



This sample handbook and its contents should never be issued without a thorough review of an attorney. Use of this document constitutes a waiver of all liabilities against Bob Feitl.

Welcome to _____ [church name]

Dear Co-Worker:

The most significant thing happening on this earth is that Jesus Christ is building His church. _____ **Church Name** _____ is part of it! We welcome you to the team He has put together to do His work.

Working at a church is unique. Each person is:

- filling a position, but also having a ministry
- accountable to someone, but ultimately to Christ
- not perfect, but still growing

We believe with you that this will be a stimulating work environment in which you will grow personally - and that you'll see the growth of the Body of Christ happening right before your eyes.

In allegiance to Christ,

[Name]
Senior Pastor

[Name]
Executive Pastor

Table of Contents

Section 1

Welcome to _____ Church Name _____ 1-1

- How to Use this Handbook 1-5
- Integration Clause & Right to Revise 1-5
- Handbook Application 1-6
- Employee Statement of Acknowledgment 1-8
- History of _____ 1-9
- Biography of Senior Pastor, _____ 1-10
- _____’s Vision and Values 1-12
- Statement of Faith 1-13

Section 2

What _____ Church Name_ Expects from You 2-1

- Life Style 2-1
- Working Hours 2-2
- Dress 2-2
- Absences & Tardiness 2-2
- Accidents/Injury/Illness to Staff 2-3
- Access to Church Property 2-3
- Electronic Communications and
Technology Systems Policy 2-3
- Conflict of Interest 2-5
- Verification of Status Under Immigration Rules 2-5
- Reporting Child Abuse 2-6
- Custodial Services 2-6
- Media Relations 2-6
- Company Vehicles 2-6
- Moonlighting 2-7
- Weapons in the Workplace 2-7
- Tobacco Use 2-7
- Prohibited Substances 2-7
- Prescription Drugs and Other Medications 2-8
- Confidential Nature of the Work 2-9

Section 3

| | |
|--|------|
| What You Can Expect From _____ Church Name_____ | 3-1 |
| Equal Employment Opportunity Policy | 3-1 |
| Employment/Termination at Will | 3-1 |
| Harassment Policy | 3-1 |
| ADA (Americans with Disabilities Act) Policy..... | 3-2 |
| Personnel Files | 3-2 |
| Requests for Information Regarding Employees | 3-3 |
| Wages and Salaries | 3-3 |
| Deductions from Wages and Salaries | 3-4 |
| Pay Periods | 3-4 |
| Payroll Advances | 3-4 |
| Final Paycheck | 3-4 |
| Snow/Weather Cancellation Policy | 3-5 |
| Overtime for Non-Exempt Personnel | 3-5 |
| Replenishment (Comp) Time for Exempt Employees..... | 3-6 |
| Guidelines for Use of Replenishment (Comp) Time Off | 3-6 |
| Accountable Expense Reimbursement Plan | 3-7 |
| Definition of Employees | 3-8 |
| Job Classification Guidelines | 3-10 |
| Job Descriptions | 3-12 |
| Performance Evaluations | 3-12 |
| Wage and Salary Increases | 3-13 |
| Reductions in Work Force | 3-14 |
| Sub-Standard Performance and Progressive Discipline.... | 3-14 |
| Voluntary Termination | 3-15 |
| Involuntary Termination | 3-16 |
| Grievance Procedure | 3-16 |

Section 4

| | |
|--|------|
| Employee Benefits | 4-1 |
| Insurance Plans | 4-1 |
| Pension | 4-2 |
| Long Term Disability Insurance | 4-2 |
| Life Insurance | 4-2 |
| Federal Insurance Contributions Act (FICA) | 4-2 |
| Leave of Absence | 4-3 |
| Holiday Pay | 4-7 |
| Vacation Policy | 4-8 |
| Sick Pay | 4-10 |

Section 5

Pastoral Team 5-1
 Expectations 5-1
 Additional Benefits..... 5-2
 Outside Personal Ministry 5-3
 Publications..... 5-3
 Seminars 5-3

How to Use this Handbook

This handbook is provided for your use as a ready reference and as a summary of the Church's personnel policies, work rules and benefits. It is designed to acquaint you with the Church policies as quickly as possible. Accordingly, you will find it to your advantage to promptly read the entire handbook.

Integration Clause and Right to Revise

This Employee handbook contains the employment policies and practices of the Church in effect at the time of publication. All previously issued handbooks and any inconsistent policy statement or memoranda are superseded.

Church Name_____ reserved the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits as stated in this handbook or in any other document. Only the Executive or Senior Pastor has the authority to make changes.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. Oral statements or representation do not in any way change or alter the provisions of this handbook.

Nothing in the employee handbook, or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Handbook Application

The language in the Handbook is not intended to establish a contract between _____ and any of its employees for either employment or the providing of any term, condition, compensation, or benefit of employment. You have the right to terminate your employment and compensation with or without cause and with or without notice at any time and _____ retains the same right. The only contractual provisions of this Handbook are contained in the following sub-paragraphs A through F. By signing this Handbook, you contract with _____ in the following matters:

A. Authority to Contract. No manager, employee or representative of _____, other than the Elders through the Senior or Executive Pastor, has any authority to enter into any agreement for employment for any specific or definite period of time, or to make any agreement contrary to the terms of this Handbook. Any such agreement must be made in writing and signed by the Executive Pastor to be effective.

B. Limitations on Claims. Employee agrees that any lawsuit against _____ and/or its agents arising out of employee's employment or termination of employment, including but not limited to claims arising under state or federal civil rights statutes, must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Right to Sue from the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by statute, whichever is shorter. Employee waives any statute of limitations that exceeds this time limit.

C. Confidentiality. Employees may not reveal or divulge any personal or confidential information obtained in the execution of their work other than to appropriate Pastoral Staff or when otherwise authorized in the performance of their duties. Additional guidelines provided to persons conducting pastoral counseling are not superseded, and do not supersede, any language in this Handbook. All records, papers, information, documents and software to which Employee may have access in the course of his or her employment are considered confidential by _____ and must be treated as strictly confidential by all employees during and after their employment ends. All such records, papers, information, documents and software will remain the property of _____ during and after employment of any employee and must be returned upon termination of employment.

D. Return of Property and Reimbursement. Upon termination of employment, Employee is responsible for returning any _____ property, including, but not limited to, office furnishings, keys, pagers and property covered by the Electronic Communications Policy, in his or her possession to _____. Employee is also responsible for satisfying any wages, expenses, used but unaccrued vacation time, and other amounts owed to _____ that he or she may have incurred before leaving. By signing this Handbook, Employee agrees to permit _____ to deduct any unpaid amounts or amounts otherwise owed from unpaid wages, vacation pay and/or other benefit payments owed to him or her.

E. Conflicts of Interest. The Church desires to avoid situations where there is actual or potential conflict of interest or the appearance of such conflict.

You must not use your position for private gain for yourself or for persons with whom you have personal, business, or financial ties. You must avoid any outside activity that could reasonably be expected to adversely affect, or give the appearance of adversely affecting, the independence and objectivity of your judgment, or interfere with the timely and effective performance of your duties and responsibilities or discredit the Church.

Consistent with the forgoing, participation in multi-level marketing programs by a pastor or their spouse is specifically prohibited.

F. Electronic Communications. The Electronic Communications Policy is contractually binding upon Employee and _____.

Employee Statement of Acknowledgment

This is to acknowledge that I have received a copy of the _____ Employee Handbook. I understand that it provides guidelines and summary information about _____'s personnel policies, procedures, benefits, and rules of conduct and does not create any binding contract or right. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that _____ reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both _____ and I have the right to terminate the employment relationship at any time, with or without cause or advance notice and to forgo the progressive discipline policy in certain situations. I understand that this employment-at-will agreement constitutes the entire agreement between _____ and me on the subject of termination and it supersedes all prior agreements. I further understand that this employment-at-will agreement may not be modified by any oral or implied agreement.

I hereby make a commitment to abide by the policies and procedures in this manual.

I am excited about becoming a member of the _____ **(Church Name) staff**. I agree with the _____ **Statement of Faith**. I commit to using my spiritual gifts and natural talents to serve Christ wherever I can in this church. I will generously support the church financially in a regular and cheerful manner as Scripture teaches. I will carefully protect the unity of this fellowship following the principles of Matthew 18 in resolving any conflict I have. I will pray for and encourage others in our church, be a positive witness for Christ and our church in this community. I have personally put my faith in Jesus Christ and His shed blood and nothing else for forgiveness, redemption and salvation.

Employee's Name (please print)

Employee's Signature

Date

History (sample)

_____ was organized in March of 1983, when 75 people came together to form a new congregation led by Pastor William Sherbert. Later that year, the attendees voted to form a bible-teaching church, independent from other denominations.

Planning for a building and the purchasing of land was all done by faith and prayer as a building fund had not been established. Their desire was not as much to have a building, as it was to reach as many people for Jesus as they could. The small congregation dedicated a new church building with a 200-seat sanctuary just south of Richland on May 19, 1985.

The facilities grew with the congregation. In 1989, storage, class-rooms, and office space were added. In 1997, a new multi-purpose worship center (seating 650) along with additional classroom and office space, more than doubled the size of the prior structure and allowed for further growth.

God has continued to bless our congregation with continued growth, as we now reach the 2,000 weekend attendees mark, and we find ourselves once again at a place where we must add new spaces for worship, nursery, music and education.

_____ exists to help individuals, here and worldwide, know God well, and worship Him joyfully together in community. This emphasis on the people God has placed around us leads us naturally to begin our planning with a determination of how many people live around us, their faith involvement, their preferences in worship and programming, and their overall lifestyle.

Ministry programming works hard to accommodate all these needs, from contemporary celebrative worship services to a connected small group ministry that is growing strong. As an employee of _____, you too, are an ambassador to the individuals that you come into contact with each and every day, not only on weekends.

Our Mission:

"To Connect People To Jesus And One Another, One At A Time"

Our Values:

Celebrative Worship

Creative Evangelism

Strategic Equipping

Maturing Community

Submissive Service

Progressive Excellence

Statement of Faith

The following statements we believe to be a summary of the doctrine, which is essential to the practice and propagation of true Biblical Christianity, and therefore are held by this church.

THE SCRIPTURES: The Scriptures of the Old and New Testament are the written Word of God and the Supreme and sole authority of Christian faith and practice. The Scriptures were originally given by the Holy Spirit by plenary, verbal inspiration, infallible true and free of error. No other writings, experiences or traditions of any kind are inspired in this sense. (II Timothy 3:16-17, II Peter 1:20-21, John 20:31, Psalms 119:105).

THE NATURE OF GOD: The only true and living God is the Triune Godhead – the Father, Son and Holy Spirit. The Triune Godhead is co-existent, eternal and co-equal in all attributes. The Father is omnipotent, omniscient, omnipresent, The Creator and ruler of all things. He has been revealed to man through the Scriptures and completely and supremely in the person of the Lord Jesus Christ. (II Corinthians 13:14, Colossians 1:15-17, Hebrews 1:3 John 15:26-27)

THE NATURE AND WORK OF JESUS CHRIST: The Lord Jesus Christ is the Son of God equally divine and eternal with the Father and is also the Son of Man, truly human, but without sin. He became flesh in the person of Jesus of Nazareth who is born of the virgin Mary by miraculous conception of the Holy Spirit and virgin birth. He lives a sinless human life, perfectly fulfilling the divine law and then offered himself as a sacrifice for the sins of every man. He died on the cross shedding his precious blood in full substitution and atonement for the sins of all men everywhere. He was buried. On the third day He arose bodily from the dead, alive forever more. He later ascended bodily into Heaven, where at the right hand of the Father he now continually intercedes for those who put their trust in Him. (Matthew 1:20, Isaiah 9:6, Luke 1:35, John 17:5 & 8, Philippians 2:6-8, I Peter 2:24, 3:18, Romans 3:24-25, I John 2:2, Colossians 1:20, II Corinthians 5:18, John 19:38-42, Romans 10:9, Acts 1:9, John 21:19, Romans 8:34)

THE NATURE AND WORK OF THE HOLY SPIRIT: The Holy Spirit is one with the Father and Son in the Godhead, whose work it is to glorify God in Christ through convicting men of sin and regenerating those who

believe on Him. He indwells all believers and is the source of all spiritual power, but he may be resisted by both saints and sinners. He is the guide and counselor for all Christians and for the church, to interpret, teach and reveal the mind of God unto us through the Holy Scriptures. (John 3:6, Titus 3:5, I Thessalonians 5:19, Acts 7:51, Ephesians 4:30, John 14:17, Ephesians 3:16, I John 2:27, I Corinthians 2:13, John 14:26)

THE NATURE OF MAN: Man was originally created in the image of God. The Genesis account of creation reveals that man came by direct creation of God. Though created in the image of God, man willfully sinned by disobedience, thereby bringing sin and death into the world. Through Adam all have inherited a sin nature and are condemned to eternal punishment. (Genesis 1:16-17, Romans 3:10-19, Romans 3:23, 5:12-14, 6:23, I John 1:8, Revelation 21:12)

SALVATION: Man is utterly unable to save himself from the power or penalty of sin. Each man must be saved wholly on the basis of the work Christ has done in dying for his sins and rising for his justification. Salvation is received by grace through faith in Jesus Christ, as the Son of God and personal Savior. (John 3:5, 1:12, Romans 5:1, Ephesians 2:8-9, Titus 2:11-14)

The Bible clearly teaches that all the redeemed, once saved, are kept by God's power and are safe and secure in Christ forever. (John 5:24, 6:37-40, 6:47, 10:27-30, Romans 8:28-39, Ephesians 1:13-14, , 4:30, I Peter 1:5, I Corinthians 1:4-8, Hebrews 13:5) Therefore, it is impossible for a born again child of God to lose his salvation. (John 10:28) On the other hand, the person whose life is devoid of Christian character ought to make certain of his calling and election (II Peter 1:3-10) and should examine himself to see whether he is in the faith (II Corinthians 13:5) The question, therefore, is not whether saved people can be lost (Which is impossible) but whether one who professes belief is truly saved. (I John 2:4, 6, 9)

SANCTIFICATION: A true Christian is one who has been "saved" or "born again", set apart by the Holy Spirit when he truly believes in and accepts Christ as his personal Savior. The reality of this experience will evidence itself by a genuine love for Christ and His word and by a life characterized by Christ-like motives and standards. This setting apart consists of an act, occurring at salvation, wherein the Holy Spirit sets the believer apart positionally for Heaven: a process, to progressively overpower sin in the life of the believer and gradually conform him to the image of Christ. As a

result, the believer attains perfect holiness at the rapture of the church. (John 3:5-6, II Peter 1:4, Ephesians 1:3-12, II Corinthians 5:17, Romans 1:7, I Corinthians 1:2, Titus 3:5, Philippians 1:6, I Thessalonians 5:23, Philippians 3:21, I John 3:2, Jude 24)

SATAN: Satan is a fallen angel of great power in rebellion against God. He is iniquitous, promotes evil, deceives and tempts all men to sin against God. He will be cast into the lake of Fire at the end of the age. (Ephesians 6:12, Isaiah 14:12-15, John 8:44, I Peter 2:4, Revelation 19:20, 20:1-12)

THE CHURCH: The church of Christ is composed of all who have been saved and will be with Him in heaven. A local church, therefore, is an assembly of regenerated persons united by doctrine for effectively witnessing to the unsaved, for baptizing, teaching, exhorting, and edifying those who are saved. For Christian fellowship among the brethren, for united praise and worship of God through song, testimony, prayer and frequent observance of the Lord's supper as ordained by Christ, and for establishing other local churches of like precious faith, at home and abroad. (Acts 2:41-47, I Corinthians 1:2, Romans 16:17, Matthew 28:18-20)

ORDINANCES: Scripture instructs the church to carry out two ordinances, which were instituted by the Lord. These ordinances are a symbol, not a sacrament. These were practiced by the early church and explained in the Epistles. Believers baptized by immersion are a memorial of Christ's death, burial and resurrection. It is a testimony of the believer's body after the example of Christ. The Lord's Supper is a memorial of Christ's death, a testimony of His body and shed blood, upon which we are continually dependent and a prophecy of His return at the rapture. (Matthew 26:26-30, Acts 2:41-42, Romans 6:3-5, I Corinthians 11:23-34)

CIVIL GOVERNMENT: All Christians should obey officials of the government and the laws of their country as those appointed by God for the protection of all the punishment of evil doers. The only exception to this would be when these officials or laws conflict with the Word of God. We are admonished to pray for our leaders. (Ezra 7:26, Matthew 22:21, Romans 13:1, I Peter 2:17, I Timothy 2:1-2)

THE PROMISED RETURN OF CHRIST: When the present age is consummated the Lord Jesus will return to the earth to establish His millennial kingdom. It is not possible to know the date of His coming;

nevertheless, every Christian should live in earnest expectation of His coming at any time. When He comes in the air, both dead and living believers will be caught up to meet Him, receive their resurrection bodies and will appear at the judgment seat of Christ to be judged not for salvation, but for rewards. This pre-Millennial coming of Christ to be judged not for salvation, but for rewards. This pre-Millennial coming of Christ will also be associated with a period of judgment and great tribulation on the earth, in which the wrath of God will be poured out on unsaved men because of their rejection of God and His Christ. Then Christ will come to the earth in power and glory to reign for a thousand years. (I Corinthians 15:51-52, I Thessalonians 1:10, 4:13-18, 5:1-10, I Corinthians 3:12-15, II Corinthians 5:10, Daniel 9:27, Matthew 25:1-10, II Thessalonians 1:7-10, Isaiah 65:18-25, Revelation 20:4-10)

FINALIZING OF GOD'S PROPHECY: Following the millennium, the unsaved dead will be raised, judged according to their works and separated forever from God in the Lake of Fire. Satan, who is a real personality and the source of all evil in the universe, will also be consigned forever to the Lake of Fire. Those who are saved will live forever in the presence of Christ enjoying the fellowship for which they are created, and which was secured for them through the reconciling work of the Lord Jesus Christ. (Matthew 25:41-46, Revelation 20:11-15)

What _____ Expects from You

Make a commitment to the policies and procedures in this manual.

Make a commitment to membership to the Body at _____
(An exception to this may be granted by the Elders.)

Lifestyle

Ephesians 5:1-7 and 15-21

“Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God.

But, among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. For of this you can be sure: No immoral, impure or greedy person – such a man is an idolater – has any inheritance in the kingdom of Christ and of God. Let no one deceive you with empty words, for because of such things God’s wrath comes on those who are disobedient. Therefore do not be partners with them.”

Be very careful, then how you live – not as unwise but as wise, making the most of every opportunity, because the days are evil. Therefore do not be foolish, but understand what the Lord’s will is. Do not get drunk on wine, which leads to debauchery. Instead, be filled with the Spirit. Speak to one another with psalms, hymns and spiritual songs. Sing and make music in your heart to the Lord, always giving thanks to God the Father for everything, in the name of our Lord Jesus Christ.

Submit to one another out of reverence for Christ. (Eph. 5:21)

Working Hours

The Church's normal office hours for non-pastoral staff are from 8:30 a.m. to 4:30 p.m. on weekdays with a 1/2 hour (unpaid) off for lunch. There can be some allowance made for a flexible schedule with prior written approval of your Associate Pastor and the Executive Pastor.

Dress

The Church desires to maintain a casual, but well-groomed image and recognizes that the personal appearance of staff can affect this image. All staff are expected to be neat and well groomed.

Absences & Tardiness

Employees are expected to be at work on time and to work a full workweek, except for authorized absences. Any absence or tardiness becomes a part of your employment record.

Authorized absences include the following:

Vacation time scheduled in advance

Sick leave

Time off for a workers' compensation injury

A death in your family

Jury duty

Military leave

Emergency situations beyond your control and other leaves of absence as outlined in 4-4 through 4-7

If absent, you are responsible to call your supervisor as close as possible to your regular starting time. Your supervisor must approve, in advance, any planned time away from work taken to assure appropriate coverage.

If you don't come to work and don't call in, we have the right to determine that you're not coming back. Thus, our rule is that unauthorized absences of three (3) or more consecutive days without notice will be considered as a voluntary termination, and we will remove you from the payroll. If you

are repeatedly absent or tardy without authorization, you could be subject to progressive discipline, suspension, and/or termination.

Accidents/Injury/Illness to Staff

If you should have an accident or work-related injury, it must be reported to your supervisor immediately and an incident report is to be completed and given to the Executive Pastor. If you need to go to a doctor, they will give you the forms to take with you.

If you become ill or encounter a personal emergency while at work, please report to your supervisor as soon as is reasonably possible so that arrangements can be made for you to leave as quickly as possible.

Access to Church Property

It is important that _____ always have access to church property, as well as other records, documents, and files. As a result, _____ reserves the right to access employee offices, workstations, filing cabinets, desks, computers, computer files, voice mail, e-mail and any other church property at its discretion, with or without advance notice or consent.

Electronics Communications and Technology Systems Policy

All electronics communications and technology systems provided for employee use at _____ are the property of _____, and all communications utilizing those systems are the property of _____. For the purposes of this policy, "electronic communications and technology systems: include, but are not limited to, computers, software, electronic mail, Internet access service, facsimiles, palm pilots, pagers, cellular phones, voice mail, and any other current or future electronic systems. Employee must use good judgment in regard to the amount and type of

nonjob-related use. Any confidential or proprietary information must be handled with care and according to _____ policies on confidentiality. All electronic communications and technology systems must be returned to _____ immediately upon termination of employment.

_____ shall, from time to time and without further notice, monitor the use and the content of electronic communications and technology systems. Employee use of these systems constitutes consent to such monitoring for the purposes of all federal and state wiretapping statutes. Employees may not encrypt communications or otherwise make them inaccessible to _____. Employees should not have any expectation of privacy in any information sent, received, or stored in _____'s systems. Employees are obligated to disclose all passwords used with the systems as well as any change of passwords. Further, at its discretion, _____ may suspend without notice any regularly scheduled deletion of all or parts of communications created or maintained by employees on these systems.

An employee may not add, run, download, or install any other computer software to _____'s systems without prior approval of _____ to do so. Employees may not share any log-on procedure or password with any third party, nor may they be shared with other employees unless such password is requested by an authorized management official of _____. Unauthorized copying of _____-purchased software is prohibited.

Use of electronic communications and technology systems that violates any local, state, federal or international law is strictly prohibited. Each user is personally responsible to use the systems only for lawful purposes, and by their use agrees to comply with all laws. File sharing and unauthorized copying of copyrighted material is strictly prohibited. Employees found to have engaged in copyright infringement activities will be subject to disciplinary action and may be subject to fees and judicial action.

Employees are prohibited from engaging in any activity that compromises the integrity and functioning of electronic communications and technology systems. Such activity includes, but is not limited to, the propagation of viruses, sending of unwanted or "spam" communications, misrepresenting the identity of the source of an electronic communication and using

systems to seek information about another user without his or her permission.

Electronic communications and technology systems may not be used in any manner that disrupts employees or _____ business, or that is obscene, offensive, harassing or threatening to employees or to current or prospective members, or that otherwise violates any _____ policy. Employees engaging in personal and/or inappropriate communication may be subject to discipline, up to and including discharge.

_____ reserves the right to disclose information from the electronics communication and technology systems to law enforcement or government officials or to other third parties with notification to or permission from the employee(s) sending or receiving the communications.

Conflict of Interest

The Church desires to avoid situations where there is actual or potential conflict of interest or the appearance of such conflict.

You must not use your position for private gain for yourself or for persons with whom you have personal, business or financial ties. You must avoid any outside activity that could reasonably be expected to adversely affect, or give the appearance of adversely affecting, the independence and objectivity of your judgment, or interfere with the timely and effective performance of your duties and responsibilities or discredit the Church.

Consistent with the foregoing, participation in multi-level marketing programs by a pastor or their spouse is specifically prohibited.

Verification of Status Under Immigration Rules

The Church is required by the federal immigration laws to verify the identity and legal eligibility of all individuals before they can begin work. Each new hire must complete an I-9 Form provided by the Church.

Temporary workers hired to work less than three (3) days are required to show verification on the first day of work. All offers of employment and continued employment for positions in the United States are conditioned on furnishing satisfactory evidence of identity and legal eligibility to work in the United States within 3 days of offering employment.

Reporting Child Abuse

Employees are required by law to report any actual or suspected physical or sexual abuse of any child we have contact with in our work. When you see evidence of abuse of any child or hear complaints of abuse of any child, or if you suspect abuse of any child, you must report it immediately to the Executive Pastor who will assist you in reporting it to the proper state authorities.

Custodial Services

Every effort is made to maintain a clean and sanitary atmosphere. If you are aware of anything that may pose a safety hazard, require a clean up, or other action, you are to report that immediately to the Facilities Team or your immediate supervisor.

Media Relations

All requests for information from media representatives must be coordinated through the Senior or Executive Pastor. You should not talk with any media representative without prior approval.

Company Vehicles

_____ may allow selected employees to operate
_____ vehicles as needed for work-related use.
Employees who operate _____ vehicles are required

to submit a copy of their driving record and to inform _____ of any infractions.

_____ vehicles may only be used for _____ business unless specific permission is granted by the Executive Pastor and must be operated in accordance with the law. _____ is not responsible for any tickets and/or offenses that occur during work. Further, if an employee is at fault for an accident that causes damage to a vehicle, the employee may be obligated to pay the amount of the insurance deductible for the repair. The vehicle must be maintained in accordance with the manufacturer's recommended maintenance schedule. Vehicle repairs must be approved by _____ prior to any work being performed. The vehicle may not be subjected to abuses that result in abnormal wear and tear. All accidents involving a _____ vehicle must be reported as soon as possible.

_____ may discontinue _____ vehicle privileges at any time.

Moonlighting

Employees may work for outside organizations if (1) they receive prior approval from the Executive Pastor; and (s) such employment does not interfere with the employee's job duties at _____ and does not violate any provision of the Employee handbook.

Weapons in the Workplace

_____ prohibits employees from possessing or carrying weapons – concealed or otherwise – onto _____ premises, regardless of whether an employee is a current holder of a concealed weapons permit under state law or of any other permit authorizing the possession of a weapon. The only exceptions to this policy may be made by the Executive Pastor.

Tobacco Use

_____ believes that the use of tobacco products on our premises should be restricted to limited areas. As a result, use of tobacco products is not permitted in any facility or vehicle except for employees' own vehicles.

Prohibited Substances

Employees are prohibited during working time from using, selling, distributing, or being under the influence of:

- a. Illegal drugs and other controlled substances (including trace amounts) and other substances which have the effect of altering the physical and/or mental abilities of the employee.
- b. Alcoholic beverages and any beverage, mixture, or preparation, including any medication, containing alcohol.
- c. Prescription drugs which are known to or may impair a person's work performance, except as provided below.

Prescription Drugs and Other Medications

Any employee using a prescription drug or over-the-counter medication which is known to or may cause impairment is responsible for being aware of any potential effect such drug may have on his/her judgment or ability to perform duties and for reporting such use to his/her supervisor prior to beginning work.

If an employee fails to comply with the prescription restrictions stated in this section, neither a physician's prescription nor other medical reason will be an acceptable excuse.

Implementation and Enforcement of Policy. Applicants and employees will be requested to submit samples for prohibited substance testing, which may include, but is not limited to, urine, saliva, blood,

plasma, breath, hair follicle or other accepted testing procedures in the following circumstances:

- If _____ has reason to believe that an employee has unauthorized possession of or has used, sold, purchased, manufactured, dispensed, or distributed prohibited substances on _____ premises.
- Anytime following conviction of a crime involving a prohibited substance.
- Following an accident or incident.

Investigation. _____ reserves the right to inspect the contents of any _____ property being used by the employee at any time and to inspect the contents of any personal property brought onto _____ premises.

Refusal to Submit to Tests or Searches. No employee search or test will be conducted without the employee's consent. However, an employee who refuses to submit to a test or search may be subject to disciplinary action, up to and including discharge.

Confidential Nature of the Work

Many of the things you will hear in the execution of your work are strictly confidential. It is one of your most serious responsibilities that you in no way reveal or divulge any such information, other than to the appropriate pastoral staff necessary to perform your employment tasks, or when otherwise authorized in the performance of your duties.

Additional guidelines are provided elsewhere for persons conducting pastoral counseling.

What You Can Expect From _____

Equal Employment Opportunity Policy

_____ seeks to provide equal employment opportunities and is dedicated to the principle that access to employment opportunities be accorded to each person on the basis of individual qualification and without regard to race, color, national origin, ancestry, age, gender, marital status, pregnancy, medical condition, physical or mental disability, or whether an individual is a disabled veteran.

This policy shall be applied consistently with all applicable federal and state laws and regulations issued hereunder, which bar discrimination and harassment in employment.

The Church does, however, reserve the right to maintain its heritage and destiny as a Christian witness. The Church asserts its right to employ and retain only those persons who support the Statement of Faith, Mission Statement and Core Values of the Church including the Church's position on sexual orientation, as stated in this Employee handbook and elsewhere.

Employment/Termination at Will

Employment at _____ is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Church. Nothing in this handbook or in any document or statement shall limit the right to terminate employment. Only the Elder Team of the Church has the authority to enter into a written agreement for employment other than at-will.

Harassment Policy

_____ is committed to providing a work environment that is free of discrimination. In keeping with this commitment, _____ maintains a strict policy prohibiting unlawful harassment, including sexual harassment. Sexual harassment of employees

by supervisors, co-workers, or vendors is prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

Submission to this conduct is made a condition of employment. Submission to or rejection of this conduct is used as the basis for an employment decision affecting the harassed employee. The harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

If you believe that you are being, or have been, harassed in any way, please report the facts of the incident or incidents to your supervisor and the Executive Pastor immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

Violation of this policy may result in disciplinary action, up to and including possible termination.

ADA (Americans with Disabilities Act) Policy

_____ complies with all state and federal laws related to the ADA for job applicants, hiring, promotions, demotions, terminations, job training, wages, and terms and conditions of employment. _____ will not discriminate against any qualified individual with a disability. _____ will also provide accommodation for disabled persons on our premises to the degree it is reasonable and does not cause undue hardship.

Personnel Files

As a current or a former employee, you have the right to inspect your personnel file. Personnel files cannot be seen by other unauthorized staff, job applicants or your relatives unless the request includes your written permission. Your lawyer may review your file, with your written authorization.

By request, you may make an appointment with the Executive Pastor to read any records that are used or previously have been used to determine your qualifications for employment, promotion, additional compensation, termination, or other disciplinary action. You cannot read letters of recommendation or investigation records regarding a possible criminal offense.

You may inspect the records and take notes. You may only receive copies of documents that are signed by you, such as job applications, leave request, etc.

Requests for Information Regarding Employees

_____ is extremely concerned about the accuracy of information provided to individuals outside the Church regarding current or former employees. Consequently, you may not provide (either on- or off-the-record) any information regarding current or former employees without the specific written approval of the Senior or Executive Pastor. This specifically includes letters of reference.

Where there is a request for a reference of a former employee, only the Executive or Senior Pastor will normally verify only a former employee's date of employment, position or positions held, and final rate of pay.

Wages and Salaries

Your wage or salary is confidential information. Wages and salaries are based on a number of factors such as experience, education, level of responsibility, performance, ability to work well with other employees, and an exemplary Christian lifestyle. Only the Elder Team is authorized to make final wage and salary offers and indicate Church wage and salary ranges.

Deductions from Wages and Salaries

Certain deductions required by law will be made from your wages or salary. These include state and federal income taxes, and Social Security taxes (FICA). Deductions will also be made for health and dental insurance premiums, retirement plan contributions, and other contributions if you request such deductions, or for court ordered garnishments. The Church has established a plan and medical deductions will be taken out pre-tax. Special arrangements for pastors who have opted out of social security are described in section 5.

Pay Periods

The pay period for _____ is every two weeks with checks issued on Thursday. There are 26 pay periods per year.

Payroll Advances

Paychecks may be issued in advance of a pay period only under extreme circumstances as determined by the Executive Pastor. If you are away on vacation during a pay day, leave a deposit slip with the Finance Office and your paycheck will be mailed to your bank to arrive on, or about, pay day. For those electing Direct Deposit, this transaction is automatically completed for them.

Final Paycheck

Employees will receive their final paychecks within the time required by law. Under most circumstances, a minimum of two weeks notice by either party is expected. The final paycheck for an employee who resigns with at least 72 hours advance notice will be provided to the employee on his or her last day of work. The final paycheck for an employee who resigns without at least 72 hours advance notice will be provided within 72 hours of his or her resignation. An employee who is terminated involuntarily will be provided his or her final paycheck on his or her last day of work. Church property, such as keys, pagers, cell phones, and other equipment

must be returned by each employee at the time the final paycheck is provided.

The final paycheck will include payment for any vacation time accrued but not used or will reflect a deduction for vacation time taken that has not been accrued.

Snow/Weather Cancellation Policy

When _____ Schools closes due to adverse weather conditions, _____ is closed until 12:00 pm. All morning activities are cancelled. Staff may choose to come to work if they feel they can travel safely. Administrative and custodial staff are expected to call the office if they are not able to arrive by 12:00 pm. Staff will be paid for the time off if they are scheduled to work during that time.

Scheduled afternoon/evening activities will take place upon review of the following criteria by the supervising pastor and the Executive Pastor:

1. Volunteer support
2. Forecast of road conditions
3. Ability of custodians or volunteers to clear walks

If afternoon/evening activities are cancelled, necessary information will be placed on the church answering machine, signage on outside doors, radio and television stations, and the website. Each supervising pastor is responsible for further communication within their ministry.

Overtime for Non-Exempt Personnel

Labor laws require that an employer provide a worksheet so that overtime can be computed. Due to the workload at peak times, your supervisor may ask you to work beyond the normal shift. The Church will pay overtime for your overtime work in accordance with the requirements of state and federal law. Although an attempt will be made to give you advance notice of overtime assignments where it is feasible to do so, this is not always possible. Sick time, holiday and vacation hours paid, but not worked, are not included in calculating overtime. Overtime is based only on actual hours worked as required.

Federal law provides:

Time and a half employee's regular rate of pay for all hours worked beyond 40 straight-time hours in a "work week."

Overtime worked by non-exempt employees must be authorized in advance by their supervisor. Work before the workday begins or after the workday ends is not approved overtime unless the supervisor specifically authorizes an employee to report early or remain late and work overtime.

Replenishment (Comp) Time for Exempt Employees

On occasion, Regular Full-time staff who are not compensated for overtime may work periods of excessive overtime. In these cases, Regular Full-time employees may be awarded Replenishment Time. Replenishment Time is awarded to employees who are not eligible to receive overtime pay to give them time to refresh themselves physically, emotionally and spiritually, and to renew family relationships that may have been hampered during these overtime periods.

Guidelines for Use of Replenishment (Comp) Time Off

On those occasions when replenishment is allowed, it must be specifically approved by your Associate Pastor and the following guidelines must be followed:

Will be authorized only when the Staff Pastor has specifically required an employee to work a significant amount of additional time due to special project deadline or ministry needs.

Replenishment time must be taken as soon as possible (generally within the next 10 days) after the additional time has been worked, with the scheduling approval of your Associate Pastor.

Replenishment time may not be “saved” to be taken months later and may not be used to extend your vacation allocation.

All replenishment time is to be reported to the Executive Pastor, on a form provided, by the Associate Pastor in charge. Associate Pastors must request any replenishment time they desire with the Executive Pastor. The Executive Pastor will request replenishment time from the Senior Pastor.

Accountable Expense Reimbursement Plan

Income tax regulations provide that an arrangement between an employee and employer must meet the requirements of business connection, substantiation, and return of excess payments in order to be considered a reimbursement.

Plans that meet the three requirements listed above are considered to be accountable plans, and the reimbursed expenses are generally excludable from an employee’s gross compensation.

Plans that do not meet all the requirements listed above are considered non-accountable plans, and payments made under such plans are includible in gross employee compensation.

_____ has established an expense reimbursement policy in compliance with income tax regulations whereby employees serving the church may receive advances for, or reimbursement of, expenses if there is a stated business purpose of the expense related to the ministry of the church. Expenses would qualify for deductions for federal income tax purposes if the expenses were not reimbursed, and the employee provides adequate substantiation to the church for all expenses. The following methods will meet the “reasonable time” definition:

- An advance is made within 30 days of when an expense is paid or incurred.
- An expense is substantiated to the church within 30 days after the expense is paid or incurred: or
- An excess amount is returned to the church within 30 days after the expense is paid or incurred.

Substantiation of business expenses will include: Business purpose, business relationship (including names of persons present), cost, time, and place. Auto mileage reimbursed must be substantiated by a daily mileage log. The church will retain the original copies related to the expenses substantiated.

Out of Pocket: Actual expenses that directly relate to your ministry will be reimbursed on a weekly basis with receipts, after being approved by your supervisor.

Mileage: All church ministry-related mileage is reimbursable at the rate permitted by the I.R.S. Each trip will identify the number of miles driven and the purpose of the trip.

Note: Travel to and from home to the church will not be reimbursed.

Definition of Employees

Regular Employees - are those who are hired to work on a regular schedule. Regular employees may be classified as Full-time or Part-time.

- Regular Full-time Employees – an employee is considered to be a Regular Full-time employee if they have completed at least 90 days of continuous service and average thirty (35) or more hours of work each workweek.
- Regular Part-time Employee – an employee is considered to be a Regular Part-time employee if they have completed at least 90 days of continuous service and average at least ten (15), but less than thirty (35) hours of work each workweek.

Temporary Employees – those who work on an intermittent basis, or who regularly work a schedule of less than thirty (35) hours per week for a specific limited period, generally not exceeding three (3) consecutive months. Benefits are not available to Temporary Part-time employees.

Independent Contractor – the Church may have need from time to time for short term assistance by a qualified professional in a field that no one else

on staff would have that particular expertise to complete an identified project. That person generally is a self-employed, technically proficient individual receiving little or no direct supervision by others on staff.

Exempt Employee – Exempt Employees are salaried and are not covered by the overtime provisions of state and federal law and are therefore not eligible for overtime pay. Their salary may be computed to accommodate for any additional work hours required to fulfill their job.

Nonexempt Employee – nonexempt are hourly employees and are eligible to receive overtime pay, if applicable, in accordance with the provisions of state and federal law.

Job Classification Guidelines

| Pastoral Team (Ordained/Licensed/Commissioned) | General Staff (non-credentialed) |
|--|--|
| <p>Senior Pastor - Reports to the Elder Team, has overall responsibility for the health and integrity of the church. Provides the master direction, macro vision and weekly teaching. Shepherds the entire body including the staff.</p> | |
| <p>Executive Pastor - Reports to the Senior Pastor, has full responsibility for all staff through associate pastors/ administrators. Provides daily operational direction and implementation of the vision. May also have a personal portfolio of ministry responsibilities and significant ongoing shepherding responsibilities including the staff.</p> | |
| <p>Associate Pastor - Reports to the Executive Pastor, and is commissioned, licensed or ordained. May supervise one or more Full- and Part-time staff including assistant pastors who may run some ministry. Has full responsibility for department budget. Holds regular department staff meetings and administers all policy and procedures in this handbook and elsewhere. Also has individual portfolio of ministry programs and significant ongoing shepherding responsibilities.</p> | <p>Department Administrator - Reports to Executive Pastor. Same responsibilities as associate pastor but does not have license, ordination or ongoing shepherding responsibilities (ie. Business Administrator).</p> |

Job Classification Guidelines

| Pastoral Team (Ordained/Licensed/Commissioned) | General Staff (non-credentialed) |
|--|---|
| <p>Assistant Pastor - Reports to an associate pastor, and is commissioned, licensed or ordained. Has responsibility for running some area of ministry. May have Full- or Part-time paid staff reporting to them. Always has a multiple lay volunteers in leadership roles reporting to them. Has ongoing shepherding responsibilities.</p> | <p>Department Director - Reports to department pastor/administrator. Same responsibilities as assistant pastor but does not have license, ordination. May have limited or age specific shepherding responsibilities. (i.e. - Finance Director, Nursery Director)</p> <p>Ministry Coordinator - Reports to associate pastor. Same responsibilities as assistant pastor but does not have license, ordination or ongoing shepherding responsibilities. May be a volunteer or Full- or Part-time</p> |
| | <p>Ministry Assistant - Provides all required ministry coordination and support including administrative, computer and word processing, telephone and message management, filing and information tracking to a ministry department or individual staff member. May be Part- time.</p> <p>Some Part-time Ministry Assistants may only provide general office assistance, front desk, copy room, filing, data entry or financial office assistance.</p> |

Job Descriptions

Employees are generally given a job description before they start to work. A job description summarizes your duties and responsibilities and tells you what you need to know about your new job. Please read and study your job description carefully and discuss it with your supervisor if you have any questions.

_____ reserves the right to revise and update your job description from time to time, as it deems necessary and appropriate.

Performance Evaluations

Every job classification has been assigned an approved salary range that has a minimum and maximum rate. These salary ranges are reviewed by the Elder Team periodically and adjusted as necessary. Adjustments to these ranges are made after surveys from national resources including other large churches in a comparable socioeconomic community.

All _____ staff members are placed in challenging positions with high expectations for performance. However, pastors who have a "call" to give their lives to ministry have even higher expectations placed on them. Their normal work week may be 10-20 hours more than the general staff. They tend to be "on call" much of the time, and in many respects are never "off the job." Salary classifications and benefits will reflect the additional responsibilities and expectations placed on these individuals.

Every full-time employee is paid a rate that falls between the minimum and the maximum of the salary range assigned to that job classification. Rates for part-time positions will be prorated. Actual rates paid to the employee are based primarily on job performance, experience, education and longevity.

Individual salaries are considered strictly confidential and will only be made available to a staff member and their supervisor. It will be considered a

serious violation of policy for anyone to obtain or share another staff member's salary. (Members of the body will not have access to individual salaries, but may request access to ranges.)

Every employee will receive a written job performance evaluation on an approved form and a conference with his/her supervisor annually in accordance with the current schedule.

Performance evaluations will be conducted by the employee's supervisor and reviewed and approved by the Executive Pastor. The Executive Pastor's review is done by the Senior Pastor and the Senior Pastor's review is done by the Elder Team.

Salary adjustment percentages are established on an annual basis as determined by the Elder Team. All employees providing consistent satisfactory performance, as determined by their supervisors, may receive an adjustment consistent with that year's approved range. Salary adjustments will be effective January 1st for the following year.

Employees who have consistently provided outstanding or exceptional performance may receive a merit increase in addition to general salary adjustments as recommended by their supervisor and approved by the Executive Pastor.

Substandard performance, as determined by the supervisor and the Executive Pastor, could result in a probation period of not more than three months and a deferral of all salary adjustments.

Wage and Salary Adjustments

Funding for wage and salary increases is considered when the annual budget is prepared. Should the Elder Team determine that such funding is not available, wage and salary increases may be delayed or not considered.

Under some circumstances, the Church may need to reduce salaries of some or all of the staff due to restructuring or lack of funding. If this

becomes necessary, the Church will attempt to provide advance notice to minimize the impact on those affected.

Reductions in Work Force

Under some circumstances, the Church may need to restructure or reduce its workforce. If it becomes necessary to restructure our operations or reduce the number of employees, the Church will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, the Church will take into account the financial challenges, the future direction of ministry as well as the skill, productivity, ability and past performance of those involved and also, where feasible, the employee's length of service.

Sub-Standard Performance and Progressive Discipline

Consistent sub-standard performance occurring between normal evaluations as determined by an employee's supervisor may be administered using the following guidelines:

1. Minor discipline or substandard performance issues may be orally presented to the employee on first occurrence as an early warning at the discretion of the supervisor.
2. Sub-standard and/or unacceptable performance factors will be identified in writing with specific examples noted.
3. Reasons why this is considered sub-standard or unacceptable are to be explained.

4. Required corrective action/goals are to be established in writing along with a time frame for further review.
5. If the supervisor determines such sub-standard or unacceptable performance is sufficiently serious that lack of correction will lead to termination, then the employee is to be so informed in writing and put on a probation period of not less than one month or more than three months and the Executive Pastor is to be notified.
6. This sub-standard performance document is to be signed by the employee (indicating the issues were presented and conditions for improvement understood) and signed by the supervisor and placed in the employee's permanent personnel file.
7. Correction of sub-standard or unacceptable performance must be accomplished within the time specified to the satisfaction of the supervisor and documented in writing.
8. Failure to correct sub-standard or unacceptable performance will be grounds for termination.
9. During such review or probationary periods, no salary adjustments will be made.

The above stated procedure is merely a guideline. The Church shall not be bound by the above stated procedure if it determines that the actions or performance of an employee justifies modification of the above stated procedure or immediate termination.

Voluntary Termination

Under normal circumstances, a minimum of two weeks notice of voluntary termination is expected.

An employee who fails to report to work for three (3) consecutively scheduled workdays without notice to, or approval by, his/her supervisor, will voluntarily terminate employment with the Church.

All Church owned property (keys, pagers, etc.) must be returned immediately upon termination of employment.

Involuntary Termination

Violations of Church policies and rules may warrant disciplinary action. The Church has established a system of progressive discipline that includes verbal warnings, written warnings and probation. The system is not formal and the Church may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including immediate termination of employment for serious violations. The Church's policy of progressive discipline in no way limits or alters the at-will employment relationship.

Grievance Procedure

In the spirit of Matthew 18, whenever possible, informed discussions between an employee and Leadership should be used to resolve problems and complaints. If, after speaking to Leadership, a grievance remains, an employee may use the following grievance procedure.

The purpose of this procedure is to resolve grievances in a prompt, fair and Christian manner within the structure of the Ministry. The following grievance procedures are free from any retaliation or discrimination to any employee(s):

Step 1: The employee must first address the grievance in written form to their supervisor. Supervisor will thoroughly research the grievance, analyze the facts, and reach a decision, which will be communicated to the employee(s), in writing, in a timely manner.

Step 2: If the decision is not satisfactory to the employee(s), a written complaint may be submitted to the Executive Pastor. The written complaint must contain a review of the grievance, any objections and all related information. The Executive Pastor will consult with the Senior Pastor,

investigate the grievance and communicate with the employee(s) in a timely manner, with a written response.

Step 3:

If the grievance still is not settled to the employee(s) satisfaction, a written complaint may be submitted to the Elder Team. Copies of the grievance that was submitted to both the supervisor and the Executive Pastor, and their written responses will be submitted to the board. After completing the investigation and conducting any needed interviews, the board will make a final decision in writing to all parties involved.

Employee Benefits

Insurance Plans

Group Medical and Dental Insurance is available to all Regular Full- Time Employees with the cost being shared as shown below.

For all Pastors, the Church will pay X% for both the employee and dependent coverage. The balance will be paid through a payroll deduction.

For other staff members who qualify for benefits, the Church will pay 90% of the employee's premium. The balance will be paid by the employee through a payroll deduction. Optional dependent coverage is available, the full cost of which is to be paid by the employee through a payroll deduction.

Workers' Compensation Insurance is provided at no cost to the employee and provides coverage in the event of occupational injury or illness. To ensure that you receive any workers' compensation benefits to which you may be entitled it is essential that you follow the detailed procedure for claims exactly. Under most circumstances, non-submission of a medical certificate that an employee is able to return to work from a workers' compensation leave, the employee will be reinstated to his/her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he/she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Church's ability to operate safely and efficiently during the leave, and there are no equivalent or comparable positions available, then the employee would not be entitled to reinstatement.

Pension

A 403(b) Self-directed tax shelter Simple IRA program is available to all Full-time Regular Employees. _____ will fully match the employee's contribution into this plan up to a maximum of X% of gross salary.

Long Term Disability Insurance

Long Term Disability Insurance is provided at no cost to all Regular Full-Time Employees.

Life Insurance

Group Life Insurance in the amount of one time the employee's salary is provided at no cost to all Regular Full-Time Employees. A married employee's spouse is covered in the amount of \$X,000. Dependent children are covered \$X,000 (see policy for special conditions.)

Federal Insurance Contributions Act (FICA)

_____ will contribute the required percentage of each employee's earnings as dictated by the Federal Insurance Contributions Act. Benefits under the Act include:
Retirement Survivor's Benefits
DisabilityHealth Insurance Benefits (Medicare) Death Benefits

For Pastors who are viewed by the Social Security Administration as self-employed, and therefore required to pay both the employee and employer share of FICA; the church will reimburse the employer's share of Social Security and Medicare obligations. This reimbursement will be done by "grossing up" their salary, then deducting the same amount and reporting it as federal income tax. For those Pastors who have opted out of Social

Security the equivalent of their Social Security and Medicare costs will be invested in a qualified retirement program of their choosing.

Leave of Absence

_____ makes leaves of absence available to employees as follows:

- A. Unpaid Personal Leave - a leave of absence for a compelling personal reason that does not qualify under _____'s medical leave policy or the Federal Family and Medical Leave Act.

Employees who have completed at least 6 months of continuous service may submit a written request for a personal leave of absence, without pay, for any length of time up to a maximum of 30 calendar days. Written requests must state the reason for the leave, as well as the beginning and ending dates.

Requests for personal leaves will be granted at the sole discretion of _____'s Executive Pastor, based on the facts and circumstances surrounding each individual request.

Employees on personal leave may elect to use accrued vacation and/or sick pay benefits.

Employees who return to work at the end of a personal leave will normally be returned to their former job classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available.

- B. Unpaid Family Care and Medical Leave – a leave of absence for the birth, adoption or foster care placement of an employee's child, or the care of an employee's child, parent, or spouse with a serious illness/health condition.

Employees who have completed at least one year of employment and have worked at least 1,040 hours in the previous 12 months may

submit a written request for a family care and medical leave of absence, without pay, for any length of time up to a maximum of 12 work weeks in a 12 month period.

Requests for family care and medical leaves will normally be granted by _____, based on the facts and circumstances surrounding each individual request. Requests for family care and medical leaves to care for a child, parent, or spouse with a serious illness/ health condition, must be accompanied by a health provider's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the serious illness/health condition.

Employees on Family Medical Leave Act (FMLA) may elect to use accrued vacation and/or sick pay benefits.

Although _____ is not able to guarantee reinstatement in all cases, employees on medical leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will normally be returned to their former job classification if an opening exists or, if there no such opening, they will be considered for a comparable position if one is available.

Employees with a serious illness/health condition must present a health provider's written release verifying that they are able to safely perform their duties before they will be allowed to return to work.

- C. Unpaid Pregnancy Medical Leave - a leave of absence for a disability related to an employee's pregnancy, childbirth, or related medical condition.

Employees may submit a written request for a pregnancy medical leave of absence, without pay, for the length of any pregnancy-related disability, up to a maximum of four months.

Requests for pregnancy medical leave will be granted to employees who present a physician's written statement that certifies the need for

the leave and estimates the length of time the employee will be unable to work due to the disability.

Employees on pregnancy medical leave may elect to use accrued vacation and/or sick pay benefits.

Although _____ is not able to guarantee reinstatement in all cases, employees on pregnancy medical leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will normally be returned to the same job they held immediately prior to their leave or, if that position is unavailable, a comparable position if one is available.

- D. Jury Duty - a paid leave of absence to serve on jury duty. Employees who are called to serve on jury or witness duty will be paid the difference between their regular "base rate of pay" (not including overtime, etc.) and all monies paid to them by the court up to one month.

The employee shall give a copy of the summons to his/her supervisor before leaving for jury or witness duty. The summons shall be placed in the employee's personnel file. Since jury service is not a voluntary service, no time will be deducted from the employee's regularly allotted sick/vacation days.

- E. Bereavement - a paid leave to deal with immediate family death. Up to one (1) week with pay will be allowed to a full-time employee with 6 months of continuous service in the event of an immediate family member's death. Immediate family members shall be defined as: spouse, child, father, mother, father-in-law, mother-in-law, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law. Time beyond one week or time for bereavement of extended family shall be unpaid. Accrued sick leave may be used.

- F. Military – an unpaid leave of absence for required military service. _____ complies with applicable state and federal law concerning leaves for military service.

- G. Worker's Compensation – a leave of absence for a work-related illness or injury.

Workers' compensation leaves will run concurrently with family care and medical leave under both federal and state law.

_____ complies with applicable state and federal law concerning leaves for work-related illness or injury. Employees on leave because of work-related illness or injury will be reviewed on an individual basis by _____.

1. A request for an extension of a leave of absence must be made in writing at least two days prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
2. Failure to return to work on the first work day following the expiration of an approved leave of absence may be considered a voluntary termination.
3. With the exception of Sabbatical Leaves, employees will not accrue vacation or sick time for the portion of any leave of absence in excess of 30 days.
4. Employees must make arrangements with _____ to pay their share, if any, of group insurance premiums before going on unpaid leave of absence.
5. Employees on leave of absence will be subject to possible lay-off on the same basis as employees who are actively at work.
6. Employees on leave of absence must communicate with _____ on a regular basis, at least once each month, regarding their status and anticipated return to work date.
7. Employees who falsify the reason for their leave of absence will be subject to disciplinary action, up to and including possible termination.
8. All leaves of absence must be submitted in writing and approved in advance by the Executive Pastor.

Holiday Pay

Regular Full- (35+ hours) and Part-time (15 to 29 hours) employees (does not apply to seasonal or temporary employees) will be eligible to receive holiday pay on the following holidays:

1. New Year's Eve
2. New Year's Day
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. Day after Thanksgiving
9. Christmas Eve
10. Christmas Day
11. One Floating Personal Day

The following general provisions apply to holiday pay:

1. Holidays will be observed on the calendar day designated by _____ for observance.
2. To be eligible for holiday pay, employees must have worked at least 90 days of continuous employment.
3. Hourly and part-time employees who are normally scheduled to work on a day designed as holiday will be paid their normal rate for that holiday.
4. If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay, and will not be charged for a vacation day on the day the holiday is observed.
5. Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.
6. Employees who are required to work by their supervisor on a regular holiday will be paid their regular rate for that day and given another day off with pay within the next 5 working days.

Vacation Policy

Regular Full-Time and Part-Time employees with at least six months of continuous service are eligible to receive vacation pay for days earned as follows:

During the first year, you will earn vacation from the date you were hired. Thereafter, all accruals will be calculated from January 1st.

Full-Time Pastoral Staff (50-55 hours)

| | |
|--|---|
| Completed Service Start date up to Jan. 1st | Vacation .83 days per month worked (10 days per year) |
| 2nd Year and 3rd Year | 1.25 days per month worked (15 days per year) |
| Year 4 and beyond | 1.7 days per month worked (20 days per year) |

Full-Time General Staff (35 or more hours)

| | |
|--|---|
| Completed Service Start date up to Jan. 1st | Vacation .417 days per month worked (5 days per year) |
| 2nd year and 3rd year | .83 days per month worked (10 days per year) |
| Year 4 and beyond | 1.25 days per month worked (15 days per year) |

An employee who desires to take more vacation time than he/she has accrued may request additional time from his/her immediate supervisor. This request will generally be granted with the following provisions:

1. The employee is performing his/her job satisfactorily.
2. The request does not exceed what the employee would typically accrue within the current calendar year.
3. If the employee is terminated within the current calendar year, the final paycheck will reflect any vacation time taken that has not been accrued.

You are encouraged to use all of your earned vacation each year. For the new hire, no vacation will be allowed to be taken or paid upon termination until a full six months on the job has occurred. The maximum accrued benefit you may have at any one time shall not exceed the following allowable limits.

Annual Entitlement

5 working days
 10 working days
 20 working days

Maximum Allowable Accrual

7 1/2 working days
 15 working days
 30 working days

If your earned, but unused, vacation reaches the maximum allowable accrual, you will not accrue any additional vacation benefit. When you later use vacation time you will resume earning vacation time again. In no case will your accrued vacation benefit exceed the maximum allowable limit.

Part-time employees who work at least 15 hours per week (780 hours per year) are entitled to vacation on a pro-rata basis. The length of the vacation will be determined on the same basis as for Full-time employees, but the pay will be based on the employee's average number of Part-time hours per week during the last vacation-accrual year. Part-time employees working less than 15 hours per week and temporary employees receive no vacation benefits.

Request for vacation time off must be made in writing to your supervisor and should be submitted for approval at least 60 days in advance. Priority in vacation scheduling will be given to the employee with the most seniority. Requests will be approved only if the time off will not interfere with the normal ministry functions of _____.

Employees whose employment is terminated for any reason or who are laid off for more than thirty days, will receive vacation pay for any unused vacation accrued at the time of termination or lay-off at their then current rate of pay. If an employee dies, pay for accrued and unused vacation will be paid in a lump sum to the employee's estate.

If a paid holiday falls within an employee's vacation period, the holiday will not be charged as a vacation day. No allowance will be made for sickness or other compensable type of absence occurring during a scheduled vacation.

Sick Pay

Full-time and Part-time employees with at least 90 days of continuous service are eligible to receive sick pay as follows:

| <i>Continuous Time Worked</i> | <i>Sick Days</i> |
|---|---|
| Start date through the year beginning with the 2nd Jan. 1st | .417 days per month worked (5 days per year) |
| Year 3 and Beyond (10 days per year) | .83 days per month worked |

Unused sick leave may not be carried into subsequent years. Regular Part-time employees are entitled to sick leave as earned on a pro rata basis. Sick leave may be used for any approved unpaid leave of absence as described elsewhere in this manual. No sick leave shall accumulate to seasonal or temporary employees. When termination of employment occurs, no payment for sick leave will be made.

Pastoral Team

The Pastoral Team consists of all commissioned, licensed and/or ordained pastors. Pastoral Team members may be Full-time (50 to 55 hours per week) or Part-time staff. Pastors are afforded additional benefits and responsibilities in some areas outlined in this section.

Expectations

In general, the Pastoral Team is expected to exhibit the highest visibility and commitment to _____'s philosophy of ministry and vision. It will be natural for the Team to be looked at as the model of ministry expectations and as a primary resource for staff and body encouragement, care and direction.

It is expected that the Pastoral Team would be highly visible and available to the body at major programs, events and worship services. It is also expected that they will adhere faithfully to stewardship expectations for leaders.

Worship Service Expectations: The Pastoral Team member should plan to attend one service (with spouse, if married). During the worship time, focus on being a family who has come to celebrate God, rather than being a "Pastoral Team Member". Be visible and available to meet with people before and after worship.

Work Week Expectations: For Full-time Pastoral Team members this would normally mean a five day work week centered around normal office hours. Monday through Friday, a couple of evenings and Saturday and Sunday Worship (approximately 50-55 hours per week).

It is important that Pastoral Team members have one full day a week free from their pastoral responsibilities. Pastoral Team members are to schedule

that week day off with the Executive Pastor, although, in most cases that day will be Friday.

It is essential that the whereabouts of all Pastoral Team members be known at all times. In general, if for any reason you are not on the campus during your normally scheduled office time, you must advise your Ministry Assistant or another member of the staff, where you will be, how to reach you in an emergency and when you will be returning.

General/Miscellaneous Expectations:

- Each Pastoral Team member is expected to establish a written schedule of his/her work week which is agreed upon by the Executive Pastor. Changes to this schedule require prior approval.
- Adequate time should be invested in the office for planning proper program administration.
- A portion of each Pastoral Team member's schedule should be invested in personal Pastoral Ministry to individuals.
- Pastoral Team meetings and staff meetings are to be considered the highest priority. Other things are to be scheduled around them except in emergency situations.
- There will always be a Pastoral Team member on Call (POC). The POC will be assigned to the responsibility on a rotating basis. Detailed expectations are available in the "Emergency Pastoral Response Procedural Guidelines" booklet.

Additional Benefits

Schooling: \$X,000...would be available...(your policy).

Outside Personal Ministry

Full-time pastors are entitled to a maximum of 4 days per year which may be taken for personal ministry related activities. There will be no reimbursement for mileage or expenses. Honorariums may be retained. Pastors working less than 50-55 hours per week are eligible on a pro rata basis.

Approval: Prior approval for personal ministry time away must be obtained from the Executive Pastor 30 days in advance, assuming normal ministry responsibilities are adequately covered.

Ministry time away on a Sunday will require special consideration.

Publications

Books, lecture materials, and articles become the personal property of the writer if written and produced by the writer. Music scores, recordings, dramatic sequences become the personal property of the writer.

Seminars

Senior and Executive Pastors are eligible for up to 10 days and up to \$X,000 annual seminar allowance (including travel), budget permitting.

Associate Pastors are eligible for up to 5 days and up to \$1,500 annual seminar allowance (including travel), budget permitting.

Assistant Pastors are eligible for up to 5 days and \$X,000 annual seminar allowance (including travel), budget permitting.

Prior approval must be obtained from the Executive Pastor. Approval will be given after consideration of the appropriateness of the seminar as related to the staff position and with regard to the current cash and budget position of the church.

Index of Subjects

| | | | |
|--|------|--|------|
| Absences & Tardiness..... | 2-2 | Outside Personal Ministry..... | 5-3 |
| Access to Church Property | 2-3 | Overtime for Non-Exempt | 3-5 |
| Accidents/Injury/Illness to Staff..... | 2-3 | Pastoral Team | 5-1 |
| Acct. Expense Reimbursements | 3-7 | Pay Periods | 3-5 |
| Additional Benefits..... | 5-2 | Payroll Advance | 3-4 |
| Americans with Disabilities | 3-2 | Pension | 4-2 |
| Biography of Senior Pastor | 1-7 | Performance Evaluations | 3-12 |
| Confidential Nature of Work | 2-5 | Performance – Substandard/Disc..... | 3-14 |
| Conflict of Interest..... | 2-3 | Personnel Files..... | 3-2 |
| Custodial Services | 2-4 | Publications | 5-3 |
| Deductions from Wages | 3-4 | _____’s Vision and Values..... | 1-9 |
| Definition of Employees | 3-8 | Reductions in Work Force | 3-14 |
| Dress..... | 2-2 | Replenishment (Comp) Time..... | 3-6 |
| Employee Benefits..... | 4-1 | Replenishment Guidelines of Use..... | 3-6 |
| Employment/Termination at Will..... | 3-1 | Reporting Child Abuse | 2-4 |
| Equal Opportunity Policy | 3-1 | Requests for Information | 3-3 |
| Expectations | 5-1 | Integration/Right to Revise | 1-4 |
| FICA..... | 4-2 | Seminars | 5-3 |
| Final Paycheck | 3-4 | Sick Pay | 4-10 |
| Grievance Procedure..... | 3-16 | Statement of Faith | 1-10 |
| Harassment Policy | 3-1 | Statement of Acknowledgement..... | 1-5 |
| History of _____ | 1-6 | Termination – Voluntary | 3-15 |
| Holiday Pay..... | 4-7 | Termination – Involuntary | 3-16 |
| How to Use This Handbook | 1-4 | Vacation Policy..... | 4-8 |
| Insurance Plans..... | 4-2 | Verification of Status/Immigration | 2-4 |
| Job Classification Guidelines | 3-10 | Wage and Salary Increases..... | 3-13 |
| Job Descriptions | 3-12 | Wages and Salaries | 3-3 |
| Leave of Absence | 4-3 | Weather Cancellations | 3-5 |
| Life Insurance | 4-2 | Welcome to _____..... | 1-1 |
| Life Style | 2-1 | What _____ Expects from You | 2-1 |
| Long Term Disability | 4-3 | What to Expect from _____ | 3-1 |
| Media Relations..... | 2-4 | Working Hours..... | 2-2 |