 AM Monday to 5:00 PM.

For Pastors and Directors who are classified as exempt Team Members there are four approved work schedules:

Option #1	Option #2	Option #3
Monday 8:30am-5:00pm Tuesday 8:30am-5:00pm Wednesday 8:30am-5:00pm Thursday Off Friday Off Saturday 10:00am-6:30pm Sunday 7:00am-3:30pm	Monday Off Tuesday 8:30am-5:00pm Wednesday 8:30am-5:00pm Thursday 8:30am-5:00pm Friday Off Saturday 10:00am-6:30pm Sunday 7:00am-3:30pm	Monday 8:30am-5:00pm Tuesday 8:30am-5:00pm Wednesday 8:30am-5:00pm Thursday 8:30am-12:30pm Friday Off Saturday 1:20pm-5:30pm Sunday 7:00am-3:30pm

***A fourth option considers the earlier arrival of those members of teams that are required to arrive at 6:00am on Sunday mornings. Thus, starting their day at 6:00am and ending at 2:30pm. This variation may be used for Sunday only and they must choose either option 1,2, or 3 with this caveat.

Team Member work schedules are generally established within this framework. When required, a Team Member's normal work schedule may be somewhat shorter or longer.

You will be advised of your daily starting time. Team Members are expected to be at their assigned work areas, ready to begin work, when work commences.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Your supervisor will notify you of your work schedule. Also, no Exempt Team Member should work more than six (6) days without at least one day off.

ATTENDANCE AND PUNCTUALITY STANDARDS

Team Member are expected to report to work as scheduled, on time and prepared to start work. Team Member are expected to work on a regular and consistent basis. Team Member are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on (Insert Name) Church authorized business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. Excessive unexcused absenteeism may result in disciplinary action, up to and including unpaid suspension and/or termination of employment.

If you are unable to report to work you must provide reasonable advance notice to (Insert Name) Church that you will not be able to report to work prior to the start of your shift. In all cases of absence or tardiness, Team Member must provide their Team Leaders with an honest reason or explanation. Failure to notify (Insert Name) Church prior to your scheduled start time will be considered a no-call, no-show by (Insert Name) Church. If the circumstances for your tardiness or absence were unforeseen or unexcused, inform your Team Leader as soon as practicable of the reason for the tardiness or absenteeism. Generally, a Team Member who fails to notify (Insert Name) Church of an absence in accordance with this policy for three consecutive work days will be considered to have voluntarily resigned employment with (Insert Name) Church, unless there are extenuating or excused circumstances.

A doctor's note may be required, at (Insert Name) Church's discretion, for any absence due to illness or injury. Failure to comply with such a request may be cause for disciplinary action, up to and including termination. (Insert Name) Church may also request a corroborating statement from a (Insert Name) Church appointed physician at (Insert Name) Church's expense.

Personal appointments should be scheduled during non-work hours unless approved in advance by your Team Leader.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy.

COMPENSATION AND PAYROLL PRACTICES

(Insert Name) Church has established a formal compensation structure to ensure Team Members are fairly and consistently compensated. The compensation structure is reviewed annually and adjusted as needed.

PAY DAY

Pay periods for any hourly and salaried Team Members are paid bi-monthly. Payroll is paid out on the 15th and 30th of each month. If these dates fall on a weekend, payday will fall on the Friday before. If it falls on a holiday, payday will be the day before the holiday.

OVERTIME PAY

Non-exempt Team Members working more than 40 hours in any single work week will receive overtime pay at the rate of 1.5 times their normal hourly rate for every hour over 40. Overtime pay is based on the actual hours worked. Therefore, time off for paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay. All overtime hours must be approved by the Executive Pastor.

DIRECT DEPOSIT OF PAYCHECKS

Staff-members are required to have their pay-check automatically deposited each payday into a bank account of an accredited participating bank or credit union. This service is provided at no charge. Team Members must complete a Direct Deposit form through our payroll system.

PAYROLL DEDUCTIONS

(Insert Name) Church is required by law to make certain mandatory deductions from each paycheck, with the exception of some specific deductions for Team Members who are considered licensed, dual-status ministers. These deductions include federal and state income taxes, the Team Member's individual contributions to Social Security and Medicare, and may also include elective benefit contributions. In addition, the Church may be required to make deductions from a Team Member's paycheck (i.e. garnishments) when ordered by a court of law to do so.

(INSERT NAME) CHURCH CONFIDENTIALITY OF SALARY AND WAGES

Team Member's salary and wages are considered extremely Confidential. Salary and wage information is not published for public disclosure at (Insert Name) Church.

BUSINESS TRAVEL & EXPENSE

(Insert Name) Church will reimburse Team Members for reasonable expenses incurred through pre-approved business travel and entertainment expense, and other miscellaneous expenses. Team Members are reminded that expenses should have a clear business purpose, be directly related to the goals and mission of the Church, and be the most cost-effective option.

Because it is not possible to anticipate all of the situations that Team Members may encounter in conducting Church business, this policy is designed to allow for some flexibility in addressing unique circumstances, which may require exceptions. It is expected that Team Members will interpret this policy in a manner that keeps expenses to a minimum.

At all times while traveling, Team Members serve as ambassadors for Christ and (Insert Name) Church. Consequently, they are expected to act in accordance with this Handbook's and other Biblical standards.

TRANSPORTATION

When traveling by air or by rail, Team Members are expected to use the lowest logical fare available, and be mindful of advance notice purchases and/or non-direct flights when the savings are substantial. Available resources include travel agents, online resources, or directly with the airline or transit.

CAR RENTAL

Team Members may rent a car to get to their destination when driving is more cost effective than air or rail travel, and when it is less expensive than other transportation modes such as taxis, airport limousines and airport shuttles. Team Members are reminded to select the most economical rate and class of vehicle whenever possible.

BUSINESS USE OF PERSONAL VEHICLE

Team Members may use their personal vehicle to attend conferences purposes as long as it is less expensive than renting a car, taking a taxi, or using alternate transportation. Mileage is reimbursed at the rate that is set annually by the finance team. If the rate is less than the IRS per mile rate then you are allowed to document the additional miles

and claim them on your annual taxes. Example: IRS rate: .54 (Insert Name) Church .30 reimbursed by (Church Name). Difference .24. (to claim on personal annual income taxes). This mileage allowance is in lieu of actual expenses for gasoline, oil, repairs, tags, insurance, and depreciation.

AIRPORT OR TRAIN STATION PARKING

When parking at an airport or train station is part of business travel, Team Members are encouraged to choose the most cost-effective option (such as long-term parking) whenever possible.

LODGING/HOTEL

Team Members are expected to utilize the most economical/moderately-priced options. Reservations should be made in such a manner as to secure the best available rate.

MEALS

Personal meals are defined as meal expenses incurred by the traveler when dining alone on an out-of-town business trip. Team Members will be reimbursed for reasonable expenses incurred. When appropriate, Team Members will also be reimbursed for reasonable, business-related meals with non-Team Members.

PURCHASING AND REIMBURSEMENT POLICY

CREDIT CARDS

The use of church credit cards for ministry purposes can be a great way to simplify payment processing and create flexibility for end users. If implemented properly with good internal controls and proper documentation, credit cards often become a preferred method of payment.

APPROVAL LIMITS

Single Transaction Limit – The single transaction limit is a default dollar amount authorized per individual transaction. This amount should be based on the team member's responsibilities and the organizational approval limits. A single transaction/charge may include multiple items but cannot exceed the Cardholder's per transaction limit. Any increases to a single transaction limit should be approved by the Cardholder's Team Leader, Operations Director, and Executive Pastor.

Overall Credit Limit – The overall credit limit is a dollar limitation of purchasing authority assigned to each cardholder for the total of all charges made during each

billing cycle. This amount should be based on the team member's responsibilities over the course of a billing cycle and can exceed the transaction limit up to a recommended multiple (for example, of 3 times the transaction limit). Temporary increases in overall credit limits may be granted, as needed, based on high spending seasons. Any temporary overall credit limit increases should be approved by Cardholder's leader, Operations Director, and Executive Pastor.

Below is a table for per transaction expenditure limits.

Expenditure Limit	Approval Required
Up to \$500	Pastor or Director responsible for account
Up to \$3,000	Executive Pastor/ Operations Director
Up to \$20,000	Finance Team/Operations Director/ Executive Pastor
\$100,000 and beyond	Finance Team/Operations Director/ Executive Pastor/ (Insert Name)Leadership Team

- C. Credit card or online purchases exceeding individual limit must be pre-approved. Pre-approval should include an expense approval form that must be signed by the immediate Team Leader, Operations Director, and Executive Pastor.
- D. Any expenditure up to \$3,000 requires progressive signatures of responsible budget holder, Executive Pastor, Operations Director. Approved signers are Executive Pastor, Operations Director, and Finance Team Lead.
- E. Expenditures from \$3001-20,000 must be approved with progressive signatures of the responsible budget holder, Executive Pastor, Operations Director, and Finance Team.
- F. Any and all Expenditures from \$20,000 and beyond must be approved with progressive signatures and approval of the (Insert Name)Leadership Team.

G. Note until a final vote by the congregation to remove approval/voting rights, anything beyond \$100,000 must be voted on by the congregation, in accordance with (Insert Name) Church Bylaws date October 4, 2017.

SUBSTANTIATION (CREDIT CARD LOG)

All business expenses, regardless of the method of payment, should include documentation required for tax purposes by the IRS. The documentation should answer the questions why, when, where, what, and with whom for each expenditure incurred.

The credit card (Insert Name) Church will provide the date of transactions and payees through the account statement. Other information furnished by the Team Member should answer the following questions:

5. How does the expenditure relate to the church?
6. In the case of meals and entertainment, who participated?

PERSONAL USE EXCEPTIONS

Church credit cards are to be rarely used, if ever, for personal expenses. For example, a Team Member is on a personal trip and encounters an emergency. He has no cash but does have a church credit card. It is permissible to use the credit card in this situation, but the church should be promptly reimbursed.

Problems with credit cards arise either from incomplete documentation of church use or the personal use of a church card for routine purchases. Requiring substantiation helps to identify and correct such problems.

UNAUTHORIZED CHARGES

Unauthorized charges should be immediately reported to the dispute department with the holding bank. There are strict guidelines for fraudulent reporting; otherwise, the church could be held responsible for the charges.

TEAM LEADER REVIEW

All credit card transactions should be reviewed and approved by the cardholder's Team Leader. In the case of the lead pastor, expenses will be reviewed by the Executive Pastor, Operations Director and the Chairman of the finance committee.

During this review, the Team Leader should look for compliance with credit card log standards and verify the appropriateness of spending. While this is considered to be an administrative function, it's also a good opportunity to coach a team member on organization spending behavior.

PERSONAL CREDIT CARDS USED FOR CHURCH PURPOSES

A personal credit card may also be used for church purposes. In such instances, the Team Member must submit an expense report to the church with full documentation to be reimbursed. Just like with church-owned cards, this documentation must also show the why, when, where, what, and with whom for each expenditure incurred. At no time should any person benefit from or use a personal credit card to gain points or rewards. We do not authorize or allow any credit cards for specific retailers that (Church Name)'s Operations or Executive Pastor are not the point of contact.

In some respects, this approach ensures greater integrity and accountability because the church has a chance to review the documentation before assuming the expense. Many Team Members, however, are unable to use this approach because of cash flow.

FAILURE TO PROVIDE PROPER DOCUMENTATION FOR PURCHASES

Any purchase submitted for reimbursement or credit card purchase must have the appropriate documentation (As detailed in the substantiation section). Failure to produce documentation can lead to the team member being held accountable for the purchase amount.

PRE-APPROVALS

In order to be good stewards of God's resources, a pre-approval process is utilized by the Church Staff. Regardless of budgeted expenses, a pre-approval form detailing a desired purchase must be submitted and approved before the transaction occurs. Pastors and other designated staff are approved to spend under \$500 without higher approval. Verbal approvals will not be honored. All requests should be on the proper forms and turned into the Executive Pastor for signature and approval.

CHECK REQUESTS

Prior to making a purchase, a Check Request Form must be turned in with all information completed and the appropriate invoice attached. The appropriate Team Member must sign check requests. If the amount requested is over \$300, pre-approval by the Executive Pastor is required.

REIMBURSEMENT REQUEST

Once a purchase has been made, a reimbursement request form must be turned in with all information completed and the appropriate invoice or receipt attached. The appropriate Team Member must sign the Reimbursement Request. If the amount requested is over \$300, pre-approval by the Executive Pastor is required.

SECTION 6 HOURS AND WORK CONDITIONS

WORKING HOURS

(Insert Name) Church office is open Monday through Thursday, 8:30am till 5:00pm and closed on Friday, Saturday, and Sunday. Generally, working hours are during these times. All full-time Team Members are expected to work at least 40 hours per week. The Team Member's immediate Team Leader will set the specific work schedule for an area as approved by the Executive Pastor. Weekend Services are considered a work-day for all full-time Pastors and some Directors, as well as designated part-time positions.

INCLEMENT WEATHER CONDITIONS

Team Members are expected to report to work during inclement weather conditions unless informed otherwise by the Executive Pastor. Staff will be notified on the day in question. If the office remains open a Team Member may elect to take the day as PTO.

COMPUTER AND DATA

Electronic and telephone communications systems are the property of (Insert Name) Church. The use of any software and business equipment, including, but not limited to, faxes, computers, and copy machines are for church related business. E-mail, voice mail, and Internet usage are tools provided by (Insert Name) Church for use to enable more effective job performance. Personal use of these tools, apart from personal business that is incidental to church business and infrequent, is inappropriate and may result in disciplinary action up to and including termination for cause.

All e-mail, voice mail and/or files resident on the church's computers, equipment or network, is the property of (Insert Name) Church and may be monitored or deleted at the discretion of management. They cannot be destroyed or altered by Team Members upon termination. If termination occurs, the Team Members must return any of these items in their personal possession.

Unauthorized loading of computer programs on Team Member's computers is prohibited. The IT Department must authorize any changes, modifications, or installation on (Insert Name) Church equipment. The use of any computer program not directly related to a job function is considered improper use of church resources.

Passwords are vital to maintaining the integrity of the data on all (Insert Name) Church systems. Team Members should not share passwords or allow unauthorized users to

access their computer. No Team Members may use a password that has not been issued or created by the user.

Please contact the IT Director prior to purchasing any computer hardware or software. This is to ensure compatibility and adherence to software licensing programs. Contact the IT Director with any questions or issues that arise during the use of the equipment. New Team Members are expected to contact the IT Director during their orientation to review current IT policies and sign-up for their (Insert Name) Church account.

USE OF CHURCH PROPERTY

All Team Members of (Insert Name) Church should give appropriate care to church property, resources, and equipment and should follow the guidelines below:

1. All use of church property should be honoring to the Lord and in accordance with the mission and vision of (Insert Name) Church.
2. All property should be returned promptly and in good condition.
3. Please notify the appropriate Team Leader if any property appears damaged or in need of repair.
4. (Insert Name) Church has the right to monitor any property usage of any Team Member.
5. Team Members are responsible for any damage or theft of (Insert Name)property.
6. (Insert Name)Team Members are not authorized to give or gift any physical property, belonging to (Church Name), without prior consent from the Executive Pastor and Finance Team.

PERSONAL WEBSITE, BLOG AND SOCIAL MEDIA

(Insert Name) Church views personal websites, blogs and social media positively, and respects the right of our Team Members to use them as an avenue of self-expression and outreach. Each Team Member must understand, however, that he or she is seen by church members and outside parties as a representative of the church. If a Team Member chooses to discuss matters related to the church on a website, blog or social media, they should keep in mind that many readers may assume they are speaking on

behalf of the church. In light of this possibility, (Insert Name) Church expects all Team Members to observe the following important guidelines:

INCLUDE A DISCLAIMER

On a personal website or blog, the Team Member needs to make it clear to readers that the views they express are theirs alone and that they do not necessarily reflect the views of (Insert Name) Church. We recommend a Team Member prominently displays the following notice, or something similar, on the homepage of the site: "I work at (Insert Name) Church. Everything here, however, is my personal opinion and is not read or approved before it is posted. Opinions, conclusions and other information expressed here do not necessarily reflect the views of (Insert Name) Church."

RESPECT CONFIDENTIALITY

The Team Member must not disclose any information that is confidential or proprietary to (Insert Name) Church. Consult a Team Leader or the Executive Pastor to review the church's confidentiality policies for guidance about what constitutes "confidential" or "proprietary" information (see confidentiality policy section). Be sure that what is announced has been in the weekend communication card, on the website, or announced from the church before posting it.

RESPECT OTHERS

Since these platforms are public space, we expect a Team Member to be respectful to others, fulfilling Christ's command to treat others the way that they want to be treated.

RESPECT COPYRIGHTS

Do not use (Insert Name) Church's logos on a personal website or reproduce church material without first obtaining written permission from the Media Director.

RESPECT TIME

All time and effort spent on a personal site should be done during personal time and should not interfere with job duties or work.

RESPECT OUR BELIEFS

If a personal website, blog or social media displays inappropriate images or reflects personal opinions or life-style choices that are contrary to (Insert Name) Church's mission or doctrine, it may reflect negatively upon the church and may be grounds for termination. A Team Member should also never use questionable language (see James

3:5-12) or include questionable material, or anything that can hinder the witness and ministry at (Insert Name) Church.

USE COMMON SENSE

Use common sense in all communications, particularly on a platform accessible to anyone. If a Team Member is not sure that expressing a certain viewpoint is wise, seek the counsel of someone whose spiritual maturity and wisdom are respected.

AUTHORIZED PUBLIC, MEDIA, AND LEGAL CONDUCT

GENERAL POLICY

Because of the ever-increasing complexity of our society and the increased spotlight of community and media attention on religious institutions, (Insert Name) Church has developed a public comment policy to protect (Insert Name) Church and the good name of our Lord. This policy is based on the belief that certain matters are better handled by designated personnel and that limiting unauthorized contact or comment decreases the chance that inaccurate or distorted information or unfounded rumors or conjecture will reach the public.

PUBLIC AND MEDIA COMMENT

It is important that any comment made to the media, or a public representative, be accurate and that no confidential or prohibited disclosures be made. (Insert Name) Church should be particularly aware that the most innocent or innocuous questions or conversations with media representatives could end up being published or broadcast. This may present an incomplete, inaccurate, or distorted picture of the true facts or may inadvertently disclose information, which is confidential or prohibited from disclosure. Therefore, (Insert Name) Church has adopted a policy that only (Insert Name) Church Administration (Lead Pastor and the Executive Pastor) are authorized to give information or comment to the media or the general public on sensitive matters, such as allegations of child abuse, sexual misconduct, etc. Therefore, all staff is requested to direct any requests for public and media comments to Church Administration.

(INSERT NAME) CHURCH TAX EXEMPTION POLICY

(Insert Name) Church is a 501(C)(3) organization. In compliance with the state of Illinois, we are exempt from state sales taxes on purchases for (Insert Name) Church. Team

Members are not allowed to use (Insert Name) Church's tax exemption for personal use, under any circumstances.

SECTION 7 TEAM MEMBER CONDUCT AND DISCIPLINE

SPIRITUAL LEADERSHIP

As representatives of (Insert Name) Church and Jesus Christ, Team Members are expected to uphold the Partnership Covenant of (Insert Name) Church, keeping in mind that “Everything is permissible for me – but not everything is beneficial” (1 Corinthians 6:12). As a part of the covenant, I affirm the following:

1. I will protect the unity of my church by acting in love toward other core team members, refusing to gossip, and following the leadership of the church.
2. I will share the responsibility of my church by praying for its growth, inviting the un-churched to attend, and warmly welcoming those who visit.
3. I will serve the ministry of my church by discovering my gifts and talents, being equipped to serve, and developing a servant’s heart.
4. I will support the testimony of my church by attending faithfully, living a godly life, and giving generously.
5. I will be part of a small group for accountability, spiritual, and personal growth.
6. I agree with and affirm my church’s Doctrinal Statement and Values, as set forth above and in my church’s bylaws.

THE LIFESTYLE OF A WELL ORDERED HEART

As we seek to care for the many people who attend (Insert Name) Church, we believe it is important for you to maintain an authentic relationship with Jesus Christ. As a staff member of (Insert Name) Church, you should maintain a lifestyle of integrity consistent with our Statement of Faith, (Insert Name) Church’s core values, our staff values, and biblical truths. We also believe it is important to keep a well-ordered heart with respect to your family, relationships, and your own physical and emotional health.

DRUG FREE WORKPLACE

(Insert Name) Church desires to provide a drug-free, healthful and safe work place to our staff and guests. To promote this goal, Team Members are required to report to work in appropriate mental and physical condition to perform their ministry in a satisfactory manner. It is a violation of our policy for Team Members to report to work or operate church vehicles or equipment ‘under the influence’ of alcohol, illegal drugs,

or any controlled substances. The manufacturing distribution, dispensation, possession of alcohol, illegal drugs, or any controlled substance on church property or in church vehicles is also prohibited.

Possession or detection of drugs or alcohol or refusal to abide by this policy will subject a Team Member to disciplinary action, up to and including termination.

ALCOHOL

An adult over the legal drinking age consuming an alcoholic beverage in a responsible, Godly fashion is not committing a sin. However, because the leadership of the church can offer no biblical mandate to restrict the consumption of alcohol, the following guidelines are presented for elders and staff to follow:

1. With the exception of those on staff with the Student Ministries Team, alcohol can be consumed by staff or elders on their own time, both inside and outside of the home, provided it is never done in a manner prohibited by Scripture. Because of the influence our youth ministry staff have over those they serve, those serving on the Student Ministries team are asked to refrain from the consumption of alcoholic beverages inside or outside of the home when in the presence of minors.
2. At no time shall any Team Member consume or be under the influence of alcohol during work hours or while attending official church functions.
3. At no time shall alcohol be brought to or served on church ground.
4. Staff must refrain from consuming alcohol within 24-hours prior to transporting individuals for any church activity.
5. The church will not pay for the purchase of alcoholic beverages. If a Team Member attends a conference or any other function that would allow for the reimbursement of meal related expenses, they need to ensure that alcoholic beverages are billed on a separate receipt and paid for by individual parties.
6. Staff and (Insert Name)Leadership Team will refrain from posting any pictures related to alcohol on any social media sites. We want to make sure that we stay above reproach. And that we don't do anything in causing someone to stumble or put (Insert Name) Church in a negative light.

SMOKE-FREE WORKPLACE

(Insert Name) Church provides a smoke-free workplace for all Team Members and its customers.

This means that (Insert Name) Church prohibits smoking (including vaporizers, e-cigarettes, or any electronic smoking device) in the workplace, including all building stairwells, hallways, offices, lunchrooms, break rooms, restrooms, common areas, on any job site while performing work-related duties, or in any company vehicles. Smoking is also prohibited on (Insert Name) Church's outdoor property, with the exception of designated areas. This policy applies to all Team Members, vendors, customers, clients, and visitors.

If you wish to smoke on a break or meal period, you must do so only in areas outside the workplace where smoking is permitted.

If you witness conduct you believe violates this policy, you should report it verbally or in writing to your supervisor or to Human Resources as soon as possible with as much detail as possible. (Insert Name) Church will investigate all reports of violations and take prompt corrective action. (Insert Name) Church prohibits any form of discipline or retaliation against an Team Member for reporting a violation of this policy or cooperating in an investigation.

Violations of this policy may lead to corrective action, up to and including unpaid suspension and/or termination of employment

WORKPLACE SAFETY AND SECURITY

(Insert Name) Church strives to provide its Team Members, volunteers, church members and visitors with a safe and healthful workplace environment. This will include while they are on the premises of the church, involved in church-related or sponsored events, and while using church owned equipment/property. To accomplish this goal, both management and Team Members must diligently undertake efforts to promote safety and security. All Team Members share responsibility to ensure security is maintained. Team Members should promptly report any unauthorized/suspicious persons in the office area or any other breach of security.

Effective security measures are a benefit to both the staff team and the church as a whole. Team members should guard entry keys, key cards and ID badges with care and report any lost or stolen items to Operations. Copying entry keys or other entry items is strictly prohibited. Requests for additional keys or entry cards should be requested from Operations. Team Members are expected to familiarize themselves with the Emergency Management Procedures (EMP) for their location.

Team Members shall devote their full time, skill, and attention to the performance of their job responsibilities utilizing the highest standard of care and good judgment.

(Insert Name) Church strives to comply with all workplace safety laws and regulations. Team Members will follow all safety rules and regulations at all times including the use of protective clothing and follow the directions of warning signs or signals or the commands or directions of their Team Leader. Our fundamental belief is that no one task is so important that it warrants risking the health or safety of any Team Member.

Finally, all job-related injuries or illnesses are to be reported to a Team Leader immediately, regardless of severity. In the case of serious injury, a Team Member's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the Team Member and could subject (Insert Name) Church to fines and penalties. Should a work-related injury occur, Team Members are covered by Worker's Compensation Insurance. Questions or concerns about workplace health and safety can be addressed with the HR Team.

(INSERT NAME) CHURCH COMPUTER NETWORK, EMAIL AND COMMUNICATIONS SYSTEMS

(Insert Name) Church's computer network, email, instant messaging, text messaging, internet messaging, and electronic bulletin board systems are to be used for business-related purposes and only to transmit and receive business information. (Insert Name) Church treats all messages sent, received, or stored in its email, instant messaging, text messaging, internet messaging, and Base Camp (collectively "Communications") as property of (Insert Name) Church.

(Insert Name) Church has the capability to access, review, copy, and delete any Communications sent, received, or stored on (Insert Name) Church's computer network, email system, electronic and internet resources, and on the message recording and storage systems of (Insert Name) Church-issued mobile phones. (Insert Name) Church reserves the right to access, review, copy, or delete all messages stored on any issued (Insert Name) Church phone, or to search any (Insert Name) Church property for any purpose. (Insert Name) Church may disclose any information discovered to any party (inside or outside (Insert Name) Church) that it deems appropriate. By using (Insert Name) Church Communications systems, you agree that you have no reasonable expectation of privacy in relation to such usage or any items or information stored in (Insert Name) Church Communications or in (Insert Name) Church Communications network.

Use of the email system to copy and/or transmit any documents, software, or other information protected by copyright or other intellectual property laws is prohibited, and will result in disciplinary action.

(Insert Name) Church-issued mobile devices likely contain GPS tracking devices that permit tracking of the location of our (Insert Name) Church property and (Insert Name) Church Team Members. Team Members are prohibited from disabling or interfering with any function (including the GPS tracking device) of a (Insert Name) Church-issued mobile phone. During an Team Member's scheduled working hours, (Insert Name) Church reserves the right to monitor the geographic location of any (Insert Name) Church-issued electronic device. Accordingly, any Team Member who is issued (Insert Name) Church-provided mobile devices understands that GPS technology may be used to track his or her whereabouts during his or her scheduled working hours.

ISSUANCE OF CHURCH PROPERTY AND EQUIPMENT

Keys to exterior doors and/or offices of the church will be issued to appropriate Team Members by the Executive Pastor. Church issued keys may not be used by anyone except the Team Members to whom they are issued. Team Members must never copy church keys.

Any church owned property and/or equipment (i.e. keys, credit cards, laptop computers) which has been personally issued to a Team Member to perform their job, remains the property of (Insert Name) Church. It is the Team Member's responsibility that these items be used solely by the issued Team Member for church-related business. These items must be returned to the Executive Pastor at the time of the Team Member's termination and their final paycheck may be held until all such items have been returned.

SURVEILLANCE POLICY

(Insert Name) Church has installed security cameras to monitor activity within the Church property for the purpose of security and Team Member safety.

The purpose of these security cameras and video monitoring is to deter theft or destruction of Church assets and to monitor activity within and/or unauthorized entry onto Church property after normal operating hours.

Footage from the security camera is continuously streamed 24 hours a day, 7 days a week to a hard drive located on campus. *At present, no* footage is archived longer than 60 days. However, screen shot captures of security camera footage may be taken by Team Leaders. All video and screen shot pictures can be used as evidence in disciplinary proceedings and termination.

Information obtained through video monitoring will be used exclusively for security, disciplinary, Church policy enforcement, and/or law enforcement purposes.

Access to video monitoring footage is limited only to Safety Team, Operations Director, Operations Team Members, and the Executive Pastor. Video monitoring of (Insert Name) Church premises will be conducted in a professional, ethical, and legal manner.

Video monitoring will be conducted in a manner consistent with all existing policies, including (Insert Name) Church's non-discrimination policy, its sexual harassment policy, and other relevant policies. Monitoring will not be based on individual characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by (Insert Name) Church's non-discrimination policy.

Video monitoring of (Insert Name) Church premises is limited to uses that do not violate the standard of a "reasonable expectation to privacy" as defined by law.

ACCESS TO CHURCH PROPERTY

The church reserves the right to access its own property at any time, at its discretion, with or without advance notice or consent. This would include, but not be limited to, Team Member's offices, workstations, filing cabinets, and desks as well as information contained in manual or electronic files.

Financial Integrity

All Team Members are to respect the church's budget process and final adopted budget. Team Members are expected to administer the budget effectively and abide by the following financial guidelines.

- Do not transfer funds from their responsible budget areas(s) to another budget area without prior permission from both the Executive Pastor and Operations Director.
- Do not overspend the budget without prior approval from the Executive Pastor.
- Do not accept from church members or other donors designated tithes or offering for any purpose.
- Do not solicit contributions for unapproved (un-budgeted) events or programs without prior permission from the Executive Pastor.
- Be careful to never solicit or encourage gifts from church members or guests for family or friends.

PERSONAL SIN ISSUE

(Insert Name)Team Members with a serious personal sin issue should notify the Executive Pastor immediately. (Insert Name)wants to help our Team Members who struggle with personal sin. (Insert Name) Church will help the individual through counseling, healing, and restoration, and may elect to continue their employment under pre-determined guidelines. However, any such behavior that directly interferes or hurts their direct ministry area may be grounds for discipline, including termination for cause, and (Insert Name) Church reserves the right to do so in its sole and absolute discretion.

CONDUCT AND ATTITUDE TOWARD OTHERS

As ambassadors of Christ and (Insert Name) Church, all Team Members are expected to maintain consistent attitudes of friendliness, teach ability, and love for others. Critical or negative attitudes, gossip and conduct inconsistent with Christian standards will not be tolerated and may lead to termination for cause. Should misunderstanding or conflict arise, Team Members are expected to resolve their differences according to the principles outlined in Matthew 18. A spirit of unity, acceptance, and love should be the relational goals of all who work on staff at (Insert Name) Church. Every Team Member of (Insert Name) Church is to treat the core team members of the Church and visitors who come on our campus with unfailing courtesy and understanding at all times. Whether the visit is by phone, email, in person during business hours, or during our services the Team Members of (Insert Name) Church are to model and demonstrate the type of love, care, and courtesy that would reflect our Savior.

STAFF TO STAFF RELATIONS

Dissension in the body acts as a powerful virus, damaging relationships, destroying trust, and dissipating momentum. Given our imperfection, we live with the potential for conflicts in our church and staff. However, Matthew 18 provides the remedy: direct, loving communication. The Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; I Corinthians 6:1--8).

Team Members have the opportunity to present their work-related complaints and to appeal Team Leader's decisions through a grievance procedure. (Insert Name) Church will attempt to promptly resolve all grievances that are appropriate for handling. An appropriate grievance is defined as "a Team Member's expressed dissatisfaction concerning any interpretation or application of a work-related policy by management, Team Leaders, or other Team Members." The Team Member should notify (Insert Name) Church within five working days of any grievance considered appropriate for handling under this policy.

Team Members who feel they have an appropriate grievance should proceed as follows:

The Executive Pastor will confer with the Team Member, the Team Leader, Human Resources Team, and any other members of management considered appropriate; investigate the issues; and communicate a decision in writing to all parties involved. Mediation may be an additional step to address an Team Member's grievance, as set forth in "Christian Conflict Resolution."

CHRISTIAN CONFLICT RESOLUTION

Any claim or dispute that arises in connection with employment, and which cannot be resolved as provided above, shall be addressed through mediation. Mediation shall be conducted at the Church's expense and with a mediator chosen by the Church, unless the parties agree otherwise. For further guidance see the (Insert Name) Church By Laws.

MORAL FENCES FOR STAFF

As Christian leaders, we need to be above reproach. With this in mind, the following guidelines have been adopted to assist in maintaining moral integrity both within a personal and work environment. These guidelines shall apply in full to all Team Members. For unmarried staff, these guidelines apply only to interactions with other married individuals.

- Team Members are to refrain from all sexual conduct in violation of Biblical standards, as set forth in (Insert Name) Church's Doctrinal Statement and Core Values and otherwise as the Church leadership may discern, including but not limited to adultery, homosexual activity, and pornography.
- Use discretion in all interactions with the opposite sex to avoid inappropriate situations or the perception of inappropriate behavior.
- Team Members should not go to lunch alone with a person of the opposite sex, unless married to or related to the person. However, meeting in a public place for coffee, for example is acceptable.
- Team Members should not have a person of the opposite sex pick up or drive places when it is just the two people in the car, unless married or related to the person.
- Team Members should not kiss any member of the opposite sex or show affection that could be questioned, unless married to or related to the person.
- Team Members should not visit the opposite sex alone at home.

- Team Members should not discuss detailed sexual problems with the opposite sex in counseling. Refer them to a professional counselor.
- Team Members should not discuss their marriage problems with the opposite sex.
- Team Members should be careful in answering emails, instant messages, cards or letters from the opposite sex.
- Team Members are encouraged to make assistants and co-workers their protective ally.
- Team Members should pray for the integrity of other Team Members.

PERSONAL AND ETHICAL RESPONSIBILITY

All Team Members must conduct their personal affairs in such a fashion that neither their individual nor the church's ministry and reputation are jeopardized, and ethical and/or moral questions do not arise with respect to their association or work with (Insert Name) Church. Team Members are expected to use good judgment and common sense by avoiding acts that could violate sound business ethics or cause harm to the church and/or fellow Team Members.

Potential ethical conflicts could include; receiving expensive gifts from church suppliers or church members when there is a Quid Pro Quo (this for that) exchange benefits, misappropriation of work time on church property, biased selection of vendors or vendor contracts, disclosures of confidential church information to others or use for personal gain, etc. Compliance with these standards is the responsibility of every Team Member.

CORRECTIVE ACTION

Corrective action is sometimes necessary when a team member fails to perform his or her job as required, or misconduct occurs. There are some violations that will require stronger action or immediate dismissal. By way of example only, the following outlines some, but not all, of the conduct that may require discipline, along with the level of discipline that will often ac(Insert Name) Church the violation. However, (Insert Name) Church leadership reserves the right to adjust, repeat, or skip steps as deemed appropriate for specific incidents:

Violation	1st warning	2nd warning	Discharge
Attendance	X	X	X
Poor Job Performance	X	X	X
Insubordination			X
Theft			X

Gross Misconduct			X
Harassment			X
Creating a Hostile Work Environment			X

Written documentation of interviews, reviews and actions taken shall be maintained in the team member's personnel file.

PERSONAL APPEARANCE AND ITEMS

(Insert Name) Church maintains a casual dress code. However, please keep in mind that appearance reflects not only on a Team Member, but on the Church as well. In addition, in light of the wide range in age and culture of our congregation and guests, we want to take special care not to be offensive to anyone (for example, any clothing that supports or advertises political views or opinions is not permitted).

Team Members are responsible for the security of all personal items in the workplace. Team Members must insure that items are properly stored to provide maximum protection of personal belongings.

Team Members should insure that personal items displayed in the workplace are appropriate and do not negatively impact on the guiding principles of (Insert Name) Church. Team Members may be required to remove personal items deemed inappropriate by (Insert Name) Church.

CHURCH ATTENDANCE

All Team Members are expected to be partners of the church and be faithful in regularly attending scheduled worship services. Exceptions are generally considered for Team Members who are out-of-town, on vacation, on sick leave or dealing with a family emergency. For all staff, but for ministry staff especially, attendance is strongly encouraged for spouse and dependent children. (Insert Name) leadership strongly supports the value of families worshipping together on a regular basis. While partnership requirements cannot be imposed upon staff spouses and children, church leadership would not advocate or elect to enter into any arrangement which would prevent family members from worshipping together and being active partners of the same church body. Church responsibilities and work schedules cannot prohibit staff from regularly attending at least one of the scheduled weekend services.

CORE VALUES OF (INSERT NAME) CHURCH

Because we serve an authentic God who calls each of us to serve Him, all (Insert Name)staff will be expected to champion and model our four Core Values and fully engage in ongoing growth both spiritually as well as biblical community. Performance reviews will include evaluation of participation/growth in these areas:

Worship Faithfully (Team Member should attend one of our weekend services with his/her family), Connect Intentionally (can be done in a variety of ways: (Insert Name)group/classes/discipleship/etc.), Serve Sacrificially (serve beyond the expectation of the assigned paid position), and Give Generously (at least 10% of Team Member's salary to (Insert Name) Church).

These are vital elements of a life committed to serving Christ, and represent blessings the Lord wants for us, not from us. Staff is called to model these, leading others to do the same. Engaging in (Church Name)'s Core Values is a condition of employment and failure to do so can result in termination.

ADDENDA

At-Will Employment Agreements and Acknowledgement of Receipt

Acknowledgement and Receipt of Team Member Handbook and Agreement to be Bound.

I acknowledge that I have been given a copy of the (Insert Name)Community Church's Staff Handbook and have been given sufficient time to read it.

I understand that this Handbook summarizes (Church Name)'s Personnel guidelines, rules and regulations and it is furnished to me for my information and guidance.

I further understand that this Handbook and the contents thereof, are the sole property of (Insert Name) Church. I agree that I will not duplicate, copy, or otherwise reproduce this Handbook, or any part thereof for any purpose whatsoever, and that upon termination of my employment, I will return this Handbook to its owner, (Insert Name) Church.

I acknowledge that it is my responsibility to read and become familiar with the contents of this Handbook and that its rules, policies, and benefits are binding upon me. I specifically acknowledge that I have read and understand the anti-harassment, drug and alcohol, conflict resolution, grievance and confidentiality policies, as set forth in this Staff Handbook, and agree to be bound by its provisions. My signature hereon shall constitute my agreement thereto.

I further acknowledge that (Insert Name) Church, at any time, may modify or rescind any of its policies, benefits, or practices as described in this Handbook, except for its policy of at-will employment, those policies required by law which are not subject to modification, which requires my mutual consent to modify.

I acknowledge that this Handbook is not a contract of employment and its policies do not imply a contract of employment. I further acknowledge and understand that the creation, dissemination, and use of this Handbook creates no contractual or legal rights to continued employment and no rights should be inferred there from.

Printed Team Member Name

Date

Team Member Signature

Please read the following elements and return to the Human Resources Team office with your signature/initials:

Agreement with Doctrinal Statement and Values

Team Member agrees with (Insert Name) Church's Doctrinal Statement and Values, as set forth above and in the Church's bylaws.

Initials _____

Agreement to Walk in the 4 Core Values of (Insert Name) Church

Team Member agrees to walk in each of the 4 core values of (Insert Name) Church below as described in the Team Member Handbook, Section 7:

Worship Faithfully
Connect Intentionally
Serve Sacrificially
Give Generously

I understand that engaging in (Church Name)'s Core Values is a condition of employment and failure to do so can result in termination.

Initials _____

Agreement to live out the Staff Values of (Insert Name) Church

Team Member agrees to walk in each of the 10 Staff Values of (Insert Name) Church.

I understand that engaging in (Church Name)'s Staff Values is a condition of employment and failure to do so can result in termination.

Initials _____

Return of Property

Team Member agrees to return all church property immediately upon request or upon termination of employment. The Team Member also agrees that, if necessary, (Insert Name) Church may take all action deemed appropriate to recover or protect its property.

Initials_____

Intellectual Property

I understand that (Insert Name) Church owns all intellectual property, such as sermons, books, curriculum, music, videos, artistic works, and other materials, created by (Insert Name) Church staff. Any property that is developed by staff and volunteers, on church time, with church resources, for use in (Insert Name)ministry is fully owned by the church.

The Lead Pastor is exempt from this clause, and therefore owns intellectual property created by him as Lead Pastor, but (Insert Name) Church retains the right to use such work created for any purpose and without royalties, in perpetuity and without geographical limitation.

Initials _____

Harassment

Team Member understands and agrees to adhere to the church policy on Sexual Harassment.

Initials_____

Confidentiality

I acknowledge that any and all confidential and proprietary information, including but not limited to congregation member files and the church database, belongs to (Insert Name) Church. I agree not to use or disclose or assist in the disclosure of such confidential information without written authorization from the Lead or Executive Pastor.

Initials_____

Unemployment Insurance

(Insert Name) Church is statutorily excluded from federal and state unemployment insurance programs, and it has not otherwise elected to participate in them. Therefore, in the event that employment is terminated, an Team Member will be ineligible for any unemployment benefits regardless of the reason for termination.

I have read and understand the above policy.

Team Member Signature

Team Member Name (please print)

Date

Building Access and Entry Code Receipt

I have received a key F.O.B. I will not give it out to non-Team Members without Team Leader approval.

Team Member Signature

Team Member Name (please print)

Date

(Insert Name) Church Credit Card Receipt

I have received a (Insert Name) Church Credit Card, and agree to the stated policies governing its use.

Team Member Signature

Team Member Name (please print)

Date