

Christ Journey Church

HR POLICY HANDBOOK

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ACKNOWLEDGEMENT

We would like to thank our Lord and Savior Jesus Christ for His guidance and leading as we labored on the revision to this handbook.

We acknowledge the tremendous staff at Christ Journey Church for their tireless effort and dedication in serving to make CJC the church that Jesus wants us to be in the great city of Miami.

PURPOSE

"Speaking the truth in love, we will in all things grow up into Him who is the Head, that is, Christ. From Him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work."

Ephesians 4:15-16 NIV

This HR Policy Handbook provides the guidelines that will be applied to all staff members of Christ Journey Church (CJC). It is the church's objective that all staff members are treated fairly and equally and that they are encouraged to grow as individuals as they become an important part of this church. This handbook is designed to inform staff members of the policies in matters that pertain to them.

These policies shall be reviewed and recommended for changes as needed and determined by the HR Committee and shall be approved by the Council on Ministries in writing. When errors or omissions in this handbook are identified, the necessary improvements or corrections should be reported to the Directional Team for review. A copy of these policies is available to any staff member including at hiring. All existing staff members may request a hard copy of the policy on an annual basis and are responsible for reviewing the policies and submitting an acknowledgement of receipt in writing. In the interim period between any update of the handbook, staff members generally will be provided a copy of changes as they are implemented.

These policies may change at any time at the sole discretion of CJC. This handbook is not an employment contract or legal document, nor is it a commitment to any employee concerning how an individual employment action can, should, or will be administered. This handbook is intended as a guide only, and is not intended to be a complete description of CJC's policies and procedures. Employees have the right to resign at any time for any reason. The church also may terminate any employee at any time for any reason. In other words, no employee is guaranteed employment for any period of time. Rather, all employees are "employed at will," and this policy cannot be changed by a person or committee of CJC except upon written recommendation by the Personnel Committee and written approval by the Council on Ministries.

STAFF HARMONY AND TEAM CONCEPT

Our work for God hinges on cooperation. Therefore, all staff members should do all in their power to promote excellent work relations. When appropriate, all staff members must be willing to share any workload created by special emphasis programs or seasonal promotions - whether or not the actual project is part of the staff members' normal day-to-day responsibility.

Open criticism of other staff members, gossip, or discussion of any confidential information concerning the church, staff members, or church members is not acceptable conduct and may lead to discharge.

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DEFINITIONS

Confidential Information – Includes any data or information that is valuable to CJC or detrimental to CJC if disclosed.

Contract Worker– Individual who works on a non-employee status. A W-9 form and a Short-Term Contract Worker Agreement Form must be completed for each Contract Worker. Contract Workers are not eligible for benefits or holiday pay and are not considered "employees" of CJC.

Exempt Employee - Employee whose position meets specific tests established by the Fair Labor Standards Act (FLSA) and is exempt from overtime pay.

Interim Employee - A full-time employee fulfilling the job description of a vacated staff position in addition to their assigned job description for a period of time. The Personnel Committee may grant additional compensation at the Committee's discretion.

Intern – An intern is a ministry student receiving paid supervision and practical ministry experience. Applicants for an internship must have at least a high school diploma or the equivalent, must be at least 20 years old, and must complete an intern application and Volunteer Application Form.

Interns are not eligible for benefits, bonuses, or salary increases and should be treated as part-time employees working up to but not exceeding 25 hours per week (see Regular Part-time Employee). Funding for interns will be funded through area budgets with the per hour rate for interns being decided by the Leadership Team with the approval of the Personnel Committee.

Directional Team – includes all staff members levels 2b and above that direct the vision and ministry strategy of Christ Journey Church.

Leadership Team -Includes, at a minimum, a Directional Team staff member, all staff members at Central Levels 3a and 3b, and any other staff members selected by the Executive Pastor of Ministries or the Executive Pastor of Campus Operations in consultation with the HR Committee for the Leadership Team on a temporary or regular basis.

Licensed Minister – A staff member licensed by CJC to serve or practice as a minister. It is recognized that some individuals may be licensed ministers even though they serve in positions at CJC that do not require such certification. This definition only addresses those individuals whose current or proposed position requires them to be a licensed minister.

Licensed Professional -- An employee who has a professional license used for service rendered or which is required for professional certification e.g. Licensed Marriage and Family Counselor.

Non-exempt Employee - Employees whose positions do not meet FLSA exemption tests and are paid at a rate of time and one-half for all hours actually worked over 40 in a work week.

Ordained Pastor – An individual ordained by a church to serve as a pastor. This definition only addresses those individuals whose current or proposed position requires them to be an ordained pastor

Pastoral Staff – Any paid staff member whose position with CJC requires the individual to be an ordained pastor, such as the Senior Pastor, the Youth Pastor, etc.

Probationary Period - The 90-day period following the hire date.

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Regular Full-time Employee - Employees who have completed the 90-day probationary period and who work 35 hours per week or more.

Regular Part-time Employee – An employee, who work less than 25 hours per week. Part-time employees are not eligible for benefits. This category does not include Contract Workers.

Senior Staff – Includes all employees at the salary level of Level 3a and above.

Staff Member - Any CJC full time or part time employee.

Support Staff - All staff members at the salary levels 3b and below.

Teaching Pastor – Any ordained pastor who has been authorized by the Senior Pastor to preach or teach during weekend services.

Temporary Employee – (Full or Part time) employee hired for a pre-established period of time that is not to exceed 12 weeks. Temporary Employees are not eligible for benefits or holiday pay.

Interim Employee --

Staff Aid – A high school student between the ages of 15-17 who volunteers earning community service hours or school intern hours.

Campus Staff – Campus Staff are assigned to serve on a local campus and are under the authority of the local Campus Pastor.

Central Staff – Central Staff work across campuses to insure brand consistency and to provide central support. Central Staff are under the authority of Directional Staff.

COMMITTEE RESPONSIBILITIES

The CJC Personnel Committee serves as an advisory committee, which develops and recommends policy and works directly with the Senior Pastor, the Executive Pastor of Ministries and the Executive Pastor of Campus Operations. (See CJC By-Laws, Article III, paragraph 9, p.6). As such the HR Committee is responsible for matters related to the employees of the church, including employment decisions (within the parameters of the policies and practices defined in the church by-laws and this document), employee benefits, and employee standards of conduct. The Committee is dedicated to ensuring a positive working relationship and open communication with the Senior Pastor and Directional Team. The Executive Pastor of Ministries and Executive Pastor of Campus Operations will attend all meetings of the HR Committee. Generally, at regular meetings of the HR Committee, the Executive Pastor of Ministries will provide a summary of personnel-related matters, while the Executive Pastor of Campus Operations will provide financial updates.

The Chairman of the HR Committee will represent the Committee on the Council on Ministries. In addition, the Committee will apprise the Council on Ministries of matters that may significantly impact the Senior Pastor or Directional Team or that may impact a substantial percentage of the staff.

SECTION A – EMPLOYMENT PROCEDURES

HIRING PROCEDURES

The church's goal is to obtain the most highly qualified persons for any open position. All staff members are vital members of the CJC team in seeking to fulfill the purpose of the church. Vacancies of church staff may be posted/publicized (a) "internally" (to church staff only), (b) church-wide (to the church staff and church members), and/or (c) externally (to church staff, church members, and the general public). When the need to fill a staff position occurs, the following processes shall be followed:

Successful completion of background check and credit checks are required for all employment candidates, as well as for those contract workers who are hired to work with children or youth.

1. Senior Pastor:

The Nominating Committee shall nominate a Pastor Search Committee according to the By-Laws of the church. Given the sensitivity of the position, the Pastor Search Committee shall determine the appropriate means for posting/publicizing the Senior Pastor position/vacancy. The Pastor Search Committee will be responsible for reviewing submitted applications and for conducting initial conversations and meetings with the candidate. The Committee will be mindful of the need for confidentiality during the entire process to avoid causing any harm to a potential pastor or the congregation the pastor serves.

The Pastor Search Committee will select a candidate and make a recommendation to the HR Committee. The Pastor Search Committee may disclose the proposed salary range, as determined by the Personnel Committee, to a prospective candidate, however no formal offers or arrangements shall be given to the candidate at this time. The HR Committee will conduct formal interviews with the candidate prior to any meetings with other staff or church members. The candidate would then meet with the Council on Ministries, the Deacons and other committees and groups as deemed appropriate.

The Pastor Search Committee will then ensure a thorough background check and credit history are performed and completed prior to any final offer to the candidate. The HR Committee and Pastor Search Committee will agree on the terms of the offer to be made, including the level of salary, leave accrual rate, insurance benefits, etc., and will write a benefits proposal to be presented to the candidate. The benefits proposal will be executed by the candidate, the Chairman of the Pastor Search Committee, the Chairman of the HR Committee, and the Chairman of the Deacons; however the proposal will not be valid until final approval of the candidate has been granted by the congregation in accordance with the By-Laws of the church.

If the candidate accepts the terms of the benefits proposal, the Chairman of the Pastor Search Committee will present the candidate to the congregation and announce a scheduled meeting for a final vote in accordance with the By-Laws of the church. A business meeting will be scheduled for a church-wide vote as required by the By-Laws of the church. Once the congregation grants final approval, the candidate will meet with the Executive Pastor of Campus Operations for an explanation of benefits and to sign for receipt of the Personnel Policy Handbook.

2. Pastoral Staff (other than Senior Pastor) and Other Licensed Staff:

The HR Committee will review all Pastoral Staff positions and vacancies and any others that require the individual to be an Ordained Pastor, or that require a special license (such as for

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counseling) as needed to ensure alignment with the church's vision path. When the HR Committee determines in consultation with the Executive Pastor of Ministries that such a vacancy exists on the staff, the Operations Offices generally will publicize the opening to church staff in a manner it deems appropriate in its discretion, generally for at least two weeks. If a candidate is not identified within approximately two months, the HR Committee in consultation with the Executive Pastor of Ministries will determine whether and when the position will be publicized again.

Initial interviews will be conducted by the Senior Pastor, the Executive Pastor of Ministries, and/or the Central Ministries Leadership Team (CMLT) with responsibility for the area. The HR Committee must receive prior notice of any visits by candidates to the church.

The HR Committee shall then interview any final candidates. The HR Committee will interview any and all candidates initially selected by the Senior Pastor, the Executive Pastor of Ministries, and/or the Directional Team Member. Once the candidate has been interviewed by the Personnel Committee and has been found to be an acceptable candidate, the candidate may then meet with other staff members or church members for additional interviews.

Once a candidate has been accepted, the Director of Operations (Central Operations Leadership Team) will have a background check and credit history performed and completed prior to a final offer to the candidate. The Director of Operations (Central Operations Leadership Team) will then draft a benefits proposal. The Senior Pastor, the Executive Pastor, or the appropriate Directional Team member will present the benefits proposal along with the applicant, job description and resume to the HR Committee for final review and approval. The HR Committee will agree on the terms of the offer to be made, including the level of salary, leave accrual rate, insurance benefits, etc. Every effort will be made to ensure the offer is commensurate with the duties to be performed and does not supersede the compensation package of existing staff members with similar duties and experience.

Once a satisfactory background check is completed, the Chairman of the HR Committee shall submit candidates to the congregation for final approval. The prospective staff member will then meet with the Executive Pastor of Campus Operations for an explanation of benefits and to sign for receipt of the HR Policy Handbook. The staff member shall also sign the final benefits proposal that will be placed in his/her personnel file.

3. CJC Non-Pastoral and Non-Licensed Staff

For purposes of this section, "non-pastoral staff" and "non-licensed staff" includes all positions that do not require licensing or ordination as a pastor. When a vacancy occurs in these staff positions, the opening generally may be publicized internally to church staff for a minimum of two weeks in an appropriate manner. If the position cannot be filled internally, the vacancy then should be publicized to church members and to the general public in an appropriate manner. The Personnel Committee shall be notified of any openings. The immediate supervisor generally will conduct all initial interviews and make his/her recommendation to the appropriate Central Leadership Team member or Campus Pastor. The appropriate Central Leadership Team member or Campus Pastor In consultation with the Executive Pastor of Ministries will determine the salary package in accordance with the salary ranges established by the HR Committee. The supervisor may disclose the salary range for the positions in the job posting and/or to the candidate, however no specific offer may be presented to any candidate at this point in the process.

The Director of Operations (COLT) will have a background check and credit history performed. The Director of Operations (COLT) shall then draft a benefits proposal. For all positions at salary level 3a (CMLT) or above or any Ordained Pastor, the appropriate Directional Team member then will present the benefit proposal, along with the application and resume, to the HR Committee for final review and approval. The Personnel Committee will agree on the terms of the offer to be

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made, including salary, leave accrual rate, insurance benefits, etc. For all other positions where committee approval is not required, the Directional Team member will have authority to approve the final salary and benefit offer with the approval of the Executive Pastor of Ministries and the Executive Pastor of Campus Operations. Positions to be filled temporarily by contract workers, or temporary employees (rather than by regular full-time or part-time employees) shall be filled under the guidelines for non-pastoral/non-licensed staff and need not be publicized other than to internal employees unless otherwise designated by the HR Committee.

The offer will be commensurate with the duties to be performed and within the salary level and range established for the position. The Directional, Central Leadership Team member or Campus Pastor will then present a final compensation and benefits proposal describing the job offer and the compensation package to be provided. If the terms and conditions are accepted, the prospective staff member will then meet with the Director of Operations (COLT) for an explanation of benefits and to sign for receipt of the HR Policy Handbook. The staff member shall also sign the final benefits proposal, which shall then be placed into the staff member's personnel file.

4. Reorganizations

The Directional Team in its sole discretion may reorganize the church staff and positions as purpose and strategy may dictate. The reorganization will be reviewed by the Directional Team and reviewed by the Personnel Committee for compliance with budget and hiring policies prior to being implemented. Vacant positions created by reorganization may or may not require that the vacancy be publicized beyond internal notification to the existing church staff. The HR Committee, under advisement of the Directional Team, shall determine which, if any, positions will be publicized to the church membership and/or to the general public.

PROBATIONARY PERIOD FOR NEW EMPLOYEES

New employees will serve a probationary period of 90 days from the date of hire. The probationary period will be used to determine whether the employment relationship should continue. New employees will be subject to all church policies during the probationary period. If the employee or CJC should be dissatisfied with the employment relationship any time within the 90 day period, then employment may be terminated upon 1-week's notice or payment of one week's pay in lieu of notice unless circumstances require less or no notice or less or no payment in lieu of notice in CJC's sole discretion. No separation packages will be offered when employment is terminated during the probationary period, though any benefits earned and required as compensation (pay earned, earned but unused vacation, etc.) will be clearly communicated and made available to the employee.

During the probationary period, the supervisor should meet with the new employee to discuss the employee's progress and to evaluate the areas in need of improvement. The conversations should be documented in the form of a memo that will be placed in the employee's personnel file. Upon completion of the probationary period, the employee will move to regular status and will be subject to the annual performance appraisal process.

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SALARY PROGRAM

CJC's salary program applies to all regular, salaried, full-time, part-time, exempt, and non-exempt employees. The church seeks to pay salaries commensurate with churches of a similar size, complexity and other characteristics. Determination of the salary levels is the responsibility of the Personnel Committee, acting upon the recommendations of the Senior Pastor, Executive Pastor, and the Executive Director of Operations. Salary levels must be established/maintained within the budget guidelines provided in partnership with the Finance Committee.

1. **Salary Levels** – Each job description/position is assigned a salary level with an assigned salary range. Each employee is assigned a specific salary amount within the approved salary range based upon years of experience, education, professional skills, or credentials.
2. **Range Minimum** – The minimum of an appropriate range will be paid to all qualified staff members. Efforts will be made to move employees who currently fall below the minimum of their salary range to that minimum over a set period of time assuming that the employee's performance is satisfactory.
3. **Learner's Rate** – In cases where the qualifications of a newly-hired employee are less than those usually required in an assigned position, such an employee may be paid below the minimum range for the position.
4. **Range Maximum** – The maximum of a salary range normally provides the upper limit of what staff members at that salary level can make. If a staff member is above the range maximum, then that employee will be considered ineligible for an increase in salary until an adjustment in salary ranges is made due to the cost of living or until the staff member is promoted to a higher level. Supervisors may request bonus pay for staff members at the range maximum if exceptional work was rendered over the course of the review period. Such requests should be made to the Senior Pastor, Executive Pastor, and the Executive Director of Operations, with final approval to rest with the Personnel Committee.
5. **Salary Increases** – The annual performance review for staff will be completed on or around September 1, each year. Increases in salary may be granted on the basis of performance that meets or exceeds the requirements of the position.

Promotion – A promotion is a change in position for an employee to a higher staff level.

EXIT INTERVIEWS

All full-time, regular staff members who resign or are terminated generally will be asked to meet with the Executive Director of Operations or the Executive Pastor of Ministries. The purpose of such a meeting will be to:

- Complete an exit interview form.
- Present an opportunity to discuss the reasons for resignation or termination;
- Discuss insurance coverage, housing (if the person occupies church property), and final pay distribution (less any outstanding amounts due from the staff member), if any, or any other appropriate items;
- Distribute the final paycheck and return all church property;
- The Executive Pastor of Ministries generally will present a recap of exit interviews to the HR Committee and prepare a summary to be placed in the personnel file.

SECTION B - EMPLOYMENT POLICIES

AMERICANS WITH DISABILITIES ACT (ADA)

Christ Journey Church complies with, and fully supports, the Americans with Disabilities Act. No one will be denied any employment opportunity including, but not limited to, hiring, promotion, transfer, etc., or be discriminated against with respect to any term or condition of employment on the basis of disability or perceived disability.

Additionally, in keeping with the spirit of the Americans with Disabilities Act, we will make appropriate accommodations for staff members with qualified disabilities that will assist them in performing the essential functions of the job, as long as the accommodation does not cause an undue hardship. All such requests for accommodations must be made in writing to Director of Operations (COLT). Applicants will also be reasonably accommodated as required by law for any limitation they might have which would make it difficult for them to apply for work with CJC.

DEMOTIONS

From time to time, church staff may be demoted or may voluntarily seek demotion. When a demotion occurs (voluntary or not), a pay decrease will take effect on the date of demotion. The size of the decrease depends on a number of factors. The demoted employee will be notified of the salary package for the new position.

EMPLOYMENT OF MINORS

The church does not employ individuals who are not at least 18 years of age.

EMPLOYMENT OF RELATIVES

Relatives of church staff may be hired for regular or temporary positions in the sole discretion of CJC if it is determined they are the best candidates and there is no concern regarding impropriety or potential reporting problems. More specifically, under no circumstances will a person be permitted to work in the same district or under the direct supervision of the relative staff member or with direct supervision over the relative staff member. The HR Committee must approve indirect supervision. If indirect supervision is involved, the Executive Pastor of Ministries will, before a hiring decision is made, review the nature of the staff alignment to ensure that there will be no real or perceived undue influence. The HR Committee will be notified of any such hiring decisions and will have final approval of decisions to hire relatives of church employees. For purposes of this policy, "relative" includes any person related to an employee by birth or marriage.

POLICY AGAINST HARASSMENT, DISCRIMINATION, OFFENSIVE AND OTHER UNACCEPTABLE BEHAVIOR

1. Unacceptable Behavior

Harassment, discrimination, intimidation, offensive behavior and threats made on or off duty, in person in writing, including or via the Internet or Email or by any other means are unacceptable forms of conduct and will not be tolerated or condoned by or from any staff members, co-workers, or subordinates. This prohibited behavior includes unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, and any negative behaviors, comments, jokes, pictures, or behavior that is offensive, harassing or discriminatory based on or related to gender, age, race, national origin, pregnancy, pregnancy related conditions, marital, HIV/AIDS, or veteran status, perceived or actual disability or any other

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characteristic protected by law. Staff members must report all incidents of this behavior immediately to their supervisor, the Campus Pastor and to the Executive Pastor of Ministries. If the complaint relates to the conduct of the supervisor, the employee must report only to the Executive Pastor. If the complaint relates to the conduct of the Executive Pastor of Ministries, the employee must report only to the Senior Pastor. If the complaint relates to conduct of the Senior Pastor, the employee must report to the Executive Pastor of Ministries as well as the Executive Pastor of Campus Operations. Reporting the incident will allow CJC to investigate the matter and to determine whether disciplinary action, up to and including discharge, is required. CJC will not tolerate retaliation against any employee who makes a good faith complaint. Refer to paragraph 10 below.

2. Definitions

Precisely what constitutes harassment and what is offensive to others depends on many definable and indefinable attitudes and perceptions. What one person may interpret as trivial and/or meaningless, another may interpret as offensive and crude.

- a. Harassment generally is not occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, and interferes with work and the mission of the church.
- b. Prohibited behavior under this policy:
 - **Unwelcome Written Contact** - Such as sexually suggestive or obscene letters, notes or invitations as well as displaying sexually explicit or discriminatory or offensive pictures, objects, gestures or comments;
 - **Unwelcome Verbal Contact** - Such as abusive or demeaning behavior towards a staff member based on gender, age, race, pregnancy, pregnancy related conditions, marital, HIV/AIDS, or veteran status, perceived or actual or disability or any other characteristic protected by law, sexual bantering or teasing; compliments of a sexual or suggestive nature; sexually oriented or discriminatory non-verbal communications (such as leers/gawks/whistles); off color or obscene or discriminatory language; terms of endearment such as "doll," "honey," or "babe;" "dirty" jokes, lewd comments, sexual conduct or references to genitalia; and/or demands, repeated requests, or unwelcome requests for dates or sexual favors
 - **Unwelcome Physical Contact** - Such as leering or staring at another person's body; gesturing, and physical touching, threats, or acts of violence.
- c. Unwelcome written, verbal, or physical contact constitute sexual harassment when it is suggested that employment, job security, promotions, or other terms and conditions of employment may be affected because an individual (a) refuses to engage in intimate conduct or (b) reports a claim of harassment.

3. Job Status

Supervisors or staff members do not have the authority to grant or deny promotions or to force any change in a staff member's job status on the basis of the provision or denial of sexual favors or acceptance or any other form of discriminatory or offensive behavior or jokes by a staff member.

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4. Required Reporting Procedure

If a manager, supervisor, worker or staff member sees or hears of something inappropriate or which may violate these policies, he or she, even in the absence of a complaint or denial of an investigation, they must report this occurrence preferably orally and in writing immediately to their immediate supervisor, the Campus Pastor and to the Executive Pastor of Ministries, unless either is involved in the alleged behavior, in which case, the matter must be reported to one of the two.

This mandatory reporting procedure applies to any violations of this policy by any employee, applicant, volunteer, vendor or other third party who acts on behalf of CJC and over whom CJC exercises control.

5. Notification

If at any time a staff member or contract worker believes he/she has been subjected to an act that violates these policies or otherwise is offensive, the staff member should clearly state to the party involved that the behavior is unwelcome, and the staff member must use the Required Reporting Procedure above. If for any reason a staff member does not wish to discuss the matter with his/her supervisor, the staff member must notify the Executive Pastor of Ministries or the Executive Pastor of Campus Operations. All complaints will be investigated fully and confidentially to the extent reasonable under the circumstances. The assurance of confidentiality is not absolute due to CJC's duty to investigate.

6. Threats and Violence

- a. CJC does not tolerate any type of threats of, or actual, workplace violence. Making threats or engaging in violent activities including causing physical injury, making threatening remarks, and aggressive or hostile behavior that creates a reasonable fear of injury to another or that subjects another person to emotional distress are strictly prohibited.
- b. Threats and other acts of violence are to be reported by following the Required Reporting Procedure above.

7. Reassignment/Termination

The church will take appropriate measures designed to stop prohibited behavior or to remediate an issue which may include reassigning the offending staff member to another position counseling, and/or disciplining the individual who violated the policy. There may be cases in which serious disciplinary action, including demotion, suspension, or termination, may be appropriate. If the behavior involves a contract worker, or third party, CJC will take action, including potentially requesting that the person not return to CJC.

8. Notice of Resolution

Once a complaint is resolved, CJC will advise the party who filed the complaint of the action taken. All inappropriate behavior will be responded to immediately.

9. Documentation

CJC will document appropriately all action taken in response to a complaint of harassment.

10. Retaliation

Retaliation of any kind for reporting a violation of policy or law will not be tolerated against a staff member or contract worker who makes a complaint. If an employee feels retaliated against, the staff member must use the Required Reporting Procedure above. The

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Leadership Team member or Senior Pastor, in turn, will investigate the matter and will discipline the offender(s) (if retaliation is found to exist), up to and including termination.

11. False Allegations

A false allegation of a violation of these policies is a very serious violation of policy and is itself subject to the procedures of disciplinary action up to and including discharge. Any false claim may result in disciplinary action against the individual who made it.

IMMIGRATION AND REFORM ACT OF 1986

In compliance with the Immigration Reform and Control Act of 1986 (IRCA), CJC will hire only those individuals who are authorized to work in the United States. Therefore, we require that all staff members submit proof of their citizenship status or a bona fide authorization to work in the United States in accordance with law. All staff members will be required to complete an "Employment Eligibility Verification" form (I-9) at the time of hire. The staff member will be allowed 3 business days to produce evidence of applying for the required identification documents or termination will result. Also, it is not the responsibility of CJC to notify staff members when I-9 documents are no longer valid.

RECORDS

Employment and emergency contact records for all staff members are maintained in the Operations Office. In the interest of proper record keeping, especially for payroll purposes, it is important for staff members to notify the Director of Operations (COLT) if changes in any of the following areas occur: emergency contact; withholding exemptions; allergies; legal name; address; telephone number; staff member status; or marital status. These records are considered confidential.

RELATIONSHIPS BETWEEN CO-WORKERS

Dating relationships or marriage between two employees within the same department must be brought to the attention of their Area Supervisor. The Campus Pastor or Central Leadership Team member along with the Executive Pastor of Ministries shall work together to determine a plan to mitigate any employment related concerns such as standards of conduct or job performance. This may include without limitation adjusting the reporting structure for one or both employees, providing additional oversight, or requiring that one of the individuals seek alternative employment.

SUBSTANCE ABUSE

As a condition of employment and/or continued employment, staff members are prohibited from distributing, possessing, or using illegal drugs and any other mind-altering or intoxicating substances, including alcohol, while on church property or while performing church business away from the church. Staff members are also prohibited from having any such illegal or controlled substances in his/her system while at work. The proper use of medications prescribed for the staff member by a physician is not prohibited.

The church may ask a staff member who appears to be impaired or who poses a safety threat to leave church premises immediately and may ask that the staff member undergo drug testing at the church's expense. For purposes of this policy, a staff member is presumed to be impaired, intoxicated, or under the influence if a scientifically acceptable testing procedure shows the staff member has a level of at least 0.05 percent blood alcohol in his/her system at the time of testing or if there is a positive test result for any illegal substance. If there is reasonable suspicion that off-

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duty abuse of alcohol or drugs is adversely affecting a staff member's job performance, the church may request the staff member to undergo counseling and/or take an unpaid leave of absence.

If there is reasonable suspicion that a staff member is under the influence of drugs or alcohol during working hours, the staff member will be removed from the workplace and may be subject to disciplinary action, up to and including termination from employment.

TERMINATIONS/RESIGNATIONS

1. Voluntary Resignation:

CJC requests that all staff members advise their direct supervisor in writing two weeks prior to voluntary resignation. The supervisor shall inform the Executive Pastor of Ministries and the Director of Operations (COLT) of any voluntary resignations within two business days. In the event of resignation by the Senior Pastor, the Senior Pastor shall provide a resignation notice to the HR Committee prior to making an announcement to the church membership.

If two weeks notice is provided, any accrued vacation days (not personal days or sick days) will be paid at the time of separation. The Executive Pastor of Ministries and the Director of Operations (COLT) will decide upon transition assistance or severance packages at the time of separation. The HR Committee must approve these and they will require the signing of a separation agreement of the recipient, which shall include a general release in favor of CJC.

2. Involuntary Termination:

Although the employment relationship may be terminated at will by the Staff Member or by CJC for any reason or no reason at any time, termination may result from failure or inability to satisfactorily perform job requirements, financial or organizational reasons, or other reasons. A staff member shall be notified directly by a supervisor in the event of involuntary termination. Because vacation, sick, and personal days are benefits, they will not be paid when employment is involuntarily terminated. A transition assistance package may be paid to the staff member at the discretion of the Executive Pastor of Ministries and the Director of Operations (COLT) in cases of involuntary termination with the approval of the HR Committee if the staff member whose service is being separated involuntarily is the Senior Pastor. The HR Committee must approve any transition assistance packages and they will require the signing of a separation agreement of the recipient, which shall include a general release in favor of CJC.

TRANSFERS

Church staff members who wish to be considered for relocation or transfer to a new or existing position should contact the Leadership Team member for their area or the Director of Operations (COLT). Church staff members are responsible for applying for a new or existing position posted internally if they wish to be considered for an initial interview process. Whenever possible, openings will be filled by qualified candidates from within the existing church staff.

SECTION C- EXPECTATIONS & STANDARDS

ABSENTEEISM

If an absence is unavoidable, it is the staff member's responsibility to notify his/her supervisor. In the case of an emergency, the staff member should notify his/her supervisor or the area director immediately. If a staff member finds that he/she is going to be absent, it is the staff member's responsibility to call his/her immediate supervisor within one (1) hour of the scheduled work time to allow the supervisor to make replacement arrangements. Each day the staff member will be absent he/she must contact the supervisor within one (1) hour of the scheduled work time. Otherwise, it will be assumed that the staff member will report to work on his/her next scheduled day if the supervisor has not been contacted. Note that childcare or preschool workers may be requested to provide earlier notice of an absence to accommodate the department in which they work. In case of illness that lasts for three (3) days or more, the staff member may be required to furnish a statement from a licensed physician. The church reserves the right to request medical certification for anyone who has a high level of absenteeism or who has an absenteeism problem.

Absence without reporting to a supervisor for three consecutively scheduled workdays will be considered job abandonment and a voluntary resignation without notice. In cases where a staff member's absence is unauthorized and/or excessive, the staff member's absences may result in disciplinary action up to and including discharge. If reporting was not possible and covered under the FMLA, the voluntary resignation will be reversed so long as the appropriate paperwork is timely submitted.

CELL PHONES

Cell phones, Blackberries, or other communication devices (including Personal Data Assistants – PDAs) provided by CJC may be assigned on the basis of staff position and need as determined by the Director of Operations (COLT) with the approval of the Executive Pastor of Ministries and the Executive Pastor of Campus Operations. Generally, non-exempt employees are not eligible for communication devices. The Director of Operations (COLT) and Executive Director of Finance with approval of the Finance Committee will establish a monthly allowance for such communication devices. This allowance will be the maximum amount that CJC will reimburse for an authorized Staff member's cell phone or other communication device expenses unless compelling need for additional reimbursement is shown. If the Staff members' bill exceeds this allowance, the Staff member will be responsible for the additional expense. A cell phone will be assigned to the Senior Pastor, all Directional Team members, the Property Manager and other staff members as determined to be necessary. Supervisors who desire to issue a cell phone to a staff member under their supervision must submit a written request through their area leader identifying the intended user and the basis for need to the Executive Director of Operations. The Director of Operations will review all requests with the Director of Finance to authorize those approved. Directors and Associate Directors of Operations may be eligible for a cell phone allowance and could be reimbursed for church related expenses occurred, e.g. Camp University.

All communication devices issued by the church are considered church equipment and, as such, are to be issued/purchased by the Operations Office. The expense of the equipment and the service will be part of the ministry area budgets and will be reviewed by the Executive Director of Campus Operations and the Executive Director of Finance.

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COLLECTIONS - FUND RAISING

The HR Committee requests that no department, ministry teams, groups, or the congregation at large take collections for any staff member of the church. This includes cases of voluntary separation of any staff member. It is understood, however, that celebrations of service and birthdays will be approved and occur from time to time.

COMMUNICATIONS POLICY

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of CJC and as such are to be used solely for job-related purposes. They are not the private property of any staff member. Staff members should not have an expectation of privacy in such communications and information. The use of any software and business equipment including, but not limited to, facsimiles, telecopy, voice mail, computers, and copy machines for private purposes is prohibited.

Further, staff members are not permitted to use a code, access a file, or retrieve any stored communications unless authorized to do so or unless they have received prior clearance from an authorized CJC representative. CJC strictly forbids the disclosure of confidential information such as staff member salaries, confidential information concerning any church member, and computer programming language, etc.

All staff members are prohibited from falsely representing themselves in Internet and Email communications and transactions. Finally, staff members will be in direct violation of this policy if they are found to be disclosing confidential information or downloading inappropriate material via Email or the Internet. Staff members who violate this policy or the church's "Guidelines for Internet and Email Use" will be subject to disciplinary action up to and including discharge. That information is the property and/or trade secrets of CJC and all staff members must treat it as such.

This policy disallows illegal or personal activity on its systems, which includes everything from chain letters and multi-level sales marketing schemes to libel and violations of trademarks or copyrights. CJC reserves the right to monitor the use of electronic and telephonic communications systems and business equipment and search prior time periods to ensure the use is consistent with CJC's legitimate interests. CJC forbids, however, any type of secret audio recordings in the workplace at all times.

Staff members are prohibited from disclosing their user IDs or passwords to anyone other than the church's network or system administrator, and any communication of user IDs or passwords to the church's network or system administrator should be done discretely and never by e-mail. Staff members also should not allow any unauthorized third party or person not employed by the church to access their church computer unless required by law or requested or approved by the Associate Director of IT in consultation with the Director of Operations (COLT). Any request for IDs or passwords should be reported to the church's Network Administrator immediately.

CREDIT CARD POLICY

Church credit cards may only be used for church purposes. Any other use of the church credit card may lead to disciplinary action up to and including discharge. The Executive Director of Operations, in consultation with the Executive Pastor of Ministries and the Finance Committee, will have the authority to approve the issuance of credit cards. Credit cards will only be issued to the Senior Pastor, Directional Team, Central Leadership Team Staff and Campus Pastors. Credit cards should only be authorized for a credit limit set by the Finance Committee. All Central Team Staff and Campus Pastors must review the monthly credit card statements for their ministry area(s) or

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may, with the approval of the Executive Director of Campus Operations, delegate the review to another staff member in their ministry area.

DATA SECURITY

1. No employee should have any expectation of privacy as to his or her network or Email usage or any data stored or created on church computers and/or systems.
2. The church reserves the right to inspect any and all files stored in private areas of the network in order to assure compliance with this data security policy.
3. The display of any kind of sexually explicit image or document on any church system is a violation of the church's policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using the church's network or computing resources.
4. Internet access and computing resources should not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws of any states. Any violation is grounds for immediate dismissal. The church will cooperate with legitimate law enforcement officers in the event or suspicion of any such violation.
5. No software may be downloaded via the Internet onto the church's network or computers without the approval of the Network Administrator. Any permitted downloads will become the property of the church and must be used consistent with any license or copyright.
6. Staff members are strictly forbidden from installing hardware or software, including modems or wireless access devices, on church PCs or laptops. The Network Administrator may only install hardware and software.
7. No staff member may knowingly download or distribute pirated software or data or use the church's network or computers that violates its policies or is used to propagate any virus, worm, Trojan horse, or other malicious software.
8. Staff members must maintain the confidentiality of all User IDs and passwords. IDs and passwords may not be shared.
9. Any file that is downloaded or transferred from Email or the Internet must be scanned for viruses before it is accessed or opened.
10. Files or data containing sensitive or confidential data may not be transferred by Email without additional security measures. Staff members should contact the Associate Director of IT or the Network Administrator to determine the appropriate way for transferring such information.
11. Staff members should not access or browse areas of the church network that are not related to their specific job functions.

DISCIPLINARY ACTION

See Section F - Standards of Conduct.

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DRESS CODE

CJC employees are expected to maintain a professional appearance. An appearance that tends to attract undue attention to the wearer is unsuitable for a place of business. Appearance reflects both on the organization as a church and as a business. Employees are expected to wear clothing that is neat and well kempt during office hours and weekend worship service hours. Clothing should be of such quality that it fits properly and undergarments are not visible. The following items are unsuitable for our normal business hours and weekend services: rubber flip-flops, midriff blouses, tank tops for men and women, T-shirts or shorts. T-shirts may be worn during business hours and weekends so long as these are a part of a ministry uniform and are appropriate to the ministry office and venue. Shorts may be worn during normal business hours during the summer months from May – August so long as they are Bermuda length, neat, well kempt and appropriate for the ministry office or venue. Employees are given more leeway during evening events or environments and off-site events but discretion should be maintained at all times.

EXPENDITURES

Specific financial policies shall be developed and implemented by the Finance Committee.

GROOMING STANDARDS

Staff members are expected to dress appropriately for their area and to be neat and clean at all times. Attention should be given to personal hygiene. Any specific questions or concerns as to what constitutes proper attire or appearance within a given area or district should be handled through the area leader in consultation with the Executive Pastor of Ministries or refer to the Dress Code.

INTERNET AND E-MAIL USE

Staff members are permitted and encouraged to use the Internet as they deem appropriate to accomplish job responsibilities. Staff members will access the Internet on the job through access provided by the Network Administrator. All other access is prohibited. Staff members can, when appropriate for their job responsibilities, communicate via Email, access external databases and files to conduct research; and read E-mail from discussion groups on job-related topics. All staff members should follow CJC's "Guidelines for Internet and Email Use."

Communication with church members and fellow staff members is an ongoing challenge for CJC. To facilitate better communication, staff members should attempt to respond to every E-mail (that requires a response) within 24 hours or by the next working day. If the staff member's schedule is full, a brief Email should be sent to at least indicate receipt and plans to provide a more detailed response at a later date.

Staff members are not permitted to utilize E-mail accounts (for work purposes) other than those provided by the church. Staff members also are not permitted to use equipment issued by the church to access personal E-mail accounts (such as Hotmail, Yahoo!, and EarthLink accounts) or download or store files from outside the network unless for church purposes while connected to the church's network because of the increased risk for infecting the computer or the church's network with a computer worm or virus.

Staff members should never discuss sensitive or confidential information related to the church or any church member in E-mail messages that may be sent or forwarded outside of the church's computer network. Information acquired by staff members using access accounts provided by the church is considered the property of the church. No expectation of privacy or confidentiality applies in any message received or sent through the church's computer network.

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Individual Internet connect time and site access are subject to review.

Inappropriate use of the church-provided Internet or E-mail access may result in disciplinary action. Staff members are expected to:

- Use Internet E-mail and browser access in a responsible and informed manner, being cognizant that the staff member's conduct reflects on the reputation of the church and that the manner in which the staff member represents himself/herself and what the staff member says or does may be interpreted as an opinion or policy of the church.
- Guard against computer viruses and security breaches of any kind that might jeopardize the church's data and network and systems security.
- Use the virus scanning software installed on church PCs or laptops to check each data file downloaded or otherwise received from external sources for computer viruses. Identified problems must be reported immediately to the Network Administrator. (See also the Communications Policy.)

Staff members are not authorized to access the church's computer network, including E-mail, from remote locations without prior approval from the Associate Director of IT and the Executive Director of Campus Operations. Such access exposes the church and the staff member to unnecessary risks including viruses and disclosure of confidential church or church member information to unauthorized persons.

The Executive Director of Campus Operations and the Associate Director of IT on the basis of need and requirements of the position must approve remote access to the church's network or employee E-mail. The Senior Pastor has ongoing permission for remote access so long as it is accomplished with a computer issued and maintained by the church.

SOCIAL MEDIA

Social media describes the online technologies that people use to share opinions, insights, experiences, and perspectives. Social media can take many forms, including text, images, audio, and video. Technologies typically used include, but are not limited to, profiles, communities, web logs, message boards, podcasts, wikis, and video logs. When participating in social media, CJC employees must show respect for state and federal law, other people's privacy and for topics that may be considered objectionable, offensive, or inflammatory. This includes, but is not limited to, messages that are discriminatory or offensive on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or gender expression, disability, citizenship, or status as a veteran. Defamatory, objectionable, offensive or inflammatory statements, or personal attacks on others, must be avoided. Participation in social media must not interfere with your job commitments.

As a staff member of CJC, one's personal content reflects upon the character and values of CJC. In light of that reality CJC employees must adhere to the following social media policies whenever using social media.

- Share news, but do not break news. Sharing information inaccurately or prematurely leads to unnecessary harm.
- Limit the use of social media to work related matters during normal business hours.
- When initiating ministry related conversations, begin with open-ended questions, not opinions.

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- Obey all local and federal laws regarding the content you copy, post, or link to. When in doubt, do not post.
- Do not link to your personal site or to your Twitter account from the CJC site without permission of the CJC Creative Communications Department.
- Failure to adhere to these guidelines may result in disciplinary action up to and including discharge.
- For those spouses who are not employed by CJC it is highly recommended that they follow these guidelines to protect the reputation of their spouses, their marriage, their spouse's ministry and CJC. Adherence is important in view of the Biblical perspective of marriage "the two become one flesh," and the character qualifications listed in First Timothy Chapter Three.

NETWORK AND COMPUTERS

Only authorized IT personnel can have access to the CJC Network Servers. All program installations must be conducted by Christ Journey Church IT personnel. No staff member can load any programming on CJC computers without the permission from the Associate Director of IT.

KEY AND ALARM CODE POLICY

Staff members are to be issued keys and alarm codes only by the Director of Operations (COLT), who will be responsible for maintaining a record of all keys and codes that were issued and the names of staff to which they were issued. Staff members may not authorize the duplication of keys and may not share alarm codes. Directional Team, Central Leadership Team members and Campus Pastors, in coordination with the Property Manager, may authorize lay leaders to have church keys and/or alarm codes. Lay leaders may not duplicate the keys or share the alarm codes.

Keys are not to be left on or in desks overnight. Lost keys should be reported to the Property Manager immediately. If locks must be changed as a result of lost keys or unauthorized duplication, the Executive Director of Campus Operations in consultation with the Area Leader or Campus Pastor shall have full discretion as to whether the staff member will be charged part or all of the cost.

Upon termination, staff members will return all keys to the Property Manager. The Property Manager should change locks and issue new keys if there is reason to believe church property is at risk.

LEAVING CHURCH PREMISES

Unless work so requires, staff should not leave the church premises during regular office hours without the consent of their supervisor unless going to regularly scheduled lunch. Those who do leave church premises should notify their department contact, or the receptionist if the department contact is unavailable, as to where they are going and the approximate time of return. Upon return, the staff member should notify the department contact or the receptionist as appropriate.

It may be necessary to be absent from work briefly for personal reasons or early departure. For non-exempt employees, such absences must be arranged in advance and approved by the staff member's supervisor. At the time the request is made, the supervisor should be informed as to who will perform the staff member's duties and whether the lost time can be worked. Exempt

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employees are expected to keep their supervisor apprised of their activities during normal working hours.

MEDIA

To ensure our members and the public are getting correct and timely information, all media requests (television, radio, newspaper, etc.) must be forwarded to the Senior Pastor, who may choose to delegate the response to the Executive Pastor of Ministries.

OFFICE HOURS

Weekly work schedules are either Sunday-Thursday or Monday-Friday and will be determined (and may be changed from time to time) by the Executive Pastor of Ministries in consultation with the Area Supervisor. Generally, the church Front Office hours are Monday through Friday from 8:30 a.m. to 5:00 p.m. The office schedules for other locations will be eight-hours, generally from 8:00 a.m. to 4:00 p.m. or 9:00 a.m. to 5:00 p.m. Each supervisor will determine working hours for the particular location and staff members in coordination with the Directional Team. All staff members should be in their assigned area during working hours unless otherwise assigned by a supervisor. It is understood that certain staff members will be available for committee meetings, trainings, events, event preparation, Leader Rally, Christmas Eve, Easter, Journey Awards, Ministry Plan Presentations and planning sessions, in which case the supervisor will make changes to the staff member's schedule as needed.

Exempt staff members may be permitted to work remotely from time to time, so long as the work: (1) is approved by the immediate supervisor and the Executive Pastor of Ministries with notice to the Pastor of Campus Operations via email; (2) is specific to a Christ Journey Church project or message preparation; and (3) does not interfere with Staff Break or performance of any other duties.

OFFICE SPACE ALLOCATION

When assigning office space, careful consideration is given to working conditions, flow of work and overall layout of available office area. All staff members should understand that office space cannot be assigned to anyone on a permanent basis. In the interest of all staff members, adjustments in space must be made as the need arises. Authority to allocate and assign office space rests with the Executive Director of Campus Operations in consultation with the Executive Pastor of Ministries and Campus Pastors. All questions regarding space and office décor, should be forwarded to the same.

PERFORMANCE EVALUATIONS

Their respective supervisors on an annual basis will evaluate all staff members. The Key Outcomes and Personal Goals will be completed by August 15 of each new Ministry Year. A Mid Year Review will be completed in February of each Ministry Year reviewing all categories and standards addressing any need for improvement over the next six months.. A total Performance Evaluation will be completed by August 1 of each Ministry Year. The Ministry Year is from September to August. These evaluations will be used in any consideration of merit-for-performance payments or adjustments to compensation, along with any significant changes in job description or duties. Performance evaluations must be in writing and should be signed by the staff member and the staff member's supervisor. If a staff member refuses to sign his or her performance evaluation, a witness shall sign the evaluation, acknowledging that the performance evaluation was presented to and reviewed with the staff member. The HR Committee will be responsible for evaluating the performance of the Senior Pastor and will present a written evaluation to him for his signature at the time staff evaluations are conducted.

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PERSONNEL RECORDS

All staff members will have a personnel file that contains an application, resume (if applicable), background and security checks, evidence of a professional license or ordination, benefit letter, performance evaluations prepared by CJC, and documentation of any awards or warnings subsequent to employment at the church. If a staff member has had training or experience that is not included in his/her application form, or if a staff member subsequently completed educational courses, the staff member should inform the Executive Director of Campus Operations so that the information can become a part of the staff member's records.

Staff members may review their own personnel file during regular business hours after an appointment to review the personnel file has been made. Staff members may only review and/or copy any document that bears his/her signature and only with another staff member present. Personnel files and all items they contain are the property of the church and cannot be removed from church property.

Personnel files are official records of employment. If a staff member wishes to review the appropriate documents from his/her personnel file, the staff member should request the documents from the Director of Operations (COLT). Access will be granted in most cases on the same day, but at least within three (3) working days of the request. The church may, in its discretion, refuse a request to review a personnel file if this process is abused or the requests to review the file are excessive.

Disclosure of a staff member's personnel file to outside sources will be limited, however the church will cooperate with requests from authorized law enforcement agencies, or local, state and federal agencies conducting official investigations or audits.

It is important that staff members report any change of name, address, telephone number, tax status, or insurance status immediately to their supervisor and to the Executive Pastor of Campus Operations so the church can maintain current records at all times. Staff members should bring legal proof or verification of the new information. Also, staff members should advise the Director of Operations (COLT) if an emergency contact telephone number changes. This way, if a staff member is involved in an accident or other emergency, the church will be able to provide prompt notification to the staff member's family, personal physician, or other designated contact.

SMOKING

Smoking will only be allowed in the designated smoking area. Smoking is not permitted inside church buildings.

STAFF MEETING

Scheduled staff meetings will be held for the entire staff. All employees are required to attend unless the employee is sick or utilizing approved annual leave. Requests for an excused absence should be reported to the immediate supervisor and should be recorded in the employee's Personnel File.

SUPPLIES AND EQUIPMENT

As much as possible within the confines of the church budget, staff members are to be furnished with the supplies and equipment required to properly complete their work. The church receptionist is responsible for office supply requisitions and orders. Office supplies are intended for use by staff members. Supplies ordered for seminars, conferences, camps, Bible studies, etc. will be charged to the appropriate program budget.

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TARDINESS

It is essential that staff members start work promptly at the beginning of the scheduled work time. Frequent tardiness will result in disciplinary action. Reporting to work late more than three (3) times within a ninety (90)-day period is considered excessive. Supervisors should note incidents of tardiness in an employee's file. See Section B - Absenteeism.

TELEPHONE GUIDELINES

To facilitate better communication, staff members should attempt to return every phone call within 24 hours or by the next business day. If the staff member's schedule is full, calls should still be returned to at least schedule a future call for a more detailed discussion.

Staff members are permitted to use the telephone for brief personal calls during working hours as long as they are few in number. All long distance calls charged to the church must be for church business using appropriate long distance codes. The Campus Operations Office is responsible for the examination of all long distance calls each month, the assignment of long distance codes. Staff members will be charged for any call deemed to be personal in nature.

CJC asks that staff members follow these guidelines for personal telephone calls:

- Cell phones issued by the church are for church purposes.
- Be brief. Try to keep personal calls short and infrequent during work hours.
- Be considerate. Bear in mind that personal calls can be distracting to those nearby.
- Be purposeful. Use church telephones for business calls. Using work telephones for activities that might reflect poorly on the church, lead to unnecessary expense (such as toll calls), or be considered offensive by others is strictly forbidden under any circumstances.

USE OF CHURCH PROPERTY

The church provides facilities, supplies, and equipment to be used for church-purposed activities only, which are defined to include meetings, training, and parties for the church staff or members. The Campus Operations Office must approve the use of church property such as room assignments and the use of chairs, tables, etc., at certain church-related events held off the church premises. Any use of sound or technical equipment for church-related activities held off church premises must have the approval of the Director of Production. Church vans and trucks are not available for personal use.

In cases where church property is taken off-site, a request form should be submitted to the Director of Operations (COLT) and a record should be made of the items to be taken off-site before the items leave the property. All items are to be returned within 24 hours or as soon as reasonably possible following the event. A supervisor, the Central Leadership Team member or the Campus Pastor should be appointed as being responsible for recording that all items taken off-site were returned.

WEAPONS

Carrying weapons of any kind onto church property is prohibited and any staff member guilty of such an act will be subject to disciplinary action up to and including discharge.

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WORK SCHEDULES

When a non-exempt staff member is required to be present at an activity outside of regular, scheduled working hours or cannot take a lunch break on a particular day, the supervisor may grant a commensurate number of hours off as an adjustment during the same workweek. The weekly Time Sheet should document schedule changes for the Operations Office for record-keeping purposes. All non-exempt staff members must obtain their supervisor's written permission (e-mail approval is sufficient) before working any overtime and/or before forgoing any lunch break. Lunch breaks will be set and adjusted from time to time by Area supervisors and should range from 30 minutes to one hour. All staff members must attend a weekend service each week. It is understood the demands of the job may occasionally require staff members to work on his/her day off. In such cases, the supervisor will approve overtime or adjust the schedule to allow the staff member to take a different day off during that week.

SECTION D – COMPENSATION

COMPENSATION OF STAFF MEMBERS

All salary, wages, and other compensation or benefits for all staff members with the exception of interns and contracted workers will be paid only from the personnel budget or other designated funds specifically related to personnel expenses. The HR Committee has authority over the personnel budget and over any compensation levels paid to any CJC regular or temporary employee.

FULL TIME EMPLOYMENT

Any staff member who is normally scheduled and actually works a minimum of thirty-five (35) hours per week is classified as "full-time" and is eligible for sponsored benefits. Should a full-time staff member work less than thirty-five (35) hours per week on an average for twelve (12) consecutive weeks, the staff member's status will be changed from full-time to part-time, and the staff member will no longer qualify for benefits. All staff members are hired for an indefinite and unspecified duration unless otherwise designated in writing by the HR Committee. Accordingly, employment is at the mutual consent of the staff member and CJC and, therefore, can be terminated at will at any time by the employee or by CJC for any reason.

GIFTS

It is appropriate to accept a gift that is received in appreciation of duties or in celebration of a birthday, Christmas, or other holidays. Any gift valued greater than \$100.00 must be reported to the staff member's supervisor during the next business day. The supervisor should ensure that all gifts are recorded in the employee's personnel file.

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ORDAINED PASTORS

A portion of an ordained pastor's compensation may be made payable as housing expense by CJC in accordance with IRS rules.

OVERTIME

Due to the workload of CJC, a supervisor may ask a staff member to work beyond the normal scheduled hours and, whenever possible will provide advance notice. Hourly non-exempt staff members will be paid at one and one-half times the basic straight time hourly rate for all hours worked in excess of forty (40) hours in a scheduled workweek. Hours worked refers to time actually spent on the job and does not include hours away from work due to vacation, illness, or holiday time, even when these days are compensated. Additionally, paid sick leave, personal leave, or any other time away from work will not be considered hours worked.

Performing overtime work not specifically authorized in advance is a serious violation of church policy and may result in disciplinary action. Overtime must be approved in advance by the Campus Pastor or the Central Supervisor in consultation with the Executive Pastor of Ministries. Salaried staff members are not eligible for overtime. Overtime for the housekeeping staff may be charged to the ministry area responsible for unscheduled overtime.

PART-TIME EMPLOYMENT

Any staff member who is normally scheduled and actually works less than **twenty-five (25)** hours per week is classified as "part-time." Part-time staff members may not be changed to full-time status without the approval of the HR Committee. Part-time staff members 20+ hours will be eligible for paid vacation in accordance with the vacation schedule. Part-time employees will not be eligible for medical or dental insurance.

PAYROLL ERRORS

Staff members are urged to review paychecks carefully for errors. If an error is found, the staff member should report it to his/her supervisor immediately. The supervisor will contact the Director of Operations (COLT) to ensure the mistake is corrected. Any necessary adjustments will be made and reflected in the next paycheck. It is the staff member's responsibility to be sure deductions for voluntary programs are correct. For example: if optional dependent insurance coverage was elected and no deductions were made, the staff member and the staff member's dependents may not be insured. In such case, the staff member must contact the Director of Operations (COLT) immediately or see his/her supervisor for assistance.

PAY PERIODS

Paychecks will be issued bi-weekly (26 pay periods per year.) Non-exempt staff members must submit a Time Sheet in a timely manner for each pay period as specified by the Director of Operations on the Payroll Calendar. Each staff member shall complete a W-4 form and an I-9 form on the first day of employment at the church and shall file an amended W-4 form when there is a change in marital status or exemptions.

VACATION

No Vacation time will be granted for Leader Rally, Christmas Eve, Easter weekend, Journey Awards, or Ministry Plan Presentations days.

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PAYROLL ADVANCES

In order to provide sound fiscal responsibility, the church does not permit payroll advances for any staff member.

SALARY ADJUSTMENTS

The Executive Pastor of Ministries and the Executive Pastor of Campus Operations will present recommendations for any compensation changes to the HR Committee on an annual basis or as needed. Requests should be supported by findings of the most recent performance evaluation(s). The HR Committee will determine the Senior Pastor's compensation in coordination with his performance evaluation on an annual basis.

Annually, during budget preparation, the HR Committee will receive a total dollar allocation towards all personnel expenses from the Executive Pastor of Ministries and the Executive Pastor of Campus Operations. The HR Committee will review the recommendations for compensation adjustments within the boundaries of the funds available and will forward the proposed total for personnel expenses for the next year to the Finance Committee.

SECTION E – BENEFITS

ANNIVERSARIES

Anniversaries shall be recognized beginning with the 10th anniversary of full-time employment with CJC and every five years thereafter. A staff member will be eligible for an award of one week's pay upon the completion of 10 years of service and upon completion of 15 years of service. Subsequent to the 15th anniversary, a staff member will be eligible for an award of two week's pay upon completion of each additional 5 years of service (e.g., upon the 20th anniversary, 25th anniversary, etc.).

As stated in Section B - Collections, the HR Committee requests that no collections be taken by departments, ministry teams/other groups, or the congregation at large for any staff member of the church. It is understood, however, that small, informal celebrations of service and birthdays will occur from time to time. In the case of service that falls short of the next award date, the Personnel Committee has discretion to grant the award as an exception and within the parameters noted above.

The schedule of benefits for anniversaries shall be maintained and monitored by the Director of Operations (COLT). Anniversary benefits will be reviewed at the beginning of each year with staff members who may become eligible during that year.

CAR ALLOWANCE

A car allowance may be made available to staff members or employment candidates at Level 3a and above. The amount of the car allowance will be recommended by the Executive Pastor of Campus Operations in coordination with the Executive Pastor for Ministries and will require the approval of the HR Committee.

COBRA BENEFITS

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Christ Journey Church's health plan when a "qualifying event" would normally result in the loss of eligibility. Some examples of common qualifying events are: resignation; termination of employment; death of an

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employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Christ Journey Church's group rates plus an administration fee. Christ Journey Church provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Church's health insurance plan. The notice contains important information about the employee's rights and obligations.

FAMILY AND MEDICAL LEAVE

Under the Family and Medical Leave Act (FMLA), a staff member may be eligible for up to 12 workweeks of unpaid, job-protected family or medical leave in any 12-month period. FMLA leave may run concurrently with other forms of paid or unpaid leave.

To be eligible for FMLA leave, a staff member must meet the following requirements:

1. have worked for Christ Journey Church for a total of at least 12 months;
2. have worked at least 1,250 hours in the preceding 12 months, and;
3. have worked at a worksite within 75 miles of which 50 employees work.

If a staff member is eligible, FMLA leave may be taken for one or more of the following reasons:

1. the birth and care of a newborn child;
2. the placement of a child with the employee for adoption or foster care.
3. to care for an immediate family member who has a serious health condition (an immediate family member is a spouse, child or parent, or grandparent for whom the employee has primary financial responsibility); or
4. if the staff member is unable to work because of a serious health condition.

In determining the "12-month period" in which the 12 weeks of leave entitlement occurs, Christ Journey Church uses a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. That means that each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks that has not been used in the immediately preceding 12 months.

If you are married to another Christ Journey Church employee, you are jointly entitled to a combined total of 12 workweeks of family leave for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent with a serious health condition.

Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of birth or placement.

Under some circumstances, a staff member may take FMLA leave intermittently - which means taking the leave in blocks of time, or by reducing his or her normal weekly or daily work schedule. When intermittent leave is needed to care for a family member or for the staff member's own illness, and is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt Church operations.

Subject to certain conditions, either you or Christ Journey Church may choose to use accrued paid leave to cover some or all of the FMLA leave.

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During FMLA leave, your group health coverage will continue on the same terms as if you had continued to work. That means that during FMLA leave, you must continue to pay your usual share of insurance premiums.

Upon return from FMLA leave, you will be restored to your original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

Your FMLA leave will not result in the loss of any employment benefit that you were entitled to before using the FMLA leave, and will not be counted against your attendance record.

Under specified and limited circumstances where restoration of employment would cause substantial and grievous economic injury to the Church's operations, certain highly-paid "key" employees may not be reinstated after using FMLA leave. A "key" employee is a salaried eligible employee who is among the highest paid 10 per cent of employees within 75 miles of the work site. If you are a "key" employee, you will be notified before the start of any FMLA leave.

You must provide at least 30-days notice before beginning FMLA leave when the need for leave is foreseeable. When the leave is not foreseeable, you need to notify the Church, at least verbally, as soon as you learn of the need for leave.

Christ Journey Church may require you to provide the following: medical certification supporting the need for leave for your own serious health condition or that of an immediate family member; second or third medical opinions (at the Church's expense); and/or periodic reports during FMLA leave regarding your status and intent to return to work.

To the extent any local or state law is applicable; Christ Journey Church will follow that law.

GROUP INSURANCE

The church currently provides group medical insurance, dental insurance, and life insurance for full-time employees. CJC reserves the right to change or discontinue any or all of these benefits at its sole discretion. In addition, each full-time employee at Salary Level 2b and above, and each Campus Pastor may be eligible for group medical insurance and dental insurance for his/her spouse and dependents. CJC will not provide remuneration of any kind if the employee declines spouse/dependent coverage.

All full-time staff members become eligible for coverage sixty (60) days after employment. The effective date of coverage is the first day of the month following the passage of sixty days. (For example, if a staff member commences work on May 10, insurance coverage begins August 1.) Insurance benefits will be assessed on an annual basis. The Personnel Committee has discretion to require staff members to contribute toward the cost of insurance coverage.

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HOLIDAYS

Holidays to be observed shall be as follows during a calendar year:

New Year's Day*	Independence Day*
Martin Luther King Birthday	Labor Day
Presidents' Day	Thanksgiving and the day after Thanksgiving
Memorial Day	Christmas Day* through December 31
Monday after Easter	

Holidays that fall on a Saturday or Sunday will be observed on Monday or on another day of the week to be announced by the Executive Pastor of Campus Operations. Holiday pay will be extended to PT staff members under this policy on a prorated basis provided the holiday falls on their normally scheduled work day (e.g, 4 hours pay if they normally work 4 hours that day).

Staff members may be required to work on holidays. In such cases, the Executive Pastor of Campus Operations may offer alternative days off or additional remuneration to those staff members.

*When any holiday falls on a Sunday (e.g., Fourth of July, Christmas Day, and New Year's Day), the Directional Team will announce the work schedule based on operational needs.

HOUSING

From time to time, church-owned properties may be available to provide housing to eligible staff members, defined to be full-time ordained Pastors, Pastor Associates or Licensed Ministers. If there are no staff vacancies, the housing availability will be announced to existing ordained pastors first, and then to the remaining eligible staff in the weekly staff meeting.

Within two weeks (unless otherwise stated), eligible staff members (as defined above) should submit their name in writing along with an explanation of the request to their supervisor and to the Director of Operations (COLT). The HR Committee in consultation with the Executive Pastor of Campus Operations has sole discretion for approving church housing for eligible staff members. The names submitted will be considered by the HR Committee on the basis of need, seniority, and length of service to the church.

Church housing is considered an additional benefit to a staff member. Thus, the compensation package of a staff member selected for church housing shall be adjusted by the Personnel Committee, in coordination with the staff member's supervisor, to maintain equity during the period of occupation.

The church will maintain the yard, roof, exterior of the housing, refrigerator, stove, dishwasher, air conditioning, plumbing, painting, and electrical systems. The staff member will be responsible for any telephone, television, or cable hookups, as well as utilities, cleaning costs, and other day-to-day maintenance costs.

The staff member will be expected to maintain the housing in good condition and will be responsible for any damage, other than ordinary wear and tear, that is not covered by insurance. The staff member will be responsible for all personal property owned by him/her and by all family members who reside there.

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At the time compensation is considered for all staff members or as deemed necessary by the HR Committee, the Committee will establish the rental value. Rent will be withheld in equal amounts from each paycheck following the beginning of the rental period.

At no time may church-owned property be occupied unless the staff member and CJC have executed a written contract. Contracts will carry an expiration period of no more than 6 months unless the HR Committee grants an exception.

JURY DUTY

Once a staff member is notified of selection for jury duty, the staff member must present a copy of the jury summons to the staff member's immediate supervisor. If selected to be a juror, the staff member is expected to report to work daily upon release from jury duty if a reasonable amount of time remains in the regular workday.

Jury service must be reported on the staff member's time report for the pay period. Full-time staff members will receive regular wages while on jury duty - if jury duty is during regular working hours. Part-time staff members will receive the equivalent of their regular wages if jury duty is during their scheduled work time. CJC will pay staff members as prescribed by applicable law during the time a staff member serves on jury duty.

MILITARY LEAVE

CJC grants military leaves of absence to staff members who miss work because of reserve or National Guard training or a call-up to active duty. CJC is committed to protecting the job rights of staff members absent on military leave. Staff members who are absent because of military obligations should request military leave as far in advance as possible. CJC requests, for record keeping purposes a copy of the staff member's military orders be submitted for inclusion in the staff member's personnel file. However, CJC will not delay the leave of absence until copies of the military orders are received.

CJC complies with all applicable laws in regard to military leave.

Pay during military leave

While absent on military leave, staff members remain in good standing, but do not receive pay. Staff members do not receive pay for any holidays falling during the period of their absence.

Health plan coverage during leave

During an unpaid military leave of absence, CJC continues to pay the regular share for the coverage for up to 30 days. Staff members absent on military leave for 31 days or longer are eligible for family health benefit coverage from the military. These staff members also can arrange to continue their coverage under CJC's group health plan for up to 18 months (in a manner similar to COBRA). For service beyond 31 days, the Personnel Committee will review each situation as it occurs.

Impact of leave on other benefits

Staff members on military leave do not accrue vacation or sick leave. However, the time off counts toward a staff member's length of service for purposes of determining the rate at which staff members earn vacation after returning. Similarly, for purposes of determining benefits and pay when staff members return from leave, time spent on military leave counts as service with CJC.

Use of accrued vacation

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Staff members who have accumulated vacation leave can schedule vacation at the same time as military leave and be paid. However, staff members are not required to use their vacation time while on military leave.

MISSIONS LEAVE

As CJC continues to develop its compassion ministry globally and locally, all staff are encouraged to be involved in missions. All CJC employees Levels 1 – 5 may be granted one week leave (5 work days) every two years to participate on a global missions project. The staff requesting the leave must submit a written request through their immediate supervisor to their Area Supervisor and the Executive Pastor of Ministries for approval. Approval will be contingent upon the CJC ministry calendar and the staff member's responsibilities. CJC staff taking "Missions Leave" will be responsible for raising their mission's support (funding) and if the trip is a CJC sponsored trip attend missions training and team meetings. CJC employees can take personal vacation to attend a mission's trip yearly with the vacation being approved by their immediate supervisor.

OUTSIDE ENGAGEMENTS

These are defined as opportunities presented to CJC Staff Members to speak, train, sing, or lead an event away from the church. These are not events involving CJC church members or programs. The Senior Pastor, in concurrence with the Directional Leader, may approve up to six (6) workdays inclusive of two weekends for Ordained Pastors and Directional Leaders per year for outside engagements to include the time for the engagement and the necessary travel time. The Senior Pastor may approve up to four (4) workdays inclusive of one weekend for Central and Campus Staff (Levels 3 a – 3b) and up to three (3) workdays inclusive of one weekend for Central and Campus Associate Directors (Level 4). The Executive Pastor of Ministries must approve any weekends used for this purpose. Unauthorized engagements will be considered a leave of absence without pay. The Senior Pastor may have up to Ten (10) days per calendar year for outside engagements, inclusive of no more than three weekends.

PERSONAL AND SICK LEAVE

Each FT staff member is entitled to 96 hours of personal and sick leave with pay per calendar year. Unused hours may be carried over and accumulate up to a maximum of 240 hours. Twenty-four (24) of these hours per year may be used for any personal reason, including sick leave. The remainder of available leave hours are designated only for sick leave to be used for staff member illness, or in the event of illness or death within the immediate family. Immediate family includes: spouse, children, parents, stepparents, siblings, step-siblings, brother/sister-in-law, mother/father-in-law, grandparents, grandparents-in-law, or grandchildren. Immediate family also includes persons not listed who regularly reside in the staff member's household. Part time staff members will be eligible for leave under this policy on a "pro-rated" basis determined by the number of hours they are scheduled on a weekly basis. (e.g., A PT staff member scheduled to work 20 hours per week would receive 48 hours of leave per year – 12 of which could be used as personal or sick leave and 36 of which would be designated only for sick leave.)

Newly hired FT staff members are eligible for leave after 90 days of employment and at the rate of eight (8) hours for each full month remaining in the calendar year. Newly hired PT staff members are eligible for leave after 90 days of employment and at the pro-rated rate (e.g., 4 hours for PT staff members who work 20 hours per week) for each full month remaining in the calendar year. All other leave under this policy will be calculated beginning January 1 of each year. No Personal Leave will be granted for Leader Rally, Christmas Eve, Easter, Journey Award, or Ministry Plan Presentations. Additional leave can only be granted in exceptional circumstances and emergencies, which must be approved at the sole discretion of the Executive Pastor of Ministries and will be taken without pay.

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RETIREMENT

The church complies with Social Security withholding requirements for all eligible staff members. Depending on the level of benefit offered, staff members will have the opportunity to contribute additional amounts for retirement purposes. The staff member will elect these funds. These contributions shall be made through salary withholding. Staff members are responsible for monitoring any and all withholdings made from pay.

SPOUSE ACCOMPANYING STAFF MEMBER

His/her spouse may accompany each full-time staff member at Level 2b and above on one conference/training trip away from the church each calendar year for business conducted. CJC will pay for coach class travel and reasonable costs of lodging, meals and incidentals for the staff member and his/her spouse. Children of staff members may not be substituted or join a trip at church expense.

STAFF SABBATICAL

After each seven (7) year period of service at CJC, The Directional Team, the Central Ministries Leadership Team and Pastoral Staff may apply for one paid Sabbatical study for up to eight (8) consecutive weeks. The request for Sabbatical leave should include an estimate of the total cost and must be submitted to the Executive Pastor of Ministries by June 1st for Sabbatical leave dates that will fall within the twelve months beginning September 1 of the same year. The cost will be budgeted in a Sabbatical Leave line item within the area budget.

Example: (1) Leave dates are planned for August 2008; the request must be submitted by June 1, 2007. (2) Leave dates are planned for February 2009; the request must be submitted by June 1, 2008. (3) Leave dates are planned for October 2007; the request must be submitted by June 1, 2007.

The purpose of the leave is to provide the opportunity for these approved staff to take an extended time for professional training and personal renewal. The eligible staff member requesting Sabbatical leave must present a proposal with the projected cost by June 1 for Sabbatical leave dates that fall within the twelve months beginning September 1 of the same year. The proposal should include a description of the subject of study and a budget of the expenses proposed for reimbursement. The Senior Pastor will consider each proposal and present it to the HR Committee for approval. In the case of a request by the Senior Pastor, the request shall be submitted to the HR Committee for review.

The maximum amount to be paid by the church will be established by the HR Committee and will cover travel, registration, and other reasonable expenses. All expenses are to be paid from the personnel budget and not from the departmental budget. Sabbatical leave provides salary, benefits, and accredited service time will be continued. Full vacation time can also be taken in the year, subject to approval by the HR Committee. For any year in which Sabbatical leave is granted, conference time and study leave would not be granted. Within one month of returning from the Sabbatical, the Central Staff or Pastors must present an oral report to the Senior Pastor, the Directional Team and to the HR Committee describing the Sabbatical experience.

The Sabbatical request should include a recommendation as to how the church should fill the individual's position during the Sabbatical. The HR Committee may engage temporary employees or visiting pastors to fill the position vacated during the Sabbatical. Any costs to be incurred as a result of utilizing temporary hires or visiting pastors should be included as a separate line item in the original cost estimate.

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STUDY LEAVE

The Senior Pastor will be given a period of time each year as paid study leave. The leave may extend up to four (4) weeks and is to be used for message series forecasting, research, in-depth study, and reflection. It is at the discretion of the Senior Pastor as to how many of the weekend sermons should be directed to staff or to a guest pastor. The Senior Pastor should give adequate notice to the Worship Arts Ministry Team and HR Committee for proper planning and communication to take place. Other weekly responsibilities should be delegated during the study leave time in order to permit periods of uninterrupted study.

The Directional Leaders, Central Ministries Leadership Team, Ordained Pastors and Teaching Pastors may be given a period of time each year as paid study leave. The leave may extend up to one (1) week and is to be used for research, in-depth study, planning, and reflection. The individual requesting study leave must present a proposal to the Executive Pastor of Ministries at least 30 days in advance of the time being requested for the leave. The proposal should include a description of how the time will be used. The Executive Pastor of Ministries in consultation with the Central Leaders and Campus Pastors will consider each proposal and will have full discretion to approve or decline any request. All study leave shall be approved by the Executive Pastor of Ministries and reported to the Director of Operations (COLT) and Area Leaders for record keeping purposes. Although study leave is paid leave, any expenses incurred during the leave are the responsibility of the staff member. The staff member should submit a report to the Executive Pastor of Ministries including the content of study and the benefit to CJC.

TRAINING AND CONFERENCES

Any training/conference time away is defined as days away from the church property for training, self-improvement, conventions, or conferences that will likely give some benefit to the church. For reimbursement purposes, any training or conferences attended must relate to the staff member's immediate job responsibilities.

Staff members must submit an estimate of costs for any training or conferences to the staff member's Area Leader or supervisor when the staff member is a Leadership Team member at least 30 days prior to the training or conference event. The estimate should include lodging, transportation, registration, and per diem. The per diem (for food and incidental expenses) for all staff members shall be **\$50** per day maximum and must be supported by receipts. A copy of the estimate is to be filed with the Director of Operations (COLT). Any costs in excess of the original estimate will require the approval of the staff member's supervisor and the Executive Director of Operations before the additional expenses will be reimbursed.

The Central Team Member or Campus Pastor must approve training time in concurrence with the Executive Pastor of Ministries. Staff Members Levels 1-3a may use no more than a total of 10 days in a calendar year including two weekends for training purposes. Levels 3b-5 may use no more than 5 days in a calendar year including one weekend. The Director of Operations (COLT) shall track any and all days used for training and conferences.

UNEMPLOYMENT COMPENSATION

As per state law, CJC does not provide unemployment benefits.

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VACATION

Staff members should use all earned vacation time each year as CJC considers time for rest and relaxation an important benefit for all staff members. Vacation time does not accrue from year to year and may not be carried over to the following year if unused. All requests are to be submitted in writing to the staff member's supervisor working in consultation with the area leader for approval. All staff will be required to take the number of hours listed on their weekly work schedules per day. A record of each person's workweek will be submitted to the Executive Pastor of Ministries and the Director of Operations (COLT) yearly. The supervisor will report requests to the Director of Operations (COLT) for record-keeping purposes. Staff members may not remain on the job and also receive vacation pay. The Senior Pastor in consultation with the Executive Pastor of Ministries may schedule periods when no vacation time will be granted e.g., ministry planning, all-church training events or a key strategic inflection point.

Any accrued but unused vacation may be paid to those staff members on military leave and those who are retiring. Payment for each day of vacation will be equivalent to the salary for a regular workday. If a holiday observed by the church falls on a day during a staff member's vacation, an extra day of vacation may be taken. Any paycheck due during the vacation period of a staff member shall be paid on the last work day preceding the vacation of the staff member providing such a request is made to, and approved by, the Director of Operations (COLT) at least one week in advance of the scheduled vacation.

Vacation Eligibility:

Paid vacations are granted each year to regular, full-time and part-time staff members who have met the necessary service requirements and hours (for part-time staff of 20+ hours per week) requirements. Vacation may be taken at any time during the year with approval of the staff member's supervisor, although there may be times when vacation may not be taken as described above.

The number of vacation days each staff member is entitled to is determined from the date of hire as a Regular and Full Time Employee (i.e., from the staff member's anniversary date). Vacation is earned as follows:

<u>Employed</u>	<u>Vacation Days/Hours # Weekends</u>	
0 - 6 months	None	None
6 months - 1 year	6 (48 hours)*	1
1 - 2 years	10 (80 hours)	2
3 - 6 years	12 (96 hours)	3
7 - 10 years	15 (120 hours)	4
11+ years	20 (160 hours)	5

Part-time personnel working 20 or more hours per week earn and accrue vacation time based on actual work time.

* After an eligible staff member reaches the 6-month anniversary, the staff member will be granted one (1) day of vacation for each full month left in the first year of service. Thereafter, vacation will be given based on the schedule above.

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The HR Committee may grant new Pastoral Staff or Central Staff advanced placement on the vacation schedule at the time of employment. If this is done, the HR Committee will inform the Director of Operations (COLT) for record keeping purposes. No employee will be granted vacation during their 90 day probation period.

WORK TIME AWAY

Work time away is defined as time away from the church property during which a staff member is responsible for a church group or program, e.g. Kid's Camp, Student Camp, Retreats, Missions Trips, etc. Such time away must be approved at least 2 weeks in advance by the immediate supervisor and the Executive Pastor of Ministries with notice to the Pastor of Campus Operations via email. The staff member taking work time away must submit a Staff Time Away form. Non-exempt staff members may request Work Time Away by the same process. If approved, they would be compensated for the number of hours worked, up to a maximum of 8 hours per day for any Work Time Away. For wages and/or salary to be paid as "work time away" the time away must relate to the staff member's immediate job responsibilities, or the time away must have been the result of a temporary reassignment. In the case of any temporary reassignment, this must be approved by the immediate supervisor and the Executive Pastor of Ministries with notice to the Pastor of Campus Operations via email. Staff members may request personal leave or vacation time consistent with these policies in order to attend any off campus church programs as a participant or volunteer.

SECTION F - STANDARDS OF CONDUCT

GENERAL DESCRIPTION

The maintenance of the high standards of honesty, integrity, impartiality, and conduct of staff members at CJC is essential to ensure the staff members are modeling the behavior God desires. It is important that staff members understand the types of conduct that are not permissible and that will lead to disciplinary action, possibly including immediate discharge. It should also be noted that some situations, such as "serious misconduct" might warrant bypassing some or all of the steps outlined in the church's chart of progressive discipline (see "Class A Offenses" and "Class B Offenses" below).

Any violation of church policies or improper behavior or conduct may warrant disciplinary action.

Although it is not possible to provide an exhaustive list of all types of non-permissible conduct and performance, a church employee may be disciplined for any of the following reasons:

CLASS A OFFENSES

The Offenses listed below may result in immediate discharge of employment without the benefit of progressive discipline.

- Undisclosed conviction of felony while employed or before being hired.
- Violation of any federal, state or local law during working hours.
- Using, possessing, or being under the influence of alcohol or unlawful drugs while on duty, while on church property, or while operating any vehicle being used for Church related purposes.

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- Sexual misconduct or any other unlawful sexual harassment of another staff member or any other person whether verbal, physical, or visual. Sexual misconduct could include, but not be limited to, sexual immorality outside of marriage, or engaging in inappropriate sexual behavior (e.g., such as pornography, prostitution, sexual harassment, adult clubs, phone sex, unwed pregnancy, inappropriate touching, or suggestive language, sexting).
- Possessing or bringing firearms, weapons, or hazardous chemicals on CJC property.
- Failure to submit to authority (insubordination) or disruptive and/or unprofessional behavior.
- Actual or threatened physical violence towards another staff member or church member.
- Threatening, intimidating or coercing any person while working for CJC whether on CJC property or not.
- Falsification of documents or making a material misrepresentation or omission on forms, records, or reports, including time sheets, application materials or member records.
- Punching or recording time on another staff member's time card / sheet or requesting another individual to punch or record one's time card / sheet.
- Unauthorized removal or possession of church property or the property of fellow staff members or church members.
- Destroying or damaging church or staff member property, records, or other materials.
- Any moral breach that could compromise the integrity of the church (e.g., criminal conduct, financial mismanagement, theft, embezzlement, domestic abuse).
- Disclosing confidential church, church staff member, or church member information.
- Accepting a bribe or any collusion in connection with your work.
- Job abandonment.
- Violation of CJC's communication policies or the "Guidelines for Internet and Email Use."
- Engaging in any activity that conflicts with or gives the appearance of conflicting with the interests of CJC.
- Gambling on church property.

CLASS B OFFENSES

The offenses listed below may result in implementation of progressive discipline up to and including discharge as deemed appropriate by an immediate supervisor.

- Teaching false doctrine.
- Disrupting the peace and unity of the church (e.g., slander, gossip, lying).
- Failure to meet obligations of the position.
- Failure to notify of an absence or tardiness, or to follow appropriate policies.

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- Excessive tardiness, absenteeism or patterned absenteeism on a recurring basis.
- Discussing confidential church information in public areas.
- Unsatisfactory work performance.
- Violating safety or health rules or practices or engaging in unsafe practices.
- Immoral conduct or indecency while working for CJC whether on CJC property or not.
- Participation in/or spreading malicious gossip or spreading false rumors.
- Abusive or vulgar language.
- Smoking outside of the designated smoking area.
- Any solicitation or distribution of literature of any kind on CJC's premises without prior approval.
- Unauthorized absence from a staff member's assigned work area, or being in an unauthorized area.
- Unauthorized use of CJC telephones, cell phone, computers, email, etc.
- Unauthorized change of work schedule.
- Deliberately misleading or providing false information regarding work related matters or performance issues.
- Working unauthorized overtime.
- Failing to observe health, fire, or safety policies or practices. Failure to report unsafe work hazards, or unsafe actions of other staff members.
- Failing to report injuries sustained during the staff member's work period.
- Failure to follow established CJC policies as outlined within this handbook.

PROGRESSIVE DISCIPLINE

Appropriate conduct while working for CJC, whether on CJC property or not, is expected at all times. Any violation of church policies or improper behavior or conduct may warrant disciplinary action. Although the employment relationship may be terminated at will by the staff member or by CJC without following any formal system of discipline or warnings, CJC may exercise discretion to use a progressive discipline procedure to ensure a fair method of disciplining staff members. When followed, the progressive discipline system is intended to give the staff member advance notice, whenever possible, of problems with the staff member's conduct or performance in order to provide the staff member an opportunity to correct any problems.

Progressive discipline will involve verbal counseling and one or more written warnings before a staff member will be terminated. Exceptions or deviations from the normal procedure, however, may occur whenever serious offenses occur or whenever CJC deems that circumstances warrant that one or more steps in the process be skipped.

General Steps

1. CJC may exercise its discretion to utilize forms of discipline that are less severe than termination in certain cases.

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- a. Examples of such less severe forms of discipline include verbal warnings, written warnings, probation, and suspension.
 - b. Any staff member who is placed on probation will stay on probation for a minimum of 30 days.
 - c. When suspended, a staff member will automatically be placed on probationary status (for a minimum of 30 days) when the staff member returns from their suspension.
2. Whenever a staff member is disciplined, the supervisor will write this up identifying the specific offense, the form of discipline and any other provisions:
- a. A copy of the notice should then be sent to the Executive Pastor and the Executive Director of Operations to become a part of the staff member's personnel file.
 - b. Supervision sessions must be documented and must be acknowledged by the staff member's signature in writing.
 - c. If a staff member refuses to sign a discipline notice, a supervisor must be called in to witness the refusal of signature. The witness will write his/her name and date on the counseling notice in the presence of the staff member and the Supervisor.
3. If there is not reasonable improvement within a set period, the supervisor should issue a written warning. A written warning may be followed by a final warning should things still not improve to an acceptable level. Warnings must be documented and signed by the staff member.
4. Final Warning: In the case of any final warnings, the staff member has one last chance to improve their performance/behavior.
5. Employment may be terminated at will by the staff member or the church at any time without following any formal system of discipline or warnings.

GRIEVANCE PROCEDURES

CJC wishes to provide each staff member fair and impartial treatment. In addition to an open door policy, a formal method is available in which staff members may raise employment related concerns. The church has established the following procedure for all staff members who have successfully completed the probationary period. To effectively investigate and resolve any staff member complaint, specific information is needed.

First Step -- Speak to your immediate Supervisor, if possible. In order to minimize the possibility of misunderstanding, the staff member should first discuss the problem with his/her immediate supervisor. The supervisor should document the concerns in writing. The supervisor will investigate the matter and attempt to provide a solution or explanation within one (1) week. If the issue has not been resolved or if the staff member feels uncomfortable bringing the issue to his/her immediate supervisor, the staff member may take the next step:

Second Step - Speak to the Campus Pastor or the Central Leadership Team member responsible for your area. If the staff member does not receive a satisfactory answer or resolution from his/her immediate supervisor within a week, the staff member should refer the problem, in writing, to the Directional Team member for the staff member's area. After receiving the written grievance, the Directional Team member will schedule a meeting with the staff member and the

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supervisor, if appropriate, to provide the staff member an opportunity to present the problem personally. The Directional Team member will promptly investigate the matter and will provide a response to the staff member within three (3) business days, with a copy to the Executive Pastor of Ministries. The Directional Team member will summarize the events and the final decision in writing and will file a copy of the summary in the staff member's personnel file. It is important the staff member realize the problem or grievance is of concern to management and will be investigated promptly. If the issue has not been resolved, the staff member may take the following step:

Third Step - Speak to the Executive Pastor of Ministries regarding the issue. If the staff member is not satisfied with the length of time it is taking to get a response or with the decision at the second step of this procedure, the staff member should request an appointment with the Executive Pastor of Ministries and the Directional Team member who will discuss the problem and investigate the basis for the grievance.

Fourth Step – Implement a grievance Sub-committee review. In grievances initiated by a Directional Leader, the Area Leader or Campus Pastor must first meet with the Executive Pastor of Ministries to attempt to resolve the grievance. If the Directional Leader is not satisfied with the response, the Directional Leader may submit a written request to the Senior Pastor and to the Chairperson of the HR Committee for a Grievance Sub-Committee to be formed. The request should include a summary of the formal grievance.

The Grievance Sub-Committee should consist of a total of three members of the HR Committee. The Grievance Sub-Committee will hear the matter within two (2) weeks of receiving the associate pastor's written request and will issue a final decision on the matter within one (1) week of hearing the matter.

The staff member will be provided a written decision as soon as is possible depending upon the circumstances involved. If it appears that extra time is required due to the nature of the investigation, the staff member will be notified. It is CJC's intention to be fair and impartial in order to establish the smoothest working relationship possible. No staff member will be discriminated or retaliated against or in any way penalized for using or participating in this procedure. All investigations will be documented.

SECTION G – MANAGEMENT OF INTELLECTUAL PROPERTY

DEFINITIONS

1. "Protected Works" means any and all ideas, discoveries, technical developments, software, works and work made for hire (as those terms are understood under federal copyright law), publications and other intellectual property that are related to the business or ministry of Christ Journey Church, including those made, developed, generated or conceived by CJC staff and other employees either (a) in connection with such employee's employment with CJC, or (b) using resources, materials, facilities, confidential information or other property of CJC.
2. "Excluded Works" means intellectual property that would otherwise be Protected Works, but that is made, developed, generated or conceived by CJC staff and other employees (a) entirely on such employee's own time, meaning after normal business hours, and (b)

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without using the resources, material, facilities, confidential information or other property of CJC.

OWNERSHIP OF PROTECTED WORKS

1. All Protected Works made, developed, generated, or conceived by the staff and other employees of CJC, either along or with others, will be the property of CJC, and CJC will be entitled to use, sell, license, and otherwise own such Protected Works without charge.
2. All Excluded Works will be the property of the employees who make, develop, generate or conceive them, but CJC will be entitled to use such Excluded Works at all times in its own ministries without charge and without restriction.

APPROVALS RELATED TO PROTECTED WORKS

1. The ownership of the Protected Works by CJC does not mean that CJC will always insist on retaining for its ministries all proceeds and other compensation from the usage, licensing, or sale of the Protected Works.
2. If any CJC employee desires to receive a portion of the proceeds or other compensation in connection with the sale, licensing, or other usage by third parties of any Protected Work developed, generated, or conceived by that employee, the employee should contact the Executive Pastor to discuss the details for obtaining approval.
3. The approval process will include a written request for approval for the sharing of proceeds or other compensation including information on:
 - a. The amount of working time used or needed to create the Protected Work;
 - b. The amount of CJC's resources used or needed to create the Protected Work;
 - c. The relative benefit of the Protected Work to CJC and to the employee;
 - d. The investment of the employee in CJC's ministry generally (whether the creation of the Protected Work was a central part of the employee's job description or more tangential); and
 - e. The philosophy, name recognition, or influence needed to market and sell the Protected Work.
4. The Executive Pastor of Ministries in consultation with the Executive Pastor of Campus Operations and the appropriate Directional Team member will review the request and submit it with a recommended disposition to the HR Committee for approval. The decisions of the HR Committee will be final. Materials such as policy manuals, inquirers manuals, etc., which have a limited outside sales potential (ex.: a church would typically only purchase one), will not be subject to a split of compensation since the volume will be relatively small. Any compensation from such sales will go to CJC.

APPROVALS RELATED TO EXCLUDED WORKS

1. Although the Excluded Works will be the property of the employee(s) who make, develop, generate, or conceive them, such employees must obtain the approval of the Executive Pastor of Ministries, the Executive Pastor of Campus Operations and the HR Committee, if appropriate, prior to making or developing such Excluded Works, so that they can determine the proposed Excluded Works will not be Protected Works.

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2. This approval will not be unreasonably withheld. After it is obtained, the employee will be entitled to use, sell, license, and otherwise dispose of the Excluded Works, subject to the rights of CJC at all times to use such Excluded Works in its own ministries without charge and without restriction.

SPECIAL POLICY FOR SERMONS AND SERMON RECORDINGS FOR REGULARLY SCHEDULED WORSHIP SERVICES

1. Although technically sermons and sermon recordings do not fit within the definition of Excluded Works (because they are prepared and delivered in connection with a pastor's employment with CJC), for purposes of this policy they will be treated as if they are Excluded Works.
2. Within this context, a "sermon" shall be deemed to be a teaching or lesson given in conjunction with a regularly scheduled worship service.

EXAMPLES:

1. If a song is written by a staff member prior to employment with CJC, CJC has no rights to the song and must pay the CCLI fee. The song is neither a Protected Work nor an Excluded Work because it was created prior to the individual being employed by CJC. If the staff member develops a new arrangement of the song on church time for use in the worship service, CJC will have free use of this arrangement, and the arrangement will be a Protected Work
2. If an IT staff member develops a piece of software while at work as a part of his job responsibilities, the software is a Protected Work. The church may use the property as desired. The creator may market the property provided the creator has received approval through the approval process. The Executive Pastor and the Personnel Committee will determine any sharing of revenues, if appropriate, during the approval process.
3. A staff pastor prepares a sermon series and preaches it during Sunday worship services. The pastor then leaves CJC to pastor another church. The series is considered an Excluded Work. The pastor can preach the sermon series and distribute tapes, CDs, etc., at his new church. CJC may continue to use and distribute tapes, CDs, etc. and transcripts of the series at no cost for use within CJC ministries.

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**Receipt and Acknowledgment
of Christ Journey Church HR Policy Handbook**

I hereby agree and acknowledge that:

- My employment is “at-will.” It can be terminated at any time, either by myself or Christ Journey Church with or without cause or notice regardless of the length of my employment or the granting of benefits of any kind. Similarly, I understand that Christ Journey Church reserves the right to change the terms and conditions of my employment including my title, responsibilities and compensation at any time with or without cause or notice. I further understand that no contract of employment has been expressed or implied, and that no circumstances arising out of my employment will alter my “at-will” employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and a duly authorized representative of the Church after recommendation by the HR Committee with approval by the Council on Ministries in writing.
- I have received and read a copy of the Christ Journey Church Personnel Policy Handbook (the “Handbook”). I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Christ Journey Church at any time. I am responsible to know and comply with the policies and procedures in the Handbook, as well as any additions or changes to the Handbook.
- I am aware that, during the course of my employment, Confidential Information (as defined in the Handbook) will be made available to me. I understand that this information is critical to the success of Christ Journey Church and must not be given out or used outside of Christ Journey Church’s premises or with non-Christ Journey Church employees. In the event of termination of my employment, whether voluntary or involuntary, I agree not to utilize or provide any Confidential Information to any other individual or organization.
- I understand and agree that unless otherwise required by law, any and all intellectual property, namely significant inventions, conceptions and ideas for improvements and valuable discoveries, whether patentable or not, that are conceived or made by me, on my own or with another, during my employment or within one year thereafter and that are directly related to the business or activities of Christ Journey Church and that I conceive of as a result of my employment, regardless of whether such ideas, inventions or improvements qualify as “works for hire” shall be the sole and exclusive property of Christ Journey Church without further compensation. I further agree that any intellectual property based on Christ Journey Church’s confidential information and developed at any time shall be the property of Christ Journey Church. I also understand and agree to notify and fully disclose to Christ Journey Church the development of intellectual property. I hereby further assign to Christ Journey Church my entire right, title, and interest in such intellectual property. Whenever requested to do so by Christ Journey Church, I agree to execute any and all applications, assignments or other instruments that Christ Journey Church shall deem necessary to apply for and obtain Letters Patent of the United States or any foreign country, or to otherwise protect Christ Journey Church’s interest therein. Finally, I hereby grant to Christ Journey Church the right to use my likeness in any of Christ Journey Church’s videos, photographs, or printed materials.
- I understand that my signature below indicates that I have read and agreed with the above statements and have received and read a copy of the Christ Journey Church HR Policy Handbook.

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Employee's Printed Name _____ Position

Employee's Signature _____ Date

Reminder: This page remains in your Handbook. Please sign it above, make a copy of the page and return the copy of this page to your immediate supervisor. Thank you.