

# Life Church

## *Policies and Procedures Manual*

Life Church  
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(letterhead)

## **LIFESTYLE STATEMENT**

Working for God in a local church is a special calling that cannot be approached as any other job. Our professional skills are important, but also your spiritual life, holiness, family life and physical health are important to your position.

As a staff member, we are an example of what a real disciple of Jesus should be. It is assumed by the congregation and those who are aware of where we work that we are representatives of what Jesus taught His followers to be.

If we cannot uphold an example of a sincere, holy believer and follower of the Bible, we will be seen as a hypocrite to others and give a negative impression of Life Church in general. Although this does not mean we must be “perfect,” or never will make mistakes, it simply means we are called to a lifestyle of Christian service, not just a job.

We should present a sharp professional image to our congregation and to the public. We should keep a tidy office and clean automobile. Our personal hygiene must be above reproach. Likewise, the above is true for our spouse in appearance and homemaking. It is expected that we will make our marriage and family a strong priority in our personal life.

**Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven. Matthew 5:16**

**And whatsoever you do, do it heartily, as to the Lord, and not unto men.  
Colossians 3:23**

**Trust in the Lord, and do good; so shall you dwell in the land, and verily you shall be fed. Psalm 37:3**

**And let the beauty of the Lord our God be upon us: and establish thou the work of our hands upon us. Psalm 90:17**

As a staff member of Life Church, I pray you will fulfill your divine calling and be an example to all who know you. This is a special opportunity to serve the Lord.

Senior Pastor Aaron Cole  
Life Church

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<p style="text-align: center;"><b>SECTION 1</b> <b>EMPLOYMENT POLICIES AND PROCEDURES</b></p>
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## **PERSONNEL POLICY ADMINISTRATION**

### **INTRODUCTION**

We trust your employment at Life Church will be a source of great personal and professional satisfaction. This manual should be kept throughout your employment. Life Church may update, change, modify, or delete any policies at any time without prior notice.

This manual is not a contract of employment. Nothing in this manual or any other statement of Life Church's policy, including statements made in the course of performance evaluations and wage reviews, should be taken as constituting an express or implied promise of continuing employment. Your employment by Life Church is at will. Either party may terminate the employment relationship at any time without cause and without any advance notice.

**Note:** Throughout this Policies and Procedures Manual, masculine pronouns such as he, his or him shall be construed so as to include both sexes.

### **PURPOSE**

Life Church was organized exclusively for service to lead Upward in Worship, Inward in Commitment, and Outward in Evangelism. All employed by Life Church are expected to be committed to the dignity of individuals within the groups they serve. All staff members are expected to work together, bonded in their care for Life Church and committed to the common goal of living life upward in worship, inward in commitment, and outward in evangelism.

### **POLICY**

These policies are the official means for Life Church to communicate organizational policy and direction on personnel matters. The supervising Executive Directors or Directors have the responsibility for directing the compliance of all policies.

### **PROCEDURE**

#### **1 Responsibilities of Supervising Executive Directors or Directors.**

One of the most important responsibilities of a supervising Executive Directors or Directors is to support and administer organizational policies and practices fairly. These Personnel Policies cover a broad range of subjects. When interpreting a policy, supervising Executive Directors or Directors should always make sure it applies to the staff member and situation at hand.

The Senior Pastor is responsible for assisting supervising Executive Directors or Directors in the application of policies and insuring that procedures are in place to accomplish the intent of the policies. Clarifications required on policy intent, content and/or procedural matters should be referred to the Senior Pastor.

## 2 Policy Applications

The policies in this manual represent the most recent expression of the Elder Board's/Senior Pastor's and/or direction to supervising Executive Directors or Directors to provide for equitable and consistent treatment of staff members.

Life Church within its sole discretion, may modify, augment, suspend or revoke any and all policies, procedures, practices and statements contained in this manual at any time, without notice.

## 3 Approval Authority

All policies in this manual, and any changes, deletions, suspensions or additions thereto, are approved by the Senior Pastor.

## **CHRISTIAN STATEMENT OF FAITH**

### **DENOMINATION AFFILIATION**

Life Church is affiliated with the General Council of the Assemblies of God headquartered in Springfield, Missouri; and is a member of the Wisconsin/Northern Michigan District Council of the Assemblies of God, headquartered in Waupaca, Wisconsin.

### **STATEMENT OF FAITH**

Life Church shall continually and steadfastly uphold and maintain the following Statement of Faith, as stated in the Statement of Fundamental Truths as contained in the constitution and bylaws of both Life Church and the General Council of the Assemblies of God, namely:

We believe

- 1 The Bible as the inspired and infallible Word of God (2 Timothy 3:15-17, 1 Thessalonians 2:13, 2 Peter 1:21)
- 2 One True God, eternally existent in three persons: Father, Son and Holy Spirit (Deuteronomy 6:4, Isaiah 43:10, 11; Matthew 28:19; Luke 3:22)
- 3 The Deity of the Lord Jesus Christ is the eternal Son of God. The Scriptures declare:
  - a His virgin birth (Matthew 1:23; Luke 1:31, 35)
  - b His sinless life (Hebrews 7:26; 1 Peter 2:22)
  - c His miracles (Acts 2:22; 10:38)
  - d His substitutionary work on the cross (1 Corinthians 15:3; 2 Corinthians 5:21)
  - e His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; 1 Corinthians 15:4)
  - f His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Philippians 2:9-11; Hebrews 1:3)
- 4 The Fall of Mankind (Genesis 1:26, 27; 2:17; 3:6; Romans 5:12-19).

- 5 The Salvation of Man through the blood of Jesus Christ
  - a Conditions to Salvation (Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11; 3:5-7)
  - b Evidence of Salvation (Romans 8:16, Ephesians 4:24; Titus 2:12)
- 6 The Ordinance of the Church
  - a Baptism by immersion (Matthew 28:19; Mark 16:16; Acts 10:47, 48; Romans 6:4)
  - b Holy communion (2 Peter 1:4; I Corinthians 11:26)
- 7 The Baptism in the Holy Ghost (Luke 24:49; Acts 1:4, 8; I Corinthians 12:1-31)
- 8 The Evidence of the Baptism in the Holy Ghost (Acts 2:4; I Corinthians 12:4-10, 28)
- 9 Sanctification (Romans 12:1,2; 1 Thessalonians 5:23; Hebrews 13:12)
- 10 The Church and Its Mission (Ephesians 1:22, 23; 2:22; Hebrews 12:23)
- 11 The Ministry
  - a Evangelization (Mark 16:15-20)
  - b Worship of God (John 4:23, 24)
  - c Building a body of saints being perfected in the image of His Son (Ephesians 4:11-16)
- 12 Divine Healing (Isaiah 53:4; Matthew 8:16, 17; James 5:14-16)
- 13 The Blessed Hope (I Thessalonians 4:16-17; Romans 8:23; Titus 2:13; I Corinthians 15:51-52)
- 14 The Millennial Reign of Christ (Zechariah 14:5; Matthew 24:27, 30; Revelation 1:7; Revelation 19:11-14, 20:1-6)
- 15 The Final Judgment (Matthew 25:46; Mark 9:43-48; Revelation 19:20, 20:11-15, 21:8)
- 16 The New Heavens and the New Earth (2 Peter 3:13; Revelation 21, 22)

## **PERSONAL FINANCIAL OBLIGATIONS**

All staff members are expected to discharge their financial obligations promptly so creditors will not have to ask for Life Church's assistance in collecting amounts owed to them.

- A Whenever Life Church is served with a writ of garnishment or attachment, a notice of levy by the Internal Revenue Service or other taxing authority, or any other similar order requiring payment of a portion of a staff member's compensation to someone other than a staff member, management must immediately refer the matter to the Accounting Department for appropriate action. Failure to act promptly may render Life Church legally liable.
- B In the event that garnishment or similar proceedings are instituted against a staff member, Life Church will deduct the required amount from the staff member's paycheck. The amount deducted from staff member's paycheck will not exceed that permitted by law.
- C Compliance with writs of garnishment and similar orders impose an administrative and financial burden on Life Church. In addition, the failure of a staff member to meet his financial obligation does not reflect favorably on the ministry and frequently has an adverse effect on the staff member's job performance.
- D No staff member will be terminated by reason of his earnings have been subject to garnishment for indebtedness. However, staff members whose earnings are

subject to garnishment may be subject to disciplinary action. Repeated garnishments for more than one indebtedness may result in termination, depending upon the circumstances of the case.

- E Life Church will not deny employment or terminate the employment of any person solely because that person has filed a petition for bankruptcy. Financial prudence and responsibility are interlinked to Christian behavior and are expected of all staff member.

## **EMPLOYMENT PROCESS**

- 1 An application or resume of employment must be completed by each applicant.
- 2 A personal interview and other necessary investigations will be conducted.
- 3 All applicants are required to read and review this policy manual prior to employment.
- 4 An employee file will be maintained on each staff member.
- 5 There will be an annual review of each staff member's performance.
- 6 All personnel are expected to evidence a Christian lifestyle of proper conduct, values and attitudes pertaining to the standards of scripture and those of Life Church.

## **EMPLOYMENT REQUIREMENTS**

- 1 Have a strong commitment to Life Church.
- 2 Be an example of a true believer, maintaining a holy attitude and behavior both on and off the job.
- 3 Envision a long-term future with Life Church.
- 4 Agreement with and submission to church leadership, plans and decisions (this does not mean leaders cannot be challenged).
- 5 Willingness to change and grow and open to confrontation.
- 6 We encourage staff members, although it is not mandatory, to become members of Life Church.
- 7 Be a cheerful tither – with the exception of credentialed ministers – and giver to Life Church.
- 8 Attend regular staff meetings.
- 9 Maintain a consistent prayer life.
- 10 Keep your family (spouse, roommate, children) in to maintain a loving home environment.
- 11 All staff members are expected to dress and present themselves in a professional manner. Specific guidelines for each position will be handled at job orientation and later outlined in this manual.
- 12 Be available to take prayer calls.

## EMPLOYEE SCHEDULE PRIORITIES

Full-time Executive Directors and/or Directors are expected to attend and participate in all weekend services. All other staff are expected to attend and participate in at least one weekend service. Staff members are expected to be involved and attend:

- 1 Weekend Worship Services
- 2 Wednesday Family Night (if applicable)
- 3 Life Groups
- 4 Staff meetings and fellowship times
- 5 Staff planning days
- 6 \*All church outreach services and special events
- 7 Missions Conventions and special evangelistic services
- 8 Relocation updates and celebrations

Subject to change by supervising Executive Director or Director.

\*Supervising Executive Directors or Directors may exempt/require special meetings with their staff members.

## EMPLOYEE EXPECTATIONS

Working in a ministry can be very beneficial experience. Since many of the ministry responsibilities are both physical and spiritual in nature, it is possible to grow in a career path as well as in one's spiritual walk with Christ. Although employment in a local ministry can be challenging, there are many intangible benefits from this type of service. The following is a list of attributes the leadership of Life Church believes benefits each staff member. Our goal is to develop these attributes in every staff member through their ministry service here at Life Church.

The expectations for staff members are as follows:

- 1 **Christ-centered** – John 1:12: ***But as many as received him, to them gave he power to become the sons of God, even to them that believe on his name.*** All staff members are expected to live and maintain a Christ-centered life that is above reproach. Our witness applies to professional and personal behavior. Faithful church attendance, consistent contributions of tithe and offerings and loyal support of the Senior Pastor, Pastoral Staff, and Elder Board are the basic components of the ministry model staff members exemplify. By speaking highly of our accomplishments, this will demonstrate my support to others. Staff members and their families are encouraged to worship at Life Church.

Find our identity in Jesus Christ and knowing our purpose in the body of believers, live a life that is consistent with the Bible and is in submission to the Lordship of Jesus Christ. Learning to be accountable to others for our

lives includes our job performance and proficiency, personal development, relationships and spiritual growth.

- 2 **Character-centered** – I Corinthians 4:2: ***Moreover it is required in stewards, that a man be found faithful.*** Matthew 5:16: ***Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven.***

Each staff member is to function with character and integrity and is expected to live in accordance with scriptural principles, precepts and teachings. Actions, decisions and behavior should be motivated by careful adherence to rightness, truth and honesty.

Be credible - Living a life that other people trust, revere, appreciate and respect, on and off the job. Integrity and honor are the foundations of credibility and trust.

Be loyal - being faithful, true, dependable and protective of the leadership and ministry vision; living a faithful and consistent Christian life.

Be accountable - Remain in a posture of receptivity when corrected or admonished. We will strive to maintain a teachable spirit and an attitude of cooperation with our colleagues, peers, supervisors and students.

Be honest - Live life with integrity and truthfulness. Speak the truth in every situation, in a spirit of love and respect towards others. We will not tolerate untruths on the job, and demonstrate to others the value of honesty, integrity and truth.

Be personal - When arriving at work, arrive on time and create a warm, personal atmosphere. Remain after hours if requested to assist the Pastor, supervising Executive Director or Director. Taking time to be considerate of those around you. Place people as the number one priority of your day. Be friendly, kind and caring.

Be developing - Read books that improve us as a staff member, and listen to speakers that build significance and purpose into your life. Do not criticize others or speak ill of them. Rise above every circumstance to improve the quality of your life, and the lives of those we influence. Plan to be a major contributor to the big picture, and see the bigger picture of personal potential in others. Improving yourself as a person, because I teach what I know, but I reproduce what I am.

- 3 **Complimentary** – Romans 12:4: ***For as we have many members in one body, and all members have not the same office.***

Staff members are expected to support and assist one another. Scripture teaches that the body of believers is composed of many parts, with different purposes. Each part is to compliment the others. Life Church believes and

endorses values creating positive relationships. Every staff member's attitude should reflect a complimentary disposition and a spirit of team value. Spend time with each other, share laughter, smiles, tears and pain and joy.

Be supportive - Uphold and enforce decisions made by my superiors, the church, Senior Pastor, Executive Directors and Directors, as well as stated policies and procedures of Life Church.

Be positive - Demonstrate a positive attitude to each person you come in contact with. Smile, speak in a friendly voice, and create a relaxed atmosphere of joy. Rejoice with others, laugh with them and lift them up. Look for opportunities to improve others by motivating them with love. Choose to be happy, fun-loving and encouraging.

- 4 **Congruency** – Luke 16:10-13: ***He that is faithful in that which is least is faithful also in much: and he that is unjust in the least is unjust also in much. If therefore ye have not been faithful in the unrighteous mammon, who will commit to your trust the true riches? And if ye have not been faithful in that which is another man's who shall give you that which is your own? No servant can serve two masters: for either he will hate the one, and love the other; or else he will hold to the one, and despise the other. Ye cannot serve God and mammon.***

Staff members are expected to support and promote Life Church's philosophy, vision, mission and purpose.

Find opportunities to minister and serve the needs of others through the power of Jesus Christ and the direction of the Holy Spirit by giving ourselves to the need first.

- 5 **Commitment** – I Corinthians 15:58: ***Therefore, my beloved brethren, be ye steadfast, unmovable, always abounding in the work of the Lord, forasmuch as ye know that your labor is not in vain in the Lord.***

Staff members are expected to commit to the goodness and well being of Life Church, for the common benefit of the entire organization. Personal agendas, feelings and selfish interests are inappropriate and unsuitable. Every staff member is expected to promote Life Church by committing to:

- A a personal relationship with Jesus Christ
- B a right relationship with their family
- C personal growth and development
- D excellent performance of your employment.

Make a decision that others can depend on our word and integrity.

Appreciate the authorities over us and submit to their leadership as they establish God's vision over Life Church.



Be open. Remain flexible and open-minded toward change. Encourage creativity and new ideas. Step out of our comfort zones in order to promote personal growth and achievement. Do not resist new ways to improve the old ways.

## **HOW YOU WERE SELECTED**

We attempt to select our staff members through written application, personal interview and reference checks. After all available information was carefully considered and evaluated, you were selected to become a team member of Life Church.

This careful selection process helps Life Church to find and employ people who are concerned with their own personal success and the success of Life Church.

## **CHURCH ATTENDANCE**

Your church affiliation is of concern to us to the degree that its teachings espouse the scriptural Christian doctrine of salvation and challenge you personally to a growing personal relationship with Jesus Christ. We believe a personal commitment to fellowship with a local Christian church includes faithful, regular church attendance. We insist upon this commitment to a local Christian church body.

## **PAY CYCLE**

There are 26 pay periods per year. Life Church staff members are paid every two weeks. Payday is normally on the Sunday following each bi-monthly pay period. Time cards and time sheets must be submitted to the Accountant by 9am on Mondays, if applicable.

Changes will be made and announced in advance whenever Life Church holidays or closings conflict with the normal payday.

## **PAY PERIOD AND HOURS**

Our bi-monthly payroll period begins at 12:01 am Sunday and ends on the second following Saturday at 12:00am (midnight).

## **PAYROLL ADVANCES**

Life Church will not make any advances or loan money to staff members.

## **INCLEMENT WEATHER & “ACTS OF GOD” (a legal term)**

In the event of inclement weather, power or utility failure, fire, flood or some other “Act of God” (a legal term) keeps Life Church from operating, you will receive your regular pay for up to a maximum of two (2) workdays, provided Life Church officially declares it is closed for that time. Please call the church office and check for any closing announcements.

## **CALENDAR YEAR**

A calendar year shall be defined as January 1 to December 31 of any given year.

## **ANNIVERSARY DATE**

The first day you report to work is your “official” anniversary date. Your anniversary date is used to compute various conditions and benefits described in this manual.

## **SCREENINGS**

All staff members and potential applicants will undergo a criminal background check. Drug tests may be requested from existing or prospective staff members. Life Church reserves the right to conduct other background checks throughout the staff member’s time of service.

## **EMPLOYMENT CLASSIFICATIONS**

At the time you are employed by Life Church, you are classified as either full-time, part-time or temporary and are also told whether you qualify for overtime pay. The terms below shall be interpreted as indicated:

### Staff Members

All persons who receive wages or salaries from our ministry.

#### **A Regular Full-time Staff Members**

Those staff members who have successfully completed the Introductory Period of employment and who work the customary number of hours weekly (at least 30 hours) and who maintain continuous regular employment status. Under special conditions (illness, etc.), a full-time staff member may work less than thirty-two (32) hours weekly for a specified short term (3 months maximum) without losing full-time employee benefits. All regular full-time staff members are eligible ninety (90) days after their anniversary date for all employee benefits, including paid personal days, etc. Your supervising Executive Director or Director’s approval is necessary for you to take time off.

If you are a full-time staff member and have been on an approved leave of absence, upon return you may be considered a full-time staff, provided you return to work as agreed in the provisions of your leave.

#### **B Regular Part-time Staff Members**

Those staff members who work less than the customary number of full-time hours weekly (30 hours), but not less than twenty (20) hours, and who maintain continuous regular employee status benefits are considered regular part-time staff members. If a paid holiday falls on a

day your normally scheduled work day, you would normally work, you will be paid for that holiday.

**C Temporary Full-time Staff Members**

Those staff members whose service is intended to be of limited duration such as during summer months only, but who work the customary number of full-time hours. Temporary full-time staff members are not eligible for any employee benefits.

**D Temporary Part-time Staff Members**

Those staff members who work less than the customary number of full-time hours weekly and who do not maintain continuous regular employment status. Temporary part-time staff members are not eligible for any employee benefits.

From time to time, Life Church may hire staff members for specific periods of time for the completion of a specific project. Staff members hired under these conditions will be considered a temporary staff member. The job assignment, work schedule and duration of the position will be determined on an individual basis.

**E Introductory Staff Members**

A staff member who has worked ninety (90) days or less consecutive calendar days. Introductory staff members will receive no paid personal days nor will they be paid for holidays.

**F LLC Work Study**

From time to time, Life Church may hire an LLC student on a part-time basis, while they complete their schooling. These employees are not eligible for staff benefits such as holiday pay, health insurance, or PTO (paid time off). They will be granted permission to be off any time that LLC is out of session (breaks, holidays, etc.), but this time away will be unpaid. If they choose to work during these breaks, they will be paid as normal. If they can complete their job duties while being away for an LLC-related trip (end of year retreat, missions trips, etc.), they will be paid as normal. This arrangement, however, is subject to their supervisor's approval.

**Exemption Status**

**F Nonexempt/Hourly Staff Members**

At the time of hire, all staff members are classified as either "exempt (salaried)" or "nonexempt (hourly)". Staff members in certain types of jobs are entitled to overtime pay for hours worked in excess of /// Strike eight (8) hours per day or/// forty (40) hours per workweek. These staff members are

referred to as “nonexempt (hourly).” This means that they are not exempt from (and therefore should receive) overtime pay.

**Note:** See “Wage and Salary Policies” for a full description of overtime payment policies.

#### **G Exempt (Salaried) Staff Members**

Exempt staff members are managers, executives, pastors, professional staff, technical staff, and others performing certain duties and responsibilities, and are not entitled to overtime pay. You will be advised of your classification at the time you are hired, transferred or promoted. You should contact your supervising Executive Director or Director in the event you have any questions regarding your classification as an exempt or nonexempt employee.

## **SALARY**

When you begin your employment, you are told your rate of pay. That rate is based on an assessment of your position, training, experience and the market for similar jobs. Increases in your salary will depend on our review of your job performance and marketplace conditions. All information about your salary and wages is personal and confidential. Asking another employee to disclose their compensation or disclosure of compensation to any other employee is grounds for discipline up to and including dismissal. All questions relating to compensation, increases and benefits should be directed to the Accountant or the Senior Pastor.

Paydays are every other Sunday. On that day, you are paid for the two (2) week period ending the Sunday before payday. For non-exempt employees, the following deductions from your paycheck are required by law:

- 1 FICA (Social Security)
- 2 Federal Income Tax
- 3 State Income Tax
- 4 Any other deductions may require written authorization (i.e. insurance premiums, wage assessments to creditors, etc.)

Effective review date for changes in salary shall be January 1 of each year.

All deductions from your paycheck required by law, including FICA (Social Security), Federal Income Taxes, and State Income Taxes, will be withheld by Life Church and paid to the appropriate agencies.

## **OVERTIME AND COMPENSATORY TIME**

Many of our team members are active in the ministries with which they are employed. A danger exists in not knowing clearly the line which separates “paid” work and “volunteer” work.. Any questions regarding whether activities are considered “paid” work or “volunteer” activities should be presented to your supervising Executive Director or Director. No overtime or “comp” time will be paid without prior written approval from the Senior Pastor.

## **PAY DECREASES**

Pay decreases may be made when individuals are reassigned to a position of lower level, or as a result of a reassignment because of their own action or at their request

## **FINAL PAY PROCESSING**

Staff members will receive their full salary through the last day of employment. The final check is to be provided to the staff member, who is terminated by Life Church at the time of the termination. The final paycheck for staff members who resign, with two weeks advance notice, will be provided on their last day of employment. Staff members who resign without providing two weeks notice, however, will receive their final paycheck on the first payday following their last day of employment.

## **DISQUALIFICATION FROM EMPLOYMENT**

If at any time subsequent to employment, staff member no longer agrees with Life Church's Statement of Faith, or exhibits conduct which is contrary to Life Church's Statement of Faith, or fails to meet the minimum requirements of the position, the staff members supervising Executive Director or Director, in conjunction with the Senior Pastor, shall actively seek to resolve the situation with the staff member. If the supervising Executive Director or Director's efforts are unsuccessful, the staff member shall be separated from employment.

## **EXIT INTERVIEWS**

An exit interview may be conducted by the Senior Pastor and or another representative prior to the last day of employment to discuss insurance coverage, timecards, and the return of keys, credit cards, and other property belonging to Life Church.

## **EQUAL OPPORTUNITY POLICY**

Life Church is committed to equal employment opportunity for all job-qualified persons, without regard to race, color, ancestry, national origin, sex, marital status, physical disability, mental disability, medical condition or age, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.

We expect all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the church's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to your supervising Executive Director or Director or Senior Pastor. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Life Church will be based on merit, qualifications and abilities.

Staff Members with questions or concerns about any type of discrimination in the workplace or who feel that they may have been discriminated against should immediately

bring the circumstance to the attention of either their supervising Executive Director or Director or Senior Pastor.

## **DISABILITY ACCOMMODATION**

Life Church will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Life Church is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position description, lines of progression and seniority lists.

Life Church will not discriminate against any qualified staff or applicants because they are related to or associated with a person with a disability.

This policy is neither exhaustive nor exclusive. Life Church is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state and local laws.

## **EMPLOYMENT UNDER THE AGE OF 18**

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

The FLSA's child labor provisions are designed to protect the educational opportunities of minors and prohibit their employment in jobs and under conditions detrimental to their health or well-being.

The minimum age for employment is 14 years old.

Persons 14 and 15 years of age may be employed outside of school hours for a maximum of three (3) hours per day and 18 hours per week when school is in session and a maximum of eight (8) hours per day and 40 hours per week when school is not in session. This age group is prohibited from working before 7 a.m. and after 7 p.m., except during summers when they may work until 9 p.m. (from June 1 through Labor Day).

Persons 16 and 17 years of age may be employed for unlimited hours. There are no federal laws restricting the number of hours of work per day or per week.

## **EMPLOYMENT POLICIES**

### **APTITUDE AND ABILITY TESTS**

Job-related tests may be given to help determine your aptitude or ability to perform a specific job. Such tests may be given to candidates for job changes and promotions, as well as to new applicants. Test results will be confidential.

### **SECURITY CHECKS**

Life Church may inspect all pieces of mail, packages, parcels, or any suspicious items entering and leaving our premises, or items located within the church.

### **“AT WILL” EMPLOYMENT**

Employment is with the mutual consent of you and Life Church. Consequently, both you and Life Church have the right to terminate the employment relationships at any time, with or without cause or advance notice. Your employment by Life Church is at will. Either party may terminate the employment relationship at any time without cause and without any advance notice.

This manual is not intended and should not be interpreted as creating an implied or express contract of employment. Nothing in this manual or any other written or oral statements of Life Church, including statements made during performance evaluations and wage reviews, shall be an express or implied promise of continuing employment.

### **STAFF MEMBER PURCHASES**

Merchandise may be purchased for personal purposes through the church's account with permission of supervising Executive Director or Director. If not approved, such action may be grounds for dismissal.

### **STAFF MEMBER REFERRAL AND RECRUITMENT**

Staff Member vacancy announcements may be listed in local newspapers or other media. You are encouraged to recommend and refer qualified candidates for employment to the Senior Pastor of Life Church. Notify your supervising Executive Director or Director and be sure the individual mentions your name when contacting the church.

### **REINSTATEMENT OF BENEFITS**

In the event you return to work for Life Church, regardless of the length of your previous employment and length of time since you terminated your employment with Life Church, your benefits shall accrue as if you were a first-time staff member.

## **LAYOFF AND RECALL**

In the unlikely event of a reduction in workforce, staff members may be laid off after reviewing the necessity of that position, the fiscal operations of the specific ministry or department, and the staff members' skills, abilities, job performance and any other relevant factors.

When recalling staff members from layoff status, such will be made by mail to your last known address or by telephone call. Failure to respond to the recall within two (2) days of notice will be considered disinterest in recall (to work). Laid off staff members must keep Life Church informed of any change in mailing address or telephone number.

## **RESIGNATION**

While we hope both you and Life Church will mutually benefit from your continued employment, we realize it may become necessary for you to leave your employment with Life Church. If you plan to resign from your employment at Life Church, you are requested to notify your supervising Executive Director or Director and Senior Pastor in writing, at least two (2) weeks in advance of the last date. Failure to provide advance written notice two (2) weeks in advance of the registration date will result in the forfeiture of any vacation pay remaining.

## **FORMER STAFF MEMBERS**

Depending on the circumstances, Life Church may consider a former staff for re-employment. Such applications are subject to Life Church's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with Life Church and must have provided at least two weeks' advance notice in writing of their intention to terminate their employment with Life Church.

## **PERSONNEL RECORDS**

The task of maintaining personnel records and related personnel administration functions at Life Church has been assigned to your Executive Director or Director and the Senior Pastor. Questions regarding benefits and wages may be directed to the Accountant. Questions regarding wages should be directed to the Senior Pastor.

Keeping your personnel record current is important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the accountant **in writing within five (5) calendar days**:

- 1 Legal name
- 2 Home address
- 3 Home telephone number
- 4 Person to call in case of emergency
- 5 Number of dependents
- 6 Marital status
- 7 Change of beneficiary
- 8 Driving record or status of driver's license, if you operate any church vehicles



- 9 Military or draft status
- 10 Exemptions on your W-4 form
- 11 Civil or court actions that affect your employment
- 12 Garnishment of wages

Coverage or benefits that you and your family receive under Life Church's benefits package could be negatively affected if the information in your personnel file is incorrect.

Your personnel record and its related documents are the property of Life Church and cannot be copied, borrowed, or removed from the premises.

## **PROOF OF U.S. CITIZENSHIP AND RIGHT TO WORK**

- 1 Before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form.
- 2 All applicants who are hired need to present documents of identity and eligibility to work in the United States.

Life Church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, you may be required to provide documentation verifying your identity and legal authority to work in the United States.

**SECTION 2**  
**STANDARDS OF CONDUCT**  
**POLICIES AND PROCEDURES**

## **CONFIDENTIAL INFORMATION**

Our church members, adherents, friends, and suppliers entrust Life Church with important information relating to their personal confidential concerns and businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, Life Church earns the respect and further trust of our members, friends, and suppliers.

Your employment with Life Church assumes an obligation to maintain confidentiality, even after you leave our employment.

Any violation of confidentiality seriously injures Life Church's reputation and effectiveness. Therefore, please do not discuss Life Church's business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the concern and or transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If you hear, see or become aware of anyone else breaking this trust, consider what they might do with information they could receive from you.

If you are questioned by someone outside the company of your department and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer. Instead, as politely as possible, refer the request to your supervising Executive Director or Director or the Senior Pastor.

No one is permitted to remove or make copies of any church records, reports or documents without prior approval.

Because of its seriousness, disclosure of confidential information could lead to dismissal. Failure to comply with this subsection may lead to your immediate dismissal.

## **“CUSTOMER” RELATIONS**

The success of Life Church depends upon the quality of the relationships between Life Church, our staff members, church members, friends, suppliers and the general public. Our members' impression of Life Church is greatly formed by the people who serve them. In a sense, regardless of your position, you are Life Church's ambassador.

There are several things you should do to demonstrate to members and the general public proper conduct and exceptional service that represents Life Church:

- 1 Act competently and deal with people in a courteous and respectful manner.
- 2 Communicate pleasantly and respectfully with other staff members at all times.
- 3 Follow up on these messages, and church orders, provide polite business-like replies to inquiries, personal and or confidential concerns and requests, and perform all duties in an orderly manner.

- 4 Take great pride in your work and enjoy doing your very best to represent the church staff.

## **DRESS CODE AND PERSONAL APPEARANCE**

As a church staff member, you are expected to dress and groom yourself in accordance with accepted social and business standards. Skimpy, body-clinging, revealing, and bare-back (spaghetti straps, tank or tube tops) attire is not allowed. Staff members should be careful not to draw attention to themselves by avoiding extreme appearances.

A tasteful appearance contributes to the positive impression you make on the public and fellow staff members. You are expected to be suitably attired and groomed during working hours and when representing Life Church. A good clean appearance bolsters your own poise and self-confidence and greatly enhances the church's image.

Personal appearance should be a matter of concern for each staff member. If your supervising Executive Director or Director believes your attire is out of place, you may be asked to leave your workplace until you are properly attired.

## **TATTOOS, BODY PIERCINGS, & HAIR COLOR**

At Life Church, employees have different ways of expressing themselves through personal appearance. However, Life Church is aware that some expressions of individual appearance may be inappropriate for minors to observe. As a result, all Life Church staff working with minors in Life Kids Early Childhood, Life Kids Elementary, and Life Church Youth are not allowed to have **visible** tattoos, body art (such as surgically implanted ball bearings, spikes, etc.), or non-traditional hair colors during weekend or midweek services. Exceptions may be made for employees who have small, non-offensive tattoos that cannot easily be covered by standard clothing (i.e., wrist, neck, etc.). All exceptions require the approval of the Executive Pastor.

## **OFFICE ATTIRE**

Office attire for staff should be pants, shirts, skirts, blouses, sweaters – modest, cleaned and pressed and clean appropriate shoes.

## **PLATFORM ATTIRE**

Participation in a worship service is a privilege. Dress must be modest and in keeping with appropriate platform attire. Platform dress guidelines are the same as office attire (above).

## **HARASSMENT**

Life Church intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or harassment. Harassment of any sort, verbal, physical or visual will not be tolerated.

## **WHAT IS HARASSMENT?**

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence that belittles, demeans or shows hostility or aversion toward an individual for reasons including, but not limited to his/her gender, race, religion, color, national origin, age, sexual preference or disability, or that of his/her relatives, friends, or associates, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Sexual Harassment, consists of unwelcome sexual comments, advances, request for sexual favors, and other visual, verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

Harassment is not necessary sexual in nature. Sexual harassment may include unwelcome sexual flirtations advances, requests for sexual favors, other verbal abuse of a sexual nature or physical contact of a sexual nature when such conduct creates an intimidating environment, prevents an individual from effectively performing the duties of their position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. If a team member believes he or she has been the victim of sexual harassment or any other form of unlawful harassment by a staff member or non-staff member during the team member's course of work, said team member should report such harassment to his or her supervising Executive Director or Director and/or the Senior Pastor.

## **RESPONSIBILITY**

As a staff member of Life Church, you are responsible for keeping your work environment free of harassment. Any staff member who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it immediately to the supervising Executive Director or Director or the Senior Pastor. When Life Church becomes aware that harassment might exist, it will take prompt and appropriate action, whether or not the victim wants the church to do so.

## **REPORTING**

If you believe you have experienced harassment, you should immediately inform the person harassing you that his or her behavior is unwelcome and must stop. You should also report the incident immediately to the supervising pastor, Senior Pastor with whom you feel comfortable. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any staff member found to have harassed a fellow staff member or subordinate will be subject to severe disciplinary action or possible discharge. Life Church will also take any additional action necessary to appropriately correct the situation. Life Church will not retaliate against any staff member who makes a good faith report of alleged harassment, even if the staff member was in error. Life Church has no requirement for the form or content of a harassment complaint. Although the complaint may be verbal, a written statement may be required as part of the investigation to be conducted by Life Church. You should provide as much information as possible regarding the offending incident or conduct, including what happened or is continuing to happen, the person or persons causing the harassment, and the time(s) and place(s) that the incident(s) or conduct occurred. If available, the names of witnesses should be provided, but you should not hesitate to report harassment merely because witnesses are not available or cannot be identified.

All complaints will be investigated promptly. The complaint will be investigated in as confidential of a manner as possible, but confidentiality cannot be promised. If an investigation confirms that harassment in violation of this policy has occurred, Life Church will take appropriate corrective action as determined by it in its sole discretion. The corrective action may include discipline up to and including termination. There will be no retaliation by Life Church against any staff member who makes a good-faith report, even if, after investigation, it appears that there has been no violation. However, false reports are another form of harassment and should not be made.

Every staff member of Life Church is responsible for assuring that the work place is free from all forms of harassment. Life Church will not tolerate any form of harassment.

Life Church accepts no liability for harassment of one staff member by another staff member. The individual who makes unwelcome advances, threatens or in any way harasses another staff member is personally liable for such actions and their consequences. Life Church will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

## **STANDARDS OF CONDUCT**

### **GRIEVANCES AND SUGGESTIONS**

Staff grievance and suggestions are of concern to Life Church, regardless of whether the problems or ideas are large or small.

In order to provide for prompt and efficient evaluation of and response to grievances or suggestions, Life Church has established a formal Grievance and Suggestion Procedure. It will always be Life Church's policy to give full consideration to every staff member's opinion. There will be no discrimination against or toward anyone for his or her part in presenting grievances or suggestions.

Under this policy, a grievance is defined as any event, condition, rule, or practice which hinders the staff member from completing their job and responsibilities. This covers a wide range of circumstances, everything from the workplace, the environment, and other working conditions to policies or practices which interfere with or hinder his or her performance. A grievance may also deal with an attitude, a statement, or an opinion held by a supervising Executive Director or Director or a fellow staff member.

Talking things over with your supervising Executive Director or Director usually helps. When you have a grievance or other problem, the person you report to is the person to see first. If this does not settle the matter, you are entitled to go to the Senior Pastor to see what can be done. Never leave your work area without notifying your supervising Executive Director or Director first.

## **UNACCEPTABLE ACTIVITIES**

Each staff member is expected to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. This list is not intended to be exhaustive. Avoiding these activities will be to your benefit as well as the benefit of Life Church. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your supervising Executive Director or Director for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- 1 Willful violation of any church rule; any deliberate action that is extreme in nature and is obviously detrimental to Life Church's efforts to operate responsibly.
- 2 Willful violation of security or safety rules or failure to observe safety rules or Life Church's safety practices; failure to wear required safety equipment; tampering with Life Church's equipment or safety equipment.
- 3 Negligence or any careless action which endangers the life or safety of another person.
- 4 Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on Life Church premises except medications prescribed by a physician.
- 5 Possession of dangerous or illegal firearms, weapons or explosives on Life Church property or while on duty at any time.
- 6 Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on Life Church premises or when representing Life Church; fighting, or horseplay or provoking a fight on church property, or negligent damage of property.

- 7 Insubordination or refusing to obey instructions properly issued by your supervising Executive Director or Director pertaining to your work; refusal to help out on a special assignment.
- 8 Threatening, intimidating or coercing fellow staff members on or off the premises-at any time, for any purpose.
- 9 Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of church property of fellow staff members, members, suppliers, or visitors in any manner.
- 10 Theft of church property or the property of another; unauthorized possession or removal of any church property, including documents, from the premises without prior permission from management; unauthorized use of church equipment or property for personal reasons; using church equipment for profit.
- 11 Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by Life Church; alteration of church records or other church documents.
- 12 Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another staff member on the job; willfully restricting work output or encouraging others to do the same.
- 13 Immoral conduct or indecency on church property.
- 14 Conducting a lottery or gambling on church premises.

Occurrences of any of the following activities, or the violations of any of Life Church's rules or policies, may result in disciplinary action, including possible immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all staff members remain employed "at will."

- 1 Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervising Executive Director or Director; mistakes due to carelessness or failure to get necessary instructions.
- 2 Any act of harassment; telling sexist or racial-type jokes; making racial or ethnic slurs.
- 3 Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervising Executive Director or Director; stopping work before time specified for such purposes.
- 4 Sleeping on the job; loitering or loafing during working hours.
- 5 Smoking at any time on church premises.
- 6 Creating or contributing to unsanitary conditions.
- 7 Posting, removing or altering notices on any bulletin board on church property without permission of the supervising Executive Director or Director or Senior Pastor.
- 8 Failure to report an absence or late arrival; excessive absence or tardiness.
- 9 Use of obscene or abusive language toward any supervising Executive Director or Director, staff member or church member; indifference or rudeness toward a member or fellow staff member; any disorderly/antagonistic conduct on church premises.



- 10 Speeding or careless driving of church vehicles.
- 11 Failure to immediately report damage to, or an accident involving church equipment.
- 12 Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another staff member on church premises.
- 13 Failure to maintain a neat and clean appearance in terms of the standards established by the church; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
- 14 Failure to use your timecard; alteration of your own timecard or records or attendance documents; punching or altering another staff member's timecard or records, or causing someone to alter your timecard or records.

## SOCIAL MEDIA GUIDELINES

Life Church encourages the use of social media to help further the message of the church, and connect with those who attend. Blogs, Facebook, Twitter, etc. are an incredible way to share your faith journey, get to know other ministry leaders, learn, chronicle your life, and generally connect with people you wouldn't otherwise. However, it must be managed responsibly. Here are a few things to keep in mind as you navigate the social media world:

***You're amongst friends—sometimes.*** As much as your blog, Twitter stream, Facebook page, etc. might feel like your cozy home on the Internet where friends stop by to catch up, it's really a public space. People can land on your page from a Google search and read just one post completely out of any other context. So, think of your web space less like a family room and more like your front yard.

***Spread news, don't break it.*** It's great when we can use our personal web spaces to share the great things God is doing at Life Church. But do not get the news out there before the time or place that Life Church desires to share this news. Make sure what you talk about is ready for public consumption. If we've talked about it from the stage or online, feel free to share.

***Detract? Distract? Neither.*** Most of us know what's going to detract from the mission of Life Church and stay far away from that territory. But you'll also want to be on the lookout for things that will distract from the mission of Life Church. You might post about something that is 100% accurate and true to our beliefs that can still draw unwanted attention to the church and take substantial time to manage and explain. If you're in doubt, you're surrounded with strong leaders who'll be happy to help you figure out whether something falls into that gray area.

***Ask questions.*** If you want to spur conversation about a topic, think about open-ended posts and questions, not opinions.

***Be smart.*** From a legal perspective, you're responsible for what's on your personal web space, so make sure you follow copyright rules and any other relevant laws. Be particularly mindful of video and music clips, as this can be a legal problem. And when it comes to Life Church content, a good rule of thumb is "point, don't post,"

meaning that it's better to link to the content on our established communication channels rather than posting it on your blog or site.

***Disclaimers or not, you represent.*** Yes, a disclaimer is a good idea. But even with that, what you say in your tweets, on your blog, and on your Facebook page is just as much of a reflection of the church as what you do in your personal life. A few things that will help with that: don't link to your personal site from Life Church communication, and don't speak on behalf of the church.

***When in doubt, go positive.*** Whether you're responding to a comment, frustrated with a vendor, or trying to decide if you should write about something that's bothering you, you'll never regret taking the high road (and sometimes that road is not saying anything at all).

Your presence on the web is an extension of your personal ministry, so Life Church wants to help ensure this represents your ministry and the church in the best way possible.

## **DISCIPLINARY ACTIONS**

Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

- 1 Verbal Warning
- 2 First Written Warning
- 3 Second Written Warning
- 4 Dismissal

Written warnings will include the reasons for the supervising Executive Director or Director's dissatisfaction and any supporting evidence. You will have an opportunity to defend your actions and rebut the opinion of your supervising Executive Director or Director at the time the warning is issued. Disciplinary actions may also include fines, suspensions or other measures deemed appropriate to the circumstances.

All pertinent facts will be carefully reviewed, and the staff member will be given a full opportunity to explain his or her conduct before any decision is reached.

## **DISMISSAL**

Employment and compensation with Life Church is "at will" meaning a staff member can be terminated with or without cause, and with or without notice, at any time, at the option of Life Church.

If your performance is unsatisfactory due to lack of ability, failure to abide by Life Church rules or failure to fulfill the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed.

<p style="text-align: center;"><b>SECTION 3</b> <b>BENEFITS POLICIES AND PROCEDURES</b></p>
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## **THE BENEFITS PACKAGE**

In addition to receiving an equitable salary and an equal and an equal opportunity for professional development and advancement, you eligible to enjoy other benefits which will enhance your job satisfaction.

## **ELIGIBILITY FOR BENEFITS**

If you are a full-time or part time staff member, you may be eligible for benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit ninety (90) days after your Anniversary Date.

No benefits are available to you during your Introductory Period.

## **EMPLOYEE BENEFITS**

Benefits eligibility is dependent upon a variety of factors, including staff member classification. Your supervising Executive Director or Director or the Accountant can identify the programs for which you are eligible. Details of these programs can be found elsewhere in this POLICY AND PROCEDURE MANUAL.

The following benefit programs are available to eligible staff member:

- 403b Plan
- Business Travel Expense
- Paid Holidays
- Bereavement Leave
- Jury Duty Leave
- Paid Personal Days
- Family Medical Leave (FMLA)
- Auto Mileage Reimbursement
- Group Insurance
  - Major Medical
  - Dental
  - Vision
- Direct Deposit

Some benefit programs require contributions from the staff member.

## **403b PLAN**

Life Church's Tax Sheltered Annuity Plan is available to all eligible staff members of the church. Eligible staff members may participate in a 403b administered through the Ministers Benefit Association of Springfield, Missouri. Staff members may specify a portion of their pre-tax wage to be deducted and placed in a designated retirement account, subject to IRS guidelines. This plan can be activated through the Accountant's office.

Temporary staff members are not eligible for this benefit.

## **BUSINESS TRAVEL EXPENSE**

Life Church will reimburse staff members for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the supervising Executive Director or Director or Senior Pastor.

Staff member whose travel plans have been approved are responsible for making their own travel arrangements.

When approved and accompanied with original receipts, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by Life Church. The staff member is expected to limit expenses to reasonable amounts and should practice financial prudence and stewardship for all travel expenses, including hotel, meals, etc. Requests considered excessive will not be reimbursed.

A staff member involved in an accident while traveling on business must promptly report the incident to the supervising Executive Director or Director or Senior Pastor and local law enforcement agency. Vehicles owned, leased or rented by Life Church may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved by their supervising Executive Director or Director or the Senior Pastor.

With prior approval, staff member on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completing of business objectives. Generally, a staff member is also permitted to combine personal travel with business travel, as long as time away from work is approved.

When travel is completed, the staff member must submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Staff members should contact the supervising Executive Director or Director or Senior Pastor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the staff member, can be grounds for disciplinary action, up to and including termination of employment.

## **PERSONAL IMPROVEMENT SEMINARS**

Staff member may be granted permission to attend an approval job or self-improvement seminar, class, school, conference, etc. The request must be made in writing, well in advance and directed to the office of the supervising pastor. The Senior Pastor, in conjunction with the staff member, supervising Executive Director or Director, will determine the need, terms and available funds as approved within the budget. Written requests should not be presumed to be approved unless verified by the Senior Pastor.

Reimbursable expenses: mileage, lunch; purchases made on behalf of church, postage and shipping.

## **PLANNED TIME AWAY FROM WORK**

When requested time off, complete the Time Off form and submit it to your supervising Executive Director or Director. Your request will be reviewed in light of the church calendar and the work load. Once approved by the supervising Executive Director or Director and the Senior Pastor, you will be notified. A copy of your request will be forwarded to the Accountant. Please record this time on your time card or time sheet. The Accountant will keep a record of all time off for all staff members.

## **PAID HOLIDAYS**

All regular, full-time and part-time active staff members are eligible to receive holiday pay. Temporary staff members are not eligible to receive holiday pay.

## **RECOGNIZED HOLIDAYS**

The following nine (9) holidays are recognized by Life Church as paid holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Two days at Christmas

## **HOLIDAY POLICIES**

- 1 Holidays will be observed on the calendar day designated by the church for observance.
- 2 For Administrative Staff only: If a holiday falls during a staff member's approved vacation period, the staff member will receive holiday pay, and will not be charged for a vacation day on the day the holiday is observed.
- 3 Staff members 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.
- 4 Holiday pay will not count as hours worked for the calculation of overtime.
- 5 If a staff member terminates employment for any reason, he/she will not be eligible for holiday pay for any holidays occurring beyond the date of termination.

## **BEREAVEMENT (FUNERAL) LEAVE**

Staff members are entitled to take up to one week with pay to attend the funeral and personal matters related to the death of a husband, wife, son or daughter. At the time of a funeral of a friend or other relative, due consideration will be given for attending the service-this must be scheduled and approved by the supervising Executive Director or Director at least two days, if possible, before the service. One (1) day of paid funeral leave will be granted in the case of the death of a grandparent, your spouse's grandparent or sibling, or any member of your extended family living in your home. Only regular full-time staff members are eligible for paid funeral leave.

With your supervising Executive Director or Director's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, a day of earned paid personal time may be used for this purpose.

Pay for a funeral leave will be made for actual time lost from work. If the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

## **JURY DUTY**

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, we will permit you to take the necessary time off. We wish to help you avoid any financial loss because of such jury duty service. Provided you have completed ninety (90) days of service, Life Church will reimburse you for the difference between your jury duty pay and your regular pay, not to exceed eight (8) hours per day, for a maximum of five (5) business days. You must notify your supervising Executive Director or Director within forty-eight (48) hours of receipt of the jury summons. (This means you will not receive both jury duty pay and wage pay during your time away from the job while serving on jury duty.)

Life Church will compensate the staff member the difference between court compensation and their daily, scheduled wage. If the staff member's services as juror are not required for an entire day, the staff member is expected to report to work for the remainder of the



day, or for the remainder of their scheduled work hours. When the court dismisses for a holiday not recognized by Life Church, the staff member is expected to report for work the same as any regularly scheduled workday.

An order to appear for jury selection is considered jury duty and qualifies for paid jury duty leave.

Staff members who are required to serve for more than five (5) business days may take time off, without pay, for the balance of the time as approved by their supervising Executive Director or Director.

Upon completion of jury duty, a Verification of Attendance form must be presented to the Senior Pastor.

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

## **PAID TIME OFF**

Paid time off (PTO) is defined as the combination of sick time and vacation days. This time away from work may be used in any way the staff member desires. If you have a regular weekday off (most staff have Fridays off), that will not count as a vacation day.

## **REQUESTING PTO**

For PTO of 3 or more days, a formal request must be presented no less than 60 days prior. For PTO less than 3 days, a formal request must be presented no less than 30 days prior, with the exception of PTO used for a sick day.

PTO is subject to the following conditions:

- 1 Staff members are not eligible for PTO until a ninety (90) day Introductory Period has been completed after their hire date.
- 2 Temporary staff members are not eligible for this benefit.
- 3 Requests will be approved based on seniority (length of service to Life Church) and on a first come, first served basis. (Only if the time off will not interfere with the normal business operations of the church.)
- 4 Usually only one staff member may be out on PTO in a department at any one time. This is subject to the approval of the department supervisor and Executive Pastor.
- 5 The Accountant will keep a running total of a staff member's earned, used and remaining PTO.
- 6 Staff members will not be paid the cash equivalent for unused PTO.
- 7 No employee is allowed to take more than 1 weekend off per quarter unless otherwise approved.
- 8 PTO is available in half day increments (equivalent of 4.5 hours).

- 9 Paid personal days may be taken in advance of accrual upon approval of your supervising Executive Director or Director.
- 10 The Senior Pastor will be the final authority concerning the interpretation of this policy.

## EARNING PAID TIME OFF

The amount of PTO is determined by employment status and years of service. The following chart will allow staff members to determine their PTO.

### FULL TIME STAFF PTO:

Years of Employment	Administrative & Associate Directors	Directors	Executive Directors
1	11 days, 2 weekends	11 days, 2 weekends	11 days, 3 weekends
2	11 days, 2 weekends	11 days, 3 weekends	15 days, 3 weekends
3	11 days, 2 weekends	15 days, 3 weekends	15 days, 4 weekends
4	15 days, 3 weekends	15 days, 4 weekends	19 days, 4 weekends
5	15 days, 3 weekends	15 days, 4 weekends	19 days, 4 weekends
6	15 days, 3 weekends	15 days, 4 weekends	19 days, 4 weekends
7*	15 days, 3 weekends	19 days, 4 weekends	23 days, 5 weekends
8	15 days, 3 weekends	19 days, 4 weekends	23 days, 5 weekends
9	15 days, 3 weekends	19 days, 4 weekends	23 days, 5 weekends
10+	19 days, 4 weekends	23 days, 5 weekends	27 days, 6 weekends

*\*Executive Directors are eligible for a 30-day paid sabbatical subject to the approval of the Senior Pastor.*

### PART TIME STAFF PTO:

Part time staff must work 20+ hours per week to qualify for PTO. If a part time staff works on the weekend, they can use 1 day off for the weekend, but may not be off more than 2 weekends per year.

<b>Years of Employment</b>	<b>Part Time Staff</b>
<b>1</b>	<b>6</b>
<b>2</b>	<b>6</b>
<b>3</b>	<b>6</b>
<b>4</b>	<b>8</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>8</b>
<b>7</b>	<b>10</b>
<b>8</b>	<b>10</b>
<b>9</b>	<b>10</b>
<b>10+</b>	<b>10</b>

## **FIRST YEAR OF HIRE**

For employees hired in the middle of a year, before October 1, here is how their PTO will be calculated for that first year:

$(\text{PTO Days} \div 52) \times \text{Weeks remaining in year} = \text{PTO remaining for year (rounded up)}$

Example: For Director hired on July 1, here is how it would be calculated:

$(15 \div 52) \times 26 = 7.5$  (rounded up for 8 days of PTO for the remainder of year)

Anyone hired after October 1 will not receive time off until the next calendar year. The same formula is also applied to their weekends off. Regardless of when an employee is hired, they will go into year 2 for PTO benefits on Jan 1 (i.e. If someone was hired in October, they will receive the PTO of a second year employee for the next calendar year).

## **LEAVE OF ABSENCE**

Life Church may grant an unpaid leave of absence for illness, disability or maternity. An approved disability may be granted for up to six (6) weeks. Whenever possible, you are required to give as much notice as possible of your pending need for a disability or maternity leave of absence.

At the time the disability leave begins, any accrued paid personal days will be paid to you. This policy applies to all staff members. Your group insurance booklet should be reviewed to determine your insurance coverage during a leave of absence.

Staff members who remain away from work for more than the period of time allowed above may be considered terminated from employment.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

Staff members who have worked for Life Church for one (1) year, or one thousand two hundred fifty (1250) hours during the previous twelve (12) months may be eligible for leave under the Family and Medical Leave Act (FMLA). In accordance with the FMLA, Life Church will provide up to twelve (12) weeks to an eligible staff member for the following reasons/circumstances:

- 1 The birth, adoption or foster care of a minor.
- 2 You need to care for a spouse, child or parent with a serious health condition.
- 3 Your own serious health conditions prevent you from performing the functions of your job.

Staff members wanting to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.

Requests for family care and medical leaves will normally be granted by the church, 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 or 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 staff member will be unable to work due to the serious illness/health condition.

Staff members on family care and medical leave may be required, or may elect, to use accrued paid personal days benefits. Although the church is not able to guarantee reinstatement in all cases, staff members on family care and medical leave who return to work immediately following the end of an approved leave will normally be returned to the same job they held immediately prior to the leave or, if that position has been eliminated, a comparable position if one is available.

The staff member may maintain medical and other insurance coverage according to the current group plan in place at that time. Staff members with a serious illness or 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.

Upon their return, the staff member will be restored to their original or equivalent position, pay and benefits.

You are expected to give the Life Church 30 days advance notice, if practical, when applying for an FMLA leave. The notice should state the anticipated timing and duration of the leave. When the need for the leave is not foreseeable, you are expected to give notice as soon as possible, except in extraordinary circumstances. You are also to provide at

least verbal notice sufficient to make the Life Church aware that you are requesting FMLA leave.

While Life Church will make every effort to provide FMLA leave for qualified employees, it is essential that proper notice be given. The failure to give proper notice may result in the denial of FMLA leave.

Life Church has adopted detailed policies outlining your rights and responsibilities for leave under the FMLA. You may obtain a copy of such from your supervising pastor.

## **MILITARY LEAVE OF ABSENCE**

It is the intent of Life Church to comply with Uniformed Services Employment and Re-employment Rights Act (“USERRA”). If you are a full-time staff member and called up for service including active duty, active duty for training, inactive duty training, full-time National Guard duty, physical examinations to determine fitness for duty and funeral honors duty performed by the National Guard or Reserve members. You will be eligible for re-employment after completing military service, provided you comply with USERRA including the following:

- 1 You provide a photocopy of your orders to your supervising Executive Director or Director as soon as you receive them.
- 2 You satisfactorily complete your active duty service.
- 3 You enter the military service directly from your employment with Life Church.
- 4 You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months active duty for training, you must apply within a reasonable time (usually thirty (30) days) after discharge. Unless certain exceptions as allowed by USERRA apply, upon the termination of your service, you notify Life Church of your intent to return to employment as follows: for service of one to 30 days, you are required to report to work on the first regularly scheduled work day that begins within eight hours after returning home; for service of 31 to 180 days, you are required to return to work within 14 days of completion of service; and if you served greater than 180 days, you are required to return to work within 90 days of completion of service.

## **MILITARY RESERVES OR NATIONAL GUARD LEAVE OF ABSENCE**

Staff members who serve in U.S. or state military organizations may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These staff members may apply accrued and unused earned vacation time to the leave if they wish; however, they are not obliged to do so.

You are expected to notify your supervising Executive Director or Director as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

## **PERSONAL LEAVE OF ABSENCE**

In very special circumstances, Life Church may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from your supervising Executive Director or Director. A personal leave of absence must not interfere with the operations of your department or Life Church. Your supervising Executive Director or Director will submit your request to the Senior Pastor for final approval.

An unpaid personal leave of absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation and other benefits will no longer continue to accrue. Failure to return from a leave at the time agreed will result in termination of employment.

## **INSURANCE PREMIUM PAYMENT DURING LEAVES OF ABSENCE**

Except as otherwise required by the FMLA Life Church will, upon approval of Senior Pastor and Elder Board, continue to pay our share of insurance premiums for staff member who has insurance coverage for a maximum of six (6) months while you are on a disability leave of absence. While you are on any other type of unpaid leave of absence from Life Church, you will be responsible for paying the total premiums for your coverage and that of your dependents while on leave.

Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow you coverage to be reinstated.

## **RETURNING FROM LEAVE OF ABSENCE**

Except as otherwise required by the FMLA or USERRA, you must notify Life Church at least fifteen (15) business days prior to your expected return date, that you intend to return from a leave of absence. When you return, you may be placed on your regular job if such position remains and is available. If Life Church had to eliminate or fill your position while you were on leave, you may be assigned an open position for which you are properly qualified. If no such position exists, you may be placed on layoff status.

If you fail to return from your leave of absence on the day indicated in your original request or in any approved extension, or within two (2) business days of release by your doctor if you have been on disability leave of absence, except as otherwise provided by the FMLA or USERRA, you will be considered to have voluntarily resigned from employment with Life Church as of the day on which you began your leave of absence.

If you have been on disability leave of absence, you will be required to submit a statement from your doctor indicating that you are fit to return to your normal duties. You will receive seniority credit for the time that you have been on disability leave of absence.

If you have been on a military leave of absence, you will receive seniority credit for the time that you were on active military duty.

## **ACCEPTING OTHER EMPLOYMENT OR GOING INTO BUSINESS WHILE ON LEAVE OF ABSENCE**

If you accept any employment or go into business while on a leave of absence from Life Church, you will be considered to have voluntarily resigned from employment with Life Church as of the day on which you began your leave of absence.

## **OUTSIDE EMPLOYMENT**

It shall be a condition of employment that any staff member advise his supervisor Executive Director or Director in writing of any outside employment for which the staff member receives compensation on either a salary or fee basis. The notification shall include a brief description of the work performed and the approximate number of hours per week devoted to it. Nothing in this requirement shall be construed to prohibit such employment, unless it interferes with the staff member's performance of his job duties and responsibilities, including scheduling demands, with Life Church, or if the nature of the outside employment is deemed to have a negative impact on Life Church or creates a conflict of interest.

If Life Church determines that a staff member's outside employment interferes with performance or the ability to meet the requirements of Life Church, as may be modified from time to time, or the outside employment is deemed to have a negative impact or creates a conflict of interest, the staff member may be asked to terminate the outside employment if he wishes to remain employed at Life Church.

## **OUTSIDE EMPLOYMENT**

It shall be a condition of employment that any employee or spouse serving on a board or committee outside of Life Church must make their supervisor aware of such board or committee. If Life Church determines that a staff member's involvement in such board/committee interferes with their performance or is a conflict of interest, the staff member may be asked to terminate their involvement in said board/committee.

## **AUTO MILEAGE REIMBURSEMENT POLICY**

Life Church reimburses staff members for mileage placed on their personal vehicle for the expressed purpose of ministry business. Life Church will reimburse staff member mileage for any approved purpose.

Mileage must be:

- 1 Placed on the vehicle after the staff member has arrived on the premises of Life Church, and before the staff member leaves to go home and approved by the Senior Pastor.
- 2 Recorded and documented, showing the beginning and ending odometer reading, stating the purpose, date and time of the mileage.
- 3 An approved or authorized trip by the immediate supervising Executive Director or Director before mileage will qualify for reimbursement.

All mileage will be reimbursed at \$.25 per mile.

## **GOVERNMENT REQUIRED COVERAGE**

### **WORKERS' COMPENSATION**

Life Church provides for Workers' Compensation Insurance as required by the laws of the State of Wisconsin. If you're unable to work because of a job injury, Life Church and our Workers' Compensation Insurance carrier work together to provide you with all benefits you may be entitled to, which may include payment of your medical expenses and other benefits until you're able to come back to work - automatically, without delay or red tape.

Staff members who sustain work-related injuries or illnesses should inform their supervising Executive Director or Director immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible staff member to qualify for coverage as quickly as possible.

Neither Life Church nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during a staff member's voluntary participation in any off-duty recreational, social or athletic activity sponsored by Life Church.

All injuries, no matter how slight, must be reported immediately to your supervising Executive Director or Director to assure consideration under workers' compensation insurance, should complications develop later. Your supervising Executive Director or Director will see that you receive medical attention.

Please inform your supervising Executive Director or Director what, where, when, and how the accident or incident happened. Information should be reported so that he or she can arrange medical treatment and complete the necessary reports. In an emergency, you may go immediately to one of the medical facilities nearby. Later, you may be required to



furnish your supervising Executive Director or Director with written statements regarding the on-the-job accident so that we may accurately document the incident, and so you may receive all the benefits to which you are entitled. (Failure to do this could result in loss of benefits.)

Prompt reporting is the key. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight.

## **SOCIAL SECURITY**

The United States government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Life Church is required to deduct this amount from each paycheck you receive. In addition, Life Church matches your contribution dollar for dollar, thereby paying one-half of your Social Security benefits.

## **WAGE AND SALARY POLICIES**

No person may be paid directly out of petty cash or any other fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor.

## **TIME CARD/RECORDS**

By law, we are obligated to keep accurate records of the time worked by “Nonexempt (hourly)” employees. This is done by time clock cards.

*-SIGN IN (**using time clock**) when you report to work at the beginning of the day;*

*-SIGN OUT (**using time clock**) when you go for your scheduled meal period;*

*-SIGN IN (**using time clock**) when you return to work after your scheduled meal period;*

*-SIGN OUT (**using time clock**) when you leave work at the end of the day.*

Your time card is the only way the Accounting Department knows how many hours you worked and how much to pay you. Your time card indicates when you arrived and when you departed. You are to punch in and out for your scheduled meal period and for any brief absence outside of church premises. All staff members are required to keep the front office or receptionist advised of their departures from and returns to the premises during the work day.

Do not sign in until you are ready to report directly to your work station, and do not mark or sign the time record of another employee or knowingly allow someone else to mark or sign your time record.

You are responsible for your time card. If you forget to punch in or make an error on your card, your supervising pastor must make the correction and you and your supervising Executive Director or Director must initial the correction.

No one may record hours worked on another's card. Tampering with another's time card is cause for disciplinary action, including possible dismissal, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, report the matter to your supervising Executive Director or Director immediately.

## **DEDUCTIONS FROM PAYCHECK**

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments or garnishments, will be explained whenever Life Church is ordered to make such deductions.

## **ERRORS IN PAY**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, inform the Accountant immediately. The Accountant will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

## **OVERTIME PAY**

From time to time, it may be necessary for **nonexempt (hourly)** personnel to perform overtime work in order to complete a job on time. All overtime must be approved in **advance** by the Senior Pastor. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. There are two types of overtime work:

- 1 **Scheduled Overtime:** Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required workweek of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, speak with your supervising Executive Director or Director. He or she will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.
- 2 **Incidental Overtime:** Incidental overtime isn't scheduled. It becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the staff member who normally performs the task. If that staff member cannot perform the overtime, the supervising

Executive Director or Director will offer the overtime to a suitably qualified person who is available to perform the overtime work.

If you are a “Nonexempt” staff member and you perform overtime work, you will be paid one and one half times your regular hourly wages for any time over eight (8) hours per day or forty (40) hours per week that you work. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, paid personal days, those hours not worked will be counted as hours worked for purpose of computing eligibility for overtime pay.

## **EMPLOYMENT TERMINATION**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of two of the most common circumstances under which employment can be terminated:

- Resignation – voluntary employment termination initiated by a staff member.
- Termination – involuntary employment termination initiated by the Church.

Life Church will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as staff member benefits or return of Life Church owned property.

Since employment with Life Church is at will, both the staff member and Life Church have the right to terminate employment at will, with or without cause, at any time.

Employee benefits will be affected by employment termination in the following manner. All earned benefits that are due and payable at termination will be paid. Remaining holidays will not be paid upon termination. In the event of termination, only earned paid personal days will be paid. Some benefits may be continued at the staff member’s expense if he/she so chooses. Any other remuneration or benefits will be recommended by their supervising Executive Director or Director and subject to approval by the Senior Pastor and/or Board. The staff member will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

## **VOLUNTARY RESIGNATION**

Voluntary Resignation - A voluntary resignation is a separation that is initiated by the employee. We would like you to give at least two (2) weeks written notice before you leave your job. A written letter of resignation should be forwarded to your supervising Executive Director or Director and the Senior Pastor. The letter should include your reasons for leaving, the last day of employment and the forwarding address and phone number where we can reach you, if needed. If you do not call in or report to work for two consecutive workdays, you may be considered to have voluntarily resigned. Staff members who fail to give appropriate notice are generally not eligible for future employment at Life Church.

## **INVOLUNTARY TERMINATION**

- **Involuntary Termination** - An involuntary termination is a termination that is initiated by the church for reasons other than changing business conditions. Administration must reach a determination to terminate a staff member as a result of policy violations, performance, job elimination, or similar reasons.
- **Layoff** - A layoff is a termination of employment that results from changing business conditions which necessitate a reduction in staff. Whenever the church determines, in its sole discretion, a layoff should occur, the following factors may, but need not be among those considered: priority of employment needs, versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude, and dependability.

## **PERFORMANCE REVIEWS**

Your supervising pastor is continuously evaluating your job performance. Day-to-day interaction between you and your manager should give you a sense of how your supervising Executive Director or Director perceives your performance.

Life Church conducts a formal performance review once a year for each staff member.

During formal performance reviews, your supervising pastor will consider the following things, among others:

- Attendance, initiative and effort
- Knowledge of your work
- Attitude and willingness
- The quality and quantity of your work
- Ability to complete assignments accurately and within deadlines

The performance reviews identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas. This review also serves to make you aware of and to document how your job performance compares to the goals and description of your job. This is a good time to discuss your interests and future goals. Your supervising Executive Director or Director is interested in helping you to progress and grow in order to achieve personal as well as work-related goals. Perhaps he or she can recommend further training or additional opportunities for you.

In addition to individual job performance reviews, Life Church periodically conducts a review of job descriptions to insure that we are fully aware of any changes in the duties responsibilities of each position.

## **COMPENSATION AND REVIEW**

The Senior Pastor and Elder Board establish all salaries of all personnel. Salaries are reviewed once yearly and may be adjusted based on merit, cost of living, or any other such factors the Elder Board and Senior Pastor may deem appropriate.

## **WORK SCHEDULE**

Your schedule of daily work hours will be given to you by your supervising Executive Director or Director. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask your supervising pastor.

## **ABSENCE OR LATENESS**

From time to time, it may be necessary for you to be absent from work. Life Church is aware emergencies, illnesses, or personal business that cannot be rescheduled outside your work hours may arise. Paid personal time off has been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your supervising Executive Director or Director immediately. Give him or her as much time as possible to arrange for someone else to cover your position until you arrive. If you know in advance that you will need to be absent, you are required to request this time off directly from your supervising Executive Director or Director. He or she will determine when will be the most suitable time for you to be absent from your work.

When you call in to inform Life Church of an unexpected absence or late arrival, ask for your supervising Executive Director or Director or the Administrator if your supervising Executive Director or Director is not available. For late arrivals, please notify the front office receptionist and indicate when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. If your supervising Executive Director or Director is not available when you call, you may leave the information with the Senior Pastor or the receptionist.

Upon return to work following an absence, notify your supervising Executive Director or Director. Notify the Accountant of your time away, and record this time away on your time card or time sheet.

Absence from work for two (2) consecutive days without notifying your supervising Executive Director or Director will be considered to have voluntarily resigned. The failure to comply with this policy may result in disciplinary action, up to and including termination.

## **ATTENDANCE**

You are expected to be at your work station promptly, be ready to work at the beginning of your work scheduled, and remain at your work station until the end of your assigned work hours, except for meal periods. When your work takes you away from your work station,

please let your supervising Executive Director or Director, and receptionist know where you are going and how long you expect to be gone.

## **EXCESSIVE ABSENTEEISM OR LATENESS**

In general, five (5) absences in a 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question and may result in disciplinary action, up to and including termination. Tardiness or leaving early is not acceptable and detrimental to Life Church as an absence. Three (3) such incidents in a 90-day period will be considered a “tardiness pattern” and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered may result in disciplinary action, up to and including termination.

Attendance or tardiness problems, as well as failure to call in, may result in discipline, up to or including discharge.

- 1 Even legitimate absences or tardiness may cause for discipline or discharge if, in the opinion of the management, the absence or tardiness is excessive and adversely affects your ability to properly perform your job.
- 2 Any staff member who fails to report for work or call in for two (2) days in a row will be deemed to have voluntarily resigned.

## **LUNCH PERIOD**

If you work longer than four (4) hours, you will be given an unpaid lunch period of one hour. Generally all staff should take their one hour lunch period between 11am and 2pm, Monday through Thursday. Adjust your schedule through supervising Executive Director or Director. Lunch periods should not be less than 30 minutes nor longer than 60 minutes.

You are expected to take your full allotted time for lunch. You are requested not to perform any work during your regularly scheduled lunch period, unless specifically requested to do so by your supervising pastor. In that event, your lunch will be rescheduled or you will be paid for the time that you worked.

You may leave the premises during your lunch period, however, you must punch in and out or sign in and out.

## **VOTING**

We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are open from 7am until 7pm, you are encouraged to vote before or after regular working hours. Absentee balloting or voting by mail is an option to consider. Consult your county of residence election office for further information.

<p style="text-align: center;"><b>SECTION 4</b> <b>OPERATIONAL POLICIES AND PROCEDURES</b></p>
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## **GENERAL OFFICE PROCEDURES**

All staff members shall notify their personal assistant and/or the receptionist as to their daily schedule. This allows for better, more complete information to be transferred to those calling the Church Office. All staff members must check in and check out with the front office receptionist.

## **OFFICE HOURS**

The church office hours are 9:00am to 4:00pm, Monday through Thursday. Your specific schedule will be set by your supervising Executive Director or Director or Senior Pastor. Check in with the receptionist when you arrive and check out when you leave.

## **PARKING LOT**

Staff member parking spaces are provided in the church parking lot. General parking for staff members in these parking spaces are on a first-come, first-served basis. Reserved and handicapped spaces should be available for those so designated.

Please lock your car while it is parked in the parking lot. Life Church does not assume responsibility for vehicles or their contents in these parking areas

## **WORKPLACE SECURITY AND VIOLENCE PREVENTION**

Workplace security monitoring may be conducted by Life Church to ensure the safety of children and staff, security, and customer satisfaction. Life Church may conduct video surveillance of non-private workplace areas, including, but not limited to, hallways, break rooms and classrooms. Video monitoring is used in part to identify child safety concerns, detect misconduct, and discourage acts of harassment and workplace violence.

Because Life Church is sensitive to the legitimate privacy rights of staff members, every effort will be made to guarantee that workplace monitoring is performed in an ethical and respectful manner.

Life Church is committed to preventing workplace violence and to maintaining a safe work environment. Life Church has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All staff members are to be treated with courtesy and respect at all times. Staff members are prohibited from fighting, "horseplay," or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another staff member, customer, tenant, vendor or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.



All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your supervising Executive Director or Director. This includes threats by staff members, as well as threats by vendors, solicitors, or other members of the church or public.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

Life Church will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Life Church may suspend staff members, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines may be subject to prompt disciplinary action up to and including termination of employment.

Life Church encourages staff members to bring their disputes or differences with other staff members to the attention of their supervising Executive Director or Director before the situation escalates into potential violence. Life Church is eager to assist in the resolution of staff member disputes, and will not discipline staff members for raising such concerns.

## **WORK AREA**

Consideration of one's property is vitally important as well as consideration of each others' ministry. During office hours it is essential that each one understands that friendliness shall prevail at all times but that the most important work in the world is in progress and each team member should be involved to the best of his or her ability and respect the time of other persons.

Equipment and furniture shall not be moved without informing the Senior Pastor. Offices and desks are to be restored to a neat and orderly condition prior to leaving the office for the day.

All pictures, wall hangings and decorations are to reflect Christian values. Desks, work surfaces and offices are to be kept neat in appearance and uncluttered. Items that are personal should reflect a pleasant and positive image.

Conversations between co-workers should be non-disruptive to other offices.

## **TELEPHONE CONVERSATIONS**

Since much of our business is conducted by telephone, personal phone calls (both incoming and outgoing) should be held to a minimum. Whenever possible, staff members should arrange to make or receive personal calls during lunch or before and after work.

## **MAILING LIST**

No individual organization or group will have access to the ministry mailing list.

## **VISITORS IN THE WORKPLACE**

To provide for the safety and security of staff members and the facilities at Life Church, only authorized guests are allowed in the workplace. Restricting unauthorized guests helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards staff welfare, and avoids potential distractions and disturbances.

If an unauthorized individual is observed on Life Church's premises, staff members should immediately notify their supervising Executive Director or Director, or if necessary, direct the individual to the church office.

## **PURCHASING PROCEDURES**

All purchases must be approved through Life Church's requisition process before any item is purchased.

Life Church will not reimburse a staff member for any unauthorized purchase, and unauthorized purchases may be deducted from the staff member's paycheck.

Purchase Requisitions and Check Requisitions must be approved by the Senior Pastor. Check requisitions should be submitted at least five working days prior to date needed.

Petty cash purchases are for small items that are needed on a daily basis, receipts must accompany all petty cash purchases.

## **EXPENSE REIMBURSEMENT**

Staff members may be reimbursed for expenses incurred during the course of conducting Life Church business. Major travel expenses such as airfare and hotel costs must be approved in advance by the Senior Pastor. Other expenses may be reimbursed without prior approval. If you have any questions about what expenses are reasonable, please see the Senior Pastor.

All reimbursements are approved by the Senior Pastor. Once approved, the reimbursed/purchased item(s) is the property of Life Church. Reimbursements should be submitted to the Accountant within five (5) working days, along with a completed Request for Payment form and the original receipt. Request for Payment forms must be signed by the Senior Pastor, otherwise no reimbursement will be granted.

Since Life Church is tax-exempt, and since a tax-exempt form is available from the Accountant before a purchase is made, any paid sales tax will be deducted from the receipt and not reimbursed to the purchaser.

## STAFF MEETINGS

### Purpose

The purpose of Life Church staff meetings is to improve the professional and personal ability of each staff member.

### Method

Each staff meeting is designed to be an opportunity for the various staff groups to function as the body of Christ. I Corinthians 12:12-27 teaches us we are to help each other to do the work of the ministry, overcome problems, and rejoice together. While each meeting has a leader, every staff member is to be an active giving and receiving part of the process.

The following scriptures illustrate the scriptural basis for confrontation, instruction, exhortation, comfort and fellowship that is part of the staff meeting.

- |                   |  |
|-------------------|--|
| Proverbs 6:23     | <b>For the commandment is a lamp, and the law is light; Reproofs of instruction are the way of life.</b>   |
| Proverbs 11:14    | <b>Where there is no counsel, the people fall; but in the multitude of counselors there is safety.</b>   |
| Proverbs 12:1, 15 | <b>Whoever loves instruction loves knowledge, but he who hates reproof is wise . . . The way of a fool is right in his own eyes, but he who heeds counsel is wise.</b>   |
| Proverbs 15:31-33 | <b>The ear that hears the reproof of life will abide among the wise. He who disdains instruction despises his own soul, but he who heeds reproof gets understanding. The fear of the Lord is the instruction of wisdom, and before honor is humility.</b>  |
| Ephesians 4:11-16 | <b>And He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, for the equipping of the saints for the work of the ministry, for the edifying of the body of Christ, till we all come to the unity of the faith and the knowledge of the son of God, to a perfect man, to the measure of the statures of the fullness of Christ; That we should no longer be children, tossed to and fro and carried about with every wind of doctrine, by the trickery of men in the cunning craftiness by which they lie in wait to deceive, but speaking the truth in love, may grow up in all things into Him who is the “head Christ” from whom the whole body, joined and knit together by what every joint supplies, according to the effective working by which every part does it share, causes growth of the body for the edifying of itself in love.</b> |

Matthew 18:15-18

**Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear you, take with you one or two more, that by the mouth of two or three witnesses every word be established. And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector: Assuredly, I say to you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven.**

## **CONDUCT**

### **CHRISTIAN MODEL OF BEHAVIOR**

The Life Church staff should, at all times, realize that their lives and actions serve as a model of Christian behavior. They should endeavor to reflect the high standards of a quality relationship with Christ, thus providing a positive model to copy and helping to set the atmosphere of a godly organization.

When there is a question regarding a particular action or activity, the following questions should serve as criteria to determine a right response:

- 1 Will it violate Scripture?
- 2 Will it offend the local (geographical) culture?
- 3 Will it offend the local evangelical community?
- 4 Will it offend my conscious or my personal relationship with Christ?

If the answer to all of the above is "No", your action or activity should not have negative consequence. If the answer to any of the above is "Yes", one would do well to avoid the action.

### **ALCOHOL AND ILLEGAL DRUG ABSTENTION**

Employment at Life Church calls for "abstaining from all forms of alcohol". The church, expects total abstinence of staff members while under employment.

It is Life Church's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, staff members are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Life Church's premises and while conducting business-related activities off Life Church's premises, staff members may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair a staff member's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Staff members with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their Senior Pastor.

## **CONFIDENTIALITY**

Staff members are expected to prove themselves worthy of the confidence placed in them by their supervisors. They are to carefully guard information entrusted to them and use that information only for the purpose intended. In addition, when any information is given to a staff member that affects the church or staff, it is required that this information is immediately given to that person's supervising Executive Director or Director.

All staff members shall use discretion in responding to inquiries related to church staff, leadership and members, adherents, vendors and patrons. Questions regarding personal matters, travel, finances, schedule, feelings and opinions of others should be directed to the individual involved or his/her personal representative.

## **ETHICS**

Life Church maintains high standards of business and moral ethics. No deliberate action to violate scriptural principals will be tolerated. It is imperative that our actions and expressed attitudes be in conformity to the spirit of Christ. Even minor or ambiguous instances of misconduct can prove ruinous for a ministry that depends on community confidence and public trust.

Life Church has an enormous stake in service to our community and around the world; it is essential that we conduct business of the church or ourselves with integrity in all phases of operation. The cooperation of every staff member is vital to this goal.

## **PROBLEM RESOLUTION**

Life Church is committed to providing the best possible working conditions for its staff members. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Life Church.

Life Church strives to ensure fair and honest treatment of all staff members. Pastoral staff, supervising Executive Directors or Directors, and staff members are expected to treat each other with mutual respect. Staff members are encouraged to offer positive and constructive criticism.

If staff members disagree with established rules of conduct, policies or practices, they can express their concern through the problem resolution procedure. No staff member will be penalized, formally or informally, for voicing a complaint with Life Church in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when staff members believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps.

The staff member may discontinue the procedure at any step.

- 1 Staff member presents problem to Senior Executive Director or Director within three (3) calendar days, after incident occurs. If supervisor is unavailable or staff member believes it would inappropriate to contact that person, staff member may present problem to the Senior Pastor.
- 2 Senior Executive Director or Director responds to problem during discussion or within three (3) calendar days, after consulting with the Senior Pastor, when necessary. The discussion will be documented by the Senior Executive Director or Director.
- 3 Staff member presents problem to the Senior Pastor within three (3) calendar days, if problem is unresolved.
- 4 Senior Pastor reviews and considers problem. Senior Pastor informs staff member of decision within three (3) calendar days. The Senior Pastor has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can staff members, pastoral staff, and Executive Directors or Directors develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

Life Church believes cordial, caring and Christ-like attributes set the standard for interpersonal relationships. Since Life Church is bound and governed by the authority of scriptures, conflict between staff members should be handled in accordance with Biblical instruction found in Matthew 18:15-17:

- 15 **“And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother.**
- 16 **But if he does not listen {to you,} take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed.**
- 17 **And if he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax-gatherer.” (NAS)**

Any differences between staff members should be discussed between themselves in private and in person.

At no time is it proper or acceptable for any staff member to degrade, criticize or depreciate another staff member. Such activity is grounds for immediate discipline or dismissal. All disputes and conflicts should be settled quickly, privately and biblically.

Disputes between a staff member and their supervising Executive Director or Director should be handled in the same way. If the issue remains unsolved, the staff member should appeal to the next immediate supervisor. If the matter still remains unsolved, the staff member should appeal to the Senior Pastor.

## **CRIMINAL BEHAVIOR AND INVESTIGATION**

Any staff member who is the subject of an investigation or charged with any crime will be immediately placed on leave. The Senior Pastor and Elder Board will determine if the leave is with or without pay. Any staff member charged or arrested for a crime that is violent, physical, sexual or fiscal in nature will be terminated immediately. Life Church reserves the right to reinstate or deny employment, back wages, etc., in all circumstances.

Any volunteer worker who is the subject of an investigation will be removed from their position pending completion of the investigation.

Any allegation of abuse or molestation will be taken seriously and will be investigated by ministry leaders. Any person who is not found innocent of alleged abuse or molestation will be removed from work with children, youth or the disabled within the organization. The church will consult with legal counsel for advice if termination of employment is indicated.

## **VOLUNTEER WORKER**

### **SCREENING PROCEDURES**

- 1 The "Ministry Application" will be carefully reviewed by a ministry leader, supervising pastor or designee to make certain the worker will be appropriate for the ministry position, based on the information provided.
- 2 Any information obtained which may indicate a candidate poses a threat to others or has any prior history of physical or sexual abuse directed against another person will result in the immediate removal of the individual candidate from consideration for a ministry position with this organization.
- 3 A criminal background check will be performed through a state law enforcement agency or third party provider with respect to any candidate seeking to work with children, youth, or the disabled.

## **DEALING WITH LAW ENFORCEMENT AND MEDIA**

All ministry leaders, staff members, and volunteers will cooperate fully with any law enforcement or governmental agency which may be investigating allegations of injury, abuse or molestation in connection with activities of the organization.

Legal counsel will be contacted for advice and guidance as soon as possible after the organization receives the notice of possible injury, abuse or molestation in connection with organization activities. Decisions concerning the ministry's response to the allegations will be made in accordance with such advice.

The Senior Pastor and/or the Executive Pastor will be the only official spokesperson(s) of Life Church following notice of any injury, abuse or molestation in connection with activities of the organization or involving any staff member or volunteer. All media questions and interviews should be directed to and will be coordinated by the Executive Director of Creative Communication. No person other than the Senior Pastor or the Executive Director of Creative Communication is authorized to provide any information concerning such a situation or ongoing investigation (to avoid compromising any ongoing investigation).

## **USE AND MONITORING OF TELECOMMUNICATION AND TECHNOLOGY SYSTEMS**

Computers, computer files, the e-mail system, and software furnished to staff members are Life Church's property intended for business use. Staff members should not use a password, access a file, or retrieve any stored communication without authorization. When a password is required, the password should be reported to the Senior Pastor. To ensure compliance with this policy, computer and e-mail usage may be monitored.

All telecommunication and technology systems, including but limited to computers, computer files, telephones, fax machines, the e-mail and voice-mail systems, and software (the "systems") furnished to staff members are Life Church's property intended for business use. All communications over and activity conducted on the systems are property of Life Church. Staff members should not use a password, access a file, or retrieve any stored communication without authorization. All telecommunication and technology systems may be accessed and monitored by Life Church to ensure compliance with this policy and that the systems are being used for business use only. The use of passwords or other restrictions on access is intended to prevent unauthorized access by others, and does not create an expectation of privacy for any staff members using the systems.

Life Church purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Life Church does not have the right to reproduce such software for outside of the church. Staff members may only use software on local area networks or on multiple machines according to the software license agreement. Life Church prohibits the illegal duplication of software and its related documentation. Staff members should notify the Senior Pastor or any member of the pastoral staff upon learning of violations of this policy. Staff members who violate this policy will be subject to disciplinary action up to and including termination of employment.

Staff members' assigned systems are responsible for the security of their equipment and software. This includes safeguarding it from loss or damage and ensuring that it is used only by authorized personnel. When a system is assigned to a department, Life Church is responsible for delegating responsibility for its use and control to a staff member or group of staff members who will be using it. Each staff member authorized to use a system shall be given specific responsibility for maintaining and preserving the information he/she uses.



Systems are to be operated by the office staff, or under their direction. Personal use of the systems is discouraged. Ministry computers are to be used only by persons authorized by the supervising Executive Director or Director or Administrative Pastor.

Special training in applications and operations of the systems will be provided to authorized users by the ministry. Each supervising Executive Director or Director or the Executive Director of Creative Communication is responsible for arranging such training and will determine if it is best handled internally or externally.

Life Church maintains official files on a central mainframe computer under the control of the Executive Director of Creative Communication. These files are the sole source of official ministry information and therefore accuracy and integrity must be safeguarded. Authorized PC users who require access to these files must receive prior approval from the Executive Director of Creative Communication. No changes are to be made to Life Church's official files unless given permission from the Executive Director of Creative Communication.

Life Church strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Life Church prohibits the use of systems in any way that is disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other prohibited used includes, but are not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

The systems may not be used to solicit others for commercial ventures, stock trading, religious or political causes, outside organizations, or other non-business matters.

## **INTERNET USAGE POLICY**

### **PURPOSE**

Life Church electronic communication services, including the internet and e-mail are church facilities and are intended for use for teaching, learning, research and administration in support of the church's mission.

The purpose of this Policy is to ensure that:

- 1 The Life Church community is informed about acceptable use, applicability of policies and laws with regard to Internet usage, including email.
- 2 Electronic communication services are used in compliance with those policies and laws.

### **SCOPE**

This Policy, in addition to the policy on the Use and Monitoring of Telecommunication and Technology Systems, applies to all electronic communication services provided by the Life Church and to all users and uses of such services.

## **DEFINITIONS**

Member of the Life Church Community includes:

- 1 Staff
- 2 Contractors
- 3 Visitors utilizing church facilities

## **POLICY STATEMENT**

Life Church encourages staff and students to use the Internet in order to further the vision, mission and goals of the Church. The Church encourages the use of the Internet to share information, to improve communication and to exchange ideas.

## **APPROPRIATE INTERNET USAGE WILL BE ENCOURAGED**

The Internet is a vital resource used in the church's teaching, learning, research and administrative activities.

Use of the systems for incidental personal Internet access and e-mail is permitted provided it does not interfere with the performance of the Church's systems or the user's responsibilities to Life Church, and does not otherwise violate the Church's Policy. Similarly personal telephone calls shall be restricted to those necessary and shall be kept as short as possible.

Internet usage for purposes unrelated to the objectives of the church, or usage, which is otherwise illegal, unethical or anti-social (including pornography), is prohibited. Staff members are required to read, understand and acknowledge the church's guidelines on 'Acceptable Use of the Internet' before being granted access to the Internet via the church network.

Use of the Internet via the church network must be in accordance with the Acceptable use of the Internet Policy. Where there is clear evidence of inappropriate activity the staff member involved may receive a warning or, for more serious breaches, appropriate disciplinary action will be taken up to an including immediate termination. Any action taken will be at the discretion of church leadership.

## **INTERNET FILTERING**

Responsible, self-regulated usage of the Internet by staff members is preferred over centrally imposed restriction; however, the church does annually invest in internet filtering services to assist in reducing the risk of undesired materials reaching our server.

## **ADDITIONAL GUIDELINES**

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the business records of Life Church. Staff Members should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of Life Church. As such, Life Church reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, defamatory or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by Life Church or the failure of a staff member to comply with this policy may result in disciplinary action, up to and including termination of employment. Staff members may also be held personally liable for any violations of this policy. Staff members should notify their supervising Executive Director or Director upon learning of violations of this policy.

The following are examples of activities that are prohibited and may result in disciplinary action, up to and including termination of employment. This list, however, is not intended to be exhaustive.

- \* Sending or posting discriminatory, harassing, or threatening messages or images
- \* Using the church's time and resources for personal gain
- \* Stealing, using, or disclosing someone else's code or password without authorization
- \* Copying, pirating, or downloading software and electronic files without permission
- \* Sending or posting confidential material, trade secrets, or proprietary information outside of the church
- \* Violating copyright law

- \* Failing to observe licensing agreements
- \* Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- \* Sending or posting messages or material that could damage the church's image or reputation
- \* Participating in the viewing or exchange of pornography or obscene materials
- \* Sending or posting messages that defame or slander other individuals or companies
- \* Attempting to break into the computer system of another organization or person
- \* Refusing to cooperate with a security investigation
- \* Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- \* Using the Internet for political causes or activities, religious activities, or any sort of gambling
- \* Jeopardizing the security of the church's electronic communications systems
- \* Sending or posting messages that disparage another organization's products or services
- \* Passing off personal views as representing those of the church
- \* Sending anonymous e-mail messages
- \* Engaging in any other illegal activities

## **MODES OF ACCESS**

### **INTERNET ACCESS FOR CHURCH STAFF**

The church provides staff members with Internet access to support the performance of their duties and their participation in the ministries of the Life Church. Internet access is provided to staff members primarily via on-campus computers at their workplace.

### **INTERNET ACCESS FOR OTHER PARTIES**

Visitors, particularly church members and volunteers, may access the Internet services at the discretion of the sponsoring department.

## **RESPONSIBILITY**

Life Church will provide, through an Executive Director or Director, one computer per employee, in which that employee is responsible for the condition and security of that computer. Maintenance and repair will be covered by Life Church unless there is evidence of neglect or misuse. Life Church is not responsible to provide employee with a new computer if the original one was stolen or lost, dependent upon judgment of Executive Director or Director. In the event of lost or stolen equipment, Life Church reserves the right to incur all replacement costs to the individual whom it was originally assigned to. In the event unforeseen circumstances, i.e. accident, fire, act of God, Life Church will cover all expenses for the replacement cost of equipment, dependant upon Executive Director or Director's judgment.

When an employee leaves the company, they are responsible to return all equipment to their appropriate Executive Director.

## **RESPONSIBLE OFFICER**

The Executive Director of Creative Communication is responsible for the control and administration of the Internet Usage Policy and network content.

## **CHURCH FACILITIES AND PROPERTY**

### **GENERAL POLICIES**

All buildings and properties owned by the church have been dedicated to God for worship, preaching, teaching, evangelism, character building and related activities that honor Jesus Christ and serve the community. The church shall use the total facilities to the best advantage in carrying out the purpose of the ministry of the congregation.

All property of Life Church is for the express use of its ministries and departments. Requests for use of ministry property, (equipment, vehicles, etc.,) for personal use must be approved by the Senior Pastor. Any property that is to be used at, or moved to another location other than within Life Church premises must be requested, approved and checked out through the office of the Senior Pastor. Any unauthorized transfer of property to another location will be considered stolen.

All facility or property use is a privilege of any staff member, church member, church attendee, or ministry organization. Use of all buildings and property shall be scheduled through the Church Calendar Coordinator and Administrative Pastor's office. Requests are determined based upon priority, activity and time requests before date is confirmed. First come, first served is the general rule. However, based upon need and number attending, exceptions may be made.

Restrictions pertaining to use of the facilities and equipment are: all alcohol and drug use is strictly prohibited, such use is grounds for suspension of the event and/or removal of those involved. Smoking is not allowed on the grounds or in the buildings. Vulgar and obscene language is prohibited. This policy applies equally to all staff members and guests.

The facilities management and personnel of the church shall move all equipment and furniture when necessary and shall see that it is in the proper place for regular meetings. It is not the responsibility of the building and facilities department to clean up after a group or ministry activity. When facilities or vehicles are used, they are to be cleaned and restored to the original set up or condition. Staff members and ministry departments who do not comply with these policies will be charged a \$50 cleaning fee and endanger future facility use.

The closing time for all facilities is 10:00 pm. Use of any portion of the property shall conform to fire and safety ordinances.

### **ADMINISTRATION**

All uses of the facility are to be approved by the Senior Pastor of Life Church. Before scheduling an activity requiring a meeting room or other space assignment, a request for such space shall be made to the Church Calendar Coordinator so all assignments may be coordinated and recorded on the church's calendar of events. It is particularly important that scheduling of wedding rehearsals, ceremonies, and receptions be done well in advance in cooperation with the church calendar of events.

To hold a meeting or event, whether it is in or out of the building, it must be approved first through the supervising Executive Director or Director then the Church Calendar Coordinator. Event, Facility and Equipment Request Forms are available in the work room or from the church office. Indicate specific needs on the Event, Facility and Equipment Request Form—sound, kitchen, nursery, vehicle usage and set up. Please complete the form and submit it at least two weeks prior to the date of your event. Once it has cleared the calendar it will be returned to you approved or disapproved. Do not announce or advertise any meetings or events without first obtaining approval of your request.

Recurring events may be scheduled for no more than one year.

## **FACILITIES**

The use of decorations, the changing of furniture, attachment of materials to walls and items of similar nature shall be done only with the advice and consent of the Senior Pastor.

No temporary structure will be built anywhere on the premises without the consent and supervision of the Senior Pastor. This limitation refers to such items as platforms, structures, or devices that attach to the floor, wall, or ceiling, or those that may damage coverings.

The sanctuary is reserved for church related functions, weddings, funerals and church services. Exceptions are allowed at the discretion of the Senior Pastor providing an agenda of the meeting is submitted for review ten days in advance of the scheduled meeting time. No food or beverage may be consumed in the sanctuary. Food and beverages may be served in other areas upon approval of Senior Pastor.

## **FACILITY SECURITY**

Church personnel on duty should make every effort to be aware of strangers on the premises. Anyone who notices an unfamiliar or unauthorized person on the premises should contact the Senior Pastor.

## **FACILITY KEYS**

Keys are issued from the office of the Senior Pastor, based upon availability, need and privilege. It is possible to check out a key for an event. All key inquiries are to be made through the Senior Pastor. Permanent key assignments are left to the discretion of the Senior Pastor.

## **RECREATIONAL AREAS AND GROUNDS**

No grounds activities are permitted during church service times unless they are pre-approved by the church staff.

Amplified music must be maintained at a level so as not to disturb surrounding neighbors; this is at the discretion of the designated church authority. Amplified sound for outdoor events is governed by the Village of Germantown, and requires a permit.

## **EQUIPMENT AND VEHICLES**

The music equipment is essential in accomplishing job duties are expensive and may be difficult to replace. When using property, staff members are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the Senior Executive Director or Director if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to staff members or others.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

### **EQUIPMENT**

The musical instruments are under the care and supervision of the Executive Director of Creative Communication and may not be used without his/her supervision.

Projectors, recorders, and other visual equipment of the church shall not be loaned for outside use. Permission for internal use shall be arranged through the Executive Director of Creative Communication. Only authorized technicians are allowed to operate the sound and lighting equipment.

### **VEHICLES**

All vehicle use is a privilege and not a right of any staff member, church member adherent, student, club, or ministry organization. Requests for vehicle use should be made through the office of the Senior Pastor, or his designate. Requests are determined based upon priority, activity, and time request is made. First come, first serve is the general rule. However, based upon need and numbers exceptions can be made. A group of eight or more will merit van use.

All vehicles will be returned with a full tank of gas. All vehicles are to be returned with the interior clean, free of trash, debris and odors. Eating in church vehicles is discouraged. Any mechanical repairs or occurrences should be noted on the driver's log and returned to the Senior Pastor. Failure to comply will result in the future loss of vehicle use. Staff members and ministry departments may also be assessed a \$50 penalty for violation of this policy.

### **RESERVATIONS AND SCHEDULING**

Reservations should be made two weeks or more in advance to assure availability and avoid conflict in scheduling. Vehicles will be on a "first come, first served" basis to groups of Life Church.



No keys will be checked out on a permanent basis. All keys will be checked out by the Administrative Pastor as needed and returned to that office when van use is done. Absolutely no van keys are to be reproduced by anyone without requested permission granted.

Keys are to be picked up during regular office hours. Life Church is not responsible to supply vehicle keys after hours or on weekends. For events scheduled after office hours, special arrangements should be made with the Church Calendar Coordinator for pick-up and delivery of keys.

## **VEHICLE OPERATORS**

Only authorized drivers are allowed to drive vehicles. All vehicle operators must be approved by the Senior Pastor and have a Church Van Driver Approval form on file with Life Church. Vehicle operators must be an appointed, authorized adult holding an intermediate license certification. Designated operators will be totally responsible for the operation of the vehicle on any given trip. Drivers should check all fluid levels including the battery, radiator, oil, and gas during each trip, and daily on multiple day trips.

The Building and Facilities Manager will complete an inspection when the vehicle is checked out. The vehicle will be re-inspected by the Building and Facilities Manager when returned and will be cleaned appropriately. Any discrepancies will be noted on the check sheet, and will be addressed immediately.

## **SUPERVISION**

The supervising Executive Director or Director or person in charge of the group will be responsible for the welfare and behavior of the said group. When children are being transported, there should be at least one adult other than the driver in the vehicle. The number of children, youth and adults transported should not exceed the number of seat belts in the vehicle.

## **WORKPLACE SAFETY**

To assist in providing a safe and healthful work environment for staff, patrons, members or adherents and visitors, Life Church has established a workplace safety program. This program is a top priority for Life Church. The supervising Executive Directors or Directors have responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Life Church provides information to staff members about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, e-mails or other written communications.

Staff members and supervising Executive Directors or Directors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from staff members. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise

them with their supervising Executive Director or Director. Reports and concerns about workplace safety issues may be made anonymously if the staff member wishes. All reports can be made without fear of reprisal.

Each staff member is expected to obey safety rules and to exercise caution in all work activities. Staff members must immediately report any unsafe condition to the appropriate supervising Executive Director or Director. Staff members who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, staff members should immediately notify the supervising Executive Director or Director. A written report listing date, time, place and specific details of the accident must be completed and retained on file for two years. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

- Keep your individual work area clean and orderly.
- Report any injury, safety hazard, or damage to property immediately to the Administrative Pastor.
- Know the safety rules established for your job. When in doubt, ask before proceeding.
- Do not allow unauthorized persons to operate equipment or have access to restricted areas.
- If you are assigned to a job requiring protective clothing or equipment, use it without fail.
- Store all materials and equipment in their proper places.
- Never engage in dangerous horseplay on church property.
- If you must lift heavy objects, lift properly and with the appropriate number of persons.

## **FUNDRAISING**

All fundraising for Life Church departments and organizations will be conducted as follows:

- 1 The fundraising activities and suggested date(s) must be approved in advance and calendared by the Senior Executive Director or Director.
- 2 All fundraising activities and purchases are to be well documented. A report is to be filed with the office of the supervising Executive Director or Director and the Accountant reflecting gross revenue, expense and final profit. All original receipts for items purchased for fundraising activities are to be documented and given to the accountant.
- 3 All activities and fundraising practices associated with the ministry's tax-exempt status for personal gain, or benefit will be reported to the IRS.
- 4 All funds raised or donated through such activities are to be deposited in the central accounting system and ministry treasury. Funds will be held, directed or dispersed through Life Church's central accounting system. Under no

circumstances are funds or donations to be placed in any other private or organizational account unless approved in advance by the Senior Pastor, with the consent of the Church Treasurer. All such approval will be verified and documented by the Accountant at the time the approval is given.

- 5 All monies raised through fundraising or donations are to be deposited to the Accountant's office within 72 hours of the activity.
- 6 Any activity requiring reimbursement must first be approved by the Senior Pastor. The reimbursement policy guidelines must be followed for Life Church to reimburse.

Any exceptions to this policy must be cleared through the office of the Senior Pastor prior to the exception.

## **INDEPENDENT CONTRACTORS**

To ensure Life Church is in compliance with federal regulations and its own employment policy, all independent contractors agreements shall be approved by Life Church or their representative and the independent contractor or their representative before the agreement shall become effective.

Independent contractors are not eligible for insurance, vacation, holiday or sick leave benefits or other benefits.

Independent contractors are required to provide proof of Workers Compensation Insurance coverage before Life Church will enter into a business relationship with the contractor.

## HANDBOOK ACKNOWLEDGEMENT STATEMENT

This manual describes important information about Life Church, and I understand I should consult my supervising Executive Director or Director or the Senior Pastor regarding any questions not answered in the handbook.

This is to acknowledge I have received and thoroughly read the LIFE CHURCH POLICIES AND PROCEDURES MANUAL from which this form was obtained. I will submit to the policies and obey them with diligence, determination and decisiveness. I will fully cooperate with these policies, and any other policies and procedures adopted by the Life Church's Elder Board. I have asked for and received to my satisfaction an explanation of anything I did not understand. I understand my failure to comply will result in discipline and/or termination. I agree to be held accountable for my actions and attitudes as a staff member.

I will keep a copy of the handbook for my reference, and I will keep a copy of this statement. I acknowledge that revisions to the handbook may occur.

I further understand this handbook is a guide and not an employment contract and from time to time changes, in writing, may be made by Life Church to update or clarify these guidelines. I understand Life Church has the right to alter, amend, modify, eliminate, add to, interpret and apply the guidelines outlined in this handbook, as well as all of Life Church's business, operation and employment practices as management believes is necessary or expedient to promote Life Church's overall best interests.

I understand my employment at Life Church is "at will." At any time, either party may cease the employment relationship for any reason with or without cause and with or without notice. Neither party is obligated to an explanation in such case. I agree to not discuss my wage or compensation with any staff member, except the accountant and the Senior Pastor.

I further understand that the at-will nature of the employment relationship cannot be modified, either expressly or by implication, by any representative of Life Church except the Senior Pastor. Any such modification by the Senior Pastor will be effective only if in written form, signed and dated by me (the staff member) and by the Senior Pastor at the time such modification is implemented.

I understand the responsibility for interpreting any of Life Church's policies, procedures, rules and benefits is entirely that of Life Church.

Furthermore, I acknowledge this handbook is not a contract of employment. I have received the handbook, and I understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

I also understand any outstanding advances, unearned vacation, sick or holiday time or other monies owed to Life Church will be deducted in full from my final paycheck.

I understand and agree my employment is terminable in that Life Church and I remain free to choose to end my employment at any time for any reason. My signature below indicates I have read, understand and will comply with the policies of Life Church.

Staff member name printed \_\_\_\_\_

Staff member signature \_\_\_\_\_

Staff member Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date \_\_\_\_\_

## **STAFF MEMBER COVENANT OF EXCELLENCE**

As a staff member of Life Church, I understand that I function as an extension of the Senior Pastor's ministry. My ministry is based upon my personal development in four areas: my mind, my spirit, my emotions and my physical health. In order to establish the atmosphere of excellence God desires in His kingdom, I agree to uphold the conditions of this covenant which are detailed below. If there is ever a time when I cannot commit to this covenant, I will gladly remove myself from employment in order for Life Church to continue in its stated direction.

As a staff member, I covenant with God and Life Church to be a team player. I will uphold the mission statement of Life Church. I will act responsibly to move this ministry forward in respect of the Senior Pastor's vision. I will partner with the Senior Pastor, Executive Directors and Directors and the administrative team to make Life Church Ministries, the greatest life impact ministry in Germantown, Wisconsin, and the world.

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Signature

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Date

**SECTION 5**  
**FORMS**

## RELEASE OF PAY

Date of Request \_\_\_\_\_

I, \_\_\_\_\_, authorize Life Church to release my pay check to the person listed below:

Release to \_\_\_\_\_

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date received

\_\_\_\_\_  
Check number

\_\_\_\_\_  
Check date

\_\_\_\_\_  
Type of check

Note: It is the practice of Life Church to release checks, reimbursements and other compensation to the individual whose name appears on the check. If it is the staff member's desire to release their compensation to another family member or friend, then that staff must sign a Release of Pay form prior to the date the check is distributed.

Signature \_\_\_\_\_

Date \_\_\_\_\_