



HUMAN RESOURCE POLICY MANUAL

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Welcome!

The Leadership, Staff and Board welcome you to the ministry of Christ's Chapel. It is a privilege for the entire staff to work together as a team in the work of the Lord.

This manual is for staff at all levels of employment of Christ's Chapel. This manual has been designed to acquaint you with Christ's Chapel and provide information about working conditions, employee benefits and other policies affecting your employment. Because of the at-will employment relationship (explained further in this document), this manual is not in any way a contract. In addition, the Leadership of CC may elect to change, delete or add policies at anytime.

You should read, understand and comply with all provisions of the Human Resource Policy Manual. It describes many of your responsibilities as an employee and outlines the programs developed by Christ's Chapel to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Please thoroughly familiarize yourself with the contents of this manual, and help ensure that all of Christ's Chapel human resource policies and procedures are administered as consistently and fairly as possible.

In our work together as a team, our goal is to have a heart for people while we fulfill Jesus' command:

"...go and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Matthew 28:19-20 (NIV)

God bless you,
Christ's Chapel

General Provisions

Manual Terminology

This manual contains the basic human resource policies and practices for Christ's Chapel. It is not, however, intended to alter the employment-at-will relationship in any way.

As used in this manual:

- A. The words "shall" or "will" are understood to be mandatory in nature and the word "may" as permissive in nature;
- B. The masculine gender includes feminine gender;
- C. "Supervisor" means an individual with the authority to assign, direct and review the work of one or more subordinates; and
- D. "immediate family" mean the employee's spouse, brother, sister, parent, child, step-child, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law and any other member of the employee's household.

Church Administrator

The Church Administrator is responsible for fair and consistent enforcement of Christ's Chapel human resource policies and procedures. The Church Administrator provides staff assistance to supervisors and department heads in developing, communicating and carrying out Christ's Chapel human resource policies and procedures. The Church Financial Director is the senior consultant to the Board on all matters concerning human resource management.

Human Resource Records

Christ's Chapel maintains human resource records for applicants, employees and past employees in order to document employment-related decisions, evaluate and assess policies and comply with government record keeping and reporting requirements. Christ's Chapel strives to balance its need to obtain, use and retain employment information with each individual's right to privacy. To this end, it attempts to restrict the human resource information maintained to that which is necessary for the conduct of its ministry operations or is required by federal, state or local law.

Employees are responsible to make sure their human resource records are up to date and should notify the Church Financial Director in writing of any changes in at least the following:

- A. Name;
- B. Address;

- C. Telephone number;
- D. Number of dependents;

In addition, employees who have a change in the number of dependents must complete a new IRS Form W-4 for income tax withholding purposes within **10 days** of the change if the change results in a decrease in the number of dependents.

Employees may inspect their own human resource records in the presence of the Church Administrator, or his/her designee, and may copy but not remove certain documents in the file. Such an inspection must be requested in writing to the Church Administrator and will be scheduled at a mutually convenient time during regular office hours. Documents obtained in connection with investigations of a possible criminal offense, ratings, reports or records that were obtained prior to the employee's employment, documents prepared by identifiable examination committee members or documents obtained in connection with a promotional examination, may be withheld from the employee's inspection.

Employees who feel that any file material is incomplete, inaccurate or irrelevant may submit a written request to the Church Administrator that the files be revised accordingly. If such a request is not granted, the employee may place a written statement of disagreement in the file and pursue the matter further using the regular grievance procedure.

Statement of Faith

1. In essential beliefs – we have unity.

"There is one Body and one Spirit . . .there is one Lord, one faith, one baptism, and one God and Father of us all . . ." (Ephesians 4:4-6)

2. In non-essential beliefs – we have liberty.

"Accept him whose faith is weak, without passing judgment on disputable matters . . . Who are you to judge someone else's servant? To his own master he stands or falls . . .So then each of us will give an account of himself to God . . .So whatever you believe about these things keep between yourself and God." (Romans 14:1, 4, 12, 22)

3. In all our beliefs – we show charity.

" . . .If I hold in my mind not only all human knowledge but also the very secrets of God, and if I have the faith that can move mountains-but have no love, I amount to nothing at all." (1 Corinthians 13:2)

"So then, just as you received Christ Jesus as Lord, continue to live in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness." (Colossians 2:6-7)

Six Basic Bible Practices

- **Bible As Our Sole Authority**

"The whole Bible was given to us by inspiration from God and is useful to teach us what is true and make us realize what is wrong in our lives; it straightens us out and helps us to do what is right." (2 Timothy 3:15)

Since God's Word is the only completely reliable and truthful authority, we accept the Bible as our manual for living. Our first question when faced with a decision is "What does the bible say?" We practice regular Bible reading, Bible study, and Bible memorization. The Bible is the basis for all we believe.

- **Priesthood Of Every Believer**

"Christ loves us, and by His death He had freed us from our sins and made us a kingdom of priests to serve God . . ." (Revelation 1:6) (GN) "You are . . . the King's priests . . . God's own people chosen to proclaim the wonderful acts of God." (1 Peter 2:9)(GN)

The Bible teaches that every Christian is called to "full time" Christian service, regardless of his or her vocation. We practice the truth that every believer is a minister encouraging every member to find a place of service and ministry. Every believer has direct access to God through prayer and Bible reading.

- **Tithing**

"A tithe of everything you produce belongs to the Lord; it is holy to the Lord."
(Leviticus 26:30)

At Christ's Chapel, we encourage tithing and giving offerings for the support of Christ's body, the Church. (Malachi 3:8-10:2; Corinthians 8:7)

- **Immersion**

"For when you were baptized, you were buried with Christ, and in baptism you were also raised with Christ . . ." (Colossians 2:12)(GN)

We practice baptism by immersion under water – the way Jesus was baptized, and the New Testament model.

- **Spirit-Led Living**

(Jesus said), "I am the Vine, you are the branches. If you abide in me and I in you, you will bear much fruit; but apart from me you can do nothing." (John 15:5)

We believe the only way possible to live the Christian life is by God's power within us. So we seek to practice a daily dependence on God's Spirit to enable us to do what is right.

(Philippians 2:13; Ephesians 5:18)

- **Telling Others About Christ**

"Always be prepared to give an answer to everyone who asks you to give a reason for the hope that you have." (1 Peter 3:15)

It is the privilege of every Christian to share the Good News with others. We practice personal sharing about Christ and inviting friends to church and living a Christlike life before them.

Note: Christ's Chapel is affiliated with the Assemblies of God and as such embraces the 16 Fundamental Doctrines of the Fellowship as Biblical truth.

Our Vision: Building Faith, Families and Friends

Building Faith: Regardless of where people are on their individual journey of faith, our goal is to strengthen their loyalty to Jesus Christ in experience, knowledge, and community.

Building Families: God established family and it remains the primary means to reveal his glory and impact cultures. Our heart is to welcome and strengthen all families, celebrating singleness, honoring marriage, and prioritizing children.

Building Friends: We were created to belong, not just believe. Our hope is to provide a culture where existing friendships are strengthened, new relationships are formed, and a sense of community and belonging is experienced.

Our Purpose: To Be a Church Where People Are Accepted and Loved, Valued and Welcomed

People matter... all people... without exception. God's love collapses prejudice, bias, and the things that often divide and separate. Christ's Chapel welcomes the hurting and struggling as openly as those with wholeness and stability... genuinely celebrating everyone as a person of value.

Our Core Values

Character defines a person... and a church. Although readily admitting our efforts fall short of our goals, these 'character traits' define our heart to live honorably and to treat others with respect at all times... detailing the attitudes we strive to live out in the work place, congregation we serve, and community we live in.

Connection: Community Requires Intentionality

Discipleship: Becoming and Making Christ Followers is Priority

Faithful: You Can Depend on Us

Fun: Let's Enjoy Life and Laugh Often

Generous: We Aim to be Givers More Than Takers

Genuine: What You See is Who We Are

Hard Working: Faith Without Works is Dead

Honest: We Promise to Always Tell the Truth

Kind: Our Hope is to Always Show We Care

Loving: The Great Commandment (Mark 12:30-31) is Celebrated

Loyal: Everyone Needs Friends that Remains Friends

Prayerful: We Love Enough to Present Your Needs and Concerns to God

Safe: Creating a Secure Environment for Adults and Children at Every Gathering

Self-Evaluation: Our Goal is to Always Improve Who We Are and What We Do

Serving: We Discover Our Ministry Gifts by Investing in Others

Goals & Expectations

It is Christ's Chapel policy to implement fair and effective human resource policies and procedures and to require all employees to serve Christ's Chapel best interests.

Christ's Chapel expects all employees to:

- A. Deal with members, constituents and suppliers in a professional manner maintaining a high level of integrity, honesty and confidentiality;
- B. Perform assigned tasks in an efficient manner;
- C. Be punctual;
- D. Be loyal to the leadership and staff of the church;
- E. Develop and maintain a close personal walk with the Lord;
- F. Maintain a Christian outlook and attitude at all times;
- G. Maintain a habit of regular church attendance;
- H. Demonstrate a considerate, friendly and constructive attitude toward fellow employees; and
- I. Adhere to the policies adopted by Christ's Chapel.

Christ's Chapel retains the sole right to exercise all managerial functions including, but not limited to, the rights to:

- A. Dismiss, assign, supervise and discipline employees;
- B. Determine and change starting times, quitting times and shifts;
- C. Transfer employees within departments or into other departments and other classifications;
- D. Determine and change the size and qualifications of the work force;
- E. Determine and change methods by which its operations are to be carried out;
- F. Determine and change the nature, location, services rendered, quantity and continued operation of Christ's Chapel; and
- G. Assign duties to employees in accordance with Christ's Chapel needs and requirements and to carry out all ordinary administrative and management functions.

Employment-at-Will Relationship

All employees who do not have a written employment contract with Christ's Chapel for a specific, fixed term of employment are employed at the will of Christ's Chapel for an indefinite period and are subject to termination at anytime, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at anytime and for any reason.

This policy will not be modified by any statements contained in this manual or any other employee manuals, employment applications, Christ's Chapel recruiting materials, Christ's Chapel memoranda or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singularly or combined, are to create an express or implied contract concerning any terms or conditions of employment. Similarly, Christ's Chapel policies and practices with respect to any matter are not to be considered as creating any contractual obligation on Christ's Chapel part or as stating in any way that termination will occur only for "just cause." Statements of specific grounds for termination set forth in this manual or in any other Christ's Chapel documents are examples only, not all-inclusive lists and are not intended to restrict Christ's Chapel right to terminate at will.

Completion of an introductory period or conferral of regular status does not change an employee's status as an employee-at-will or in any way restrict Christ's Chapel right to terminate such an employee or change the terms or conditions of employment.

Employment

Equal Employment Opportunity

It is the intention of Christ's Chapel to practice equal employment opportunity without regard to an individual's race, color, national origin or disability in application of any policy, practice, rule or regulation. Functioning as a not-for-profit Christian ministry, we can and do discriminate on the basis of religion and on matters consistent with our beliefs.

Employee Harassment

Christ's Chapel is committed to maintaining a hostile free work environment in which all individuals treat each other with dignity and respect and is free from all forms of intimidation, exploitation and harassment including, but not limited to, sexual harassment. Christ's Chapel is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

"Harassment," including "sexual harassment," means unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, gender, disability or age made by someone from or in the work setting under any of the following conditions:

- A. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment;
- B. Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual;
- C. The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile or offensive work environment;
- D. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affects an individual's employment opportunities; or
- E. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through Christ's Chapel.

Unwelcome conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct which would violate this policy are the following:

- A. Unwanted sexual advances or propositions;

- B. Offering employment benefits in exchange for sexual favors;
- C. Making or threatening reprisals after a negative response to sexual advances;
- D. Visual conduct such as leering, making sexual gestures or other gestures which denigrate a person's race, color, national origin, gender, disability or age;
- E. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age or disability and that is placed on walls, bulletin boards or elsewhere on Christ's Chapel premises or circulated in the workplace;
- F. Epithets, slurs, negative stereotyping, threatening, intimidating or hostile acts that relate to race, color, gender, national origin, age or disability, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
- G. Physical conduct such as touching, assaulting, impeding or blocking movements.

Employees who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Church Administrator, or Church Financial Director if the complaint involves the Church Administrator. Employees who observe conduct of a harassing nature are also encouraged to report the matter to the Church Administrator, or the Church Financial Director if the complaint involves the Church Administrator. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, Christ's Chapel reserves the right to fully investigate every complaint and to notify appropriate government officials as the circumstances warrant.

It is against Christ's Chapel policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted or participated in any investigation proceeding or hearing concerning harassment.

When the Church Administrator, or the Church Financial Director, if the complaint involves the Church Administrator, receives a complaint, she will immediately direct an investigation. If the investigation confirms the allegations, prompt corrective actions will be taken and the individual who suffered the harassing conduct will be informed of the corrective action taken. In addition, any employee found to be responsible for harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Hiring Qualifications

Christ's Chapel hires individuals on the basis of their qualifications and ability to do the job to be filled. Unless otherwise provided in writing, employment with Christ's Chapel is considered

to be at-will so that either party may terminate the relationship at anytime and for any lawful reason.

A member of an employee's immediate family will be considered for employment by Christ's Chapel provided the applicant possesses all the qualifications for employment. These criteria will also be considered when assigning, transferring or promoting an employee.

Hiring of Employees under Age 18

When Christ's Chapel hires employees under age 18 who are not emancipated or do not have a high school equivalency degree ("minor employees"), Christ's Chapel and the minor employee must comply with all necessary laws pertaining to the employment of minors. Christ's Chapel must keep records of this compliance. All minor employees may only work during non-school hours.

Immigration Law Compliance

Christ's Chapel complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and those aliens who are authorized to work in the United States.

Position Descriptions (Job Descriptions)

Position descriptions will be developed for all of Christ's Chapel positions.

Position descriptions:

- A. Indicate the general nature of duties, responsibilities, specifications, designated work week and exempt/nonexempt, hourly/salaried status;
- B. May be changed to meet the needs of Christ's Chapel at anytime; and
- C. Will be reviewed on an annual basis by the Church Administrator

Employment Agreements

Christ's Chapel may execute, at its sole discretion, written employment agreements with certain of its employees. Such written agreements must be signed by the Church Financial Director. Those who do not have a written employment contract containing a specified term of employment are considered at-will employees.

Medical Examinations & Health Procedures

Christ's Chapel reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. Employees returning from a disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees. In addition, Christ's Chapel reserves the right to require a second medical opinion regarding an employee's absence because of illness or injury or regarding a doctor's certification of an employee's ability to return to work. Any such second opinion will be paid for by Christ's Chapel.

Employees who become ill on the job or suffer any work-connected injury, no matter how minor, must report the situation to the Church Administrator for determination of appropriate action, such as arranging for examination and treatment and for recording of the incident.

Introductory Period

All new employees and all present employees transferred or promoted to a new job are to be monitored and evaluated for an initial introductory period on the job of **at least six months**. After satisfactory completion of the introductory evaluation, such employees will be evaluated on an annual basis as provided for in the Performance Appraisal policy.

At all times, employment with Christ's Chapel is considered to be "at-will," and the employer/employee relationship may be terminated at anytime for by either party.

Transfer

Christ's Chapel may, at its discretion, initiate or approve employee job transfers from one job to another or from one location to another.

Promotion

Christ's Chapel hires employees for entry level positions, provides training and development for employees when deemed necessary and offers employees promotions to higher level positions when deemed appropriate. To fill non-ministerial vacancies above the entry level, church leadership prefers to promote from within and will first consider current employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in Christ's Chapel best interest. Promoted employees will be subject to the provisions of the Introductory Period policy for a period of at least 90 days.

Hours of Work

Christ's Chapel establishes the time and duration of working hours as required by work load and production flow, ministry needs and efficient management of resources.

The normal work week is Monday through Sunday, beginning and ending at midnight on Sunday and consisting of 40 hours. The normal work day for full-time employees will consist of 8 hours of work with an unpaid meal period of 1 hour. Rest or coffee breaks are considered as time worked.

If an employee misses work and desires to make up the lost time within the same week in which it was lost, the employee may submit a written or oral request to do so to the Church Administrator. Christ's Chapel does not require employees to make up lost time in lieu of lost pay, nor is it required to grant such requests.

The purposes of staff meetings are to promote team communication, problem solve office procedures and stay abreast of the church's growth and progress. Meeting times are determined by the Senior Pastor. Each staff member is encouraged to contribute to the agenda. STAFF MEETINGS ARE HELD WEEKLY AND ATTENDANCE IS REQUIRED.

Overtime

Christ's Chapel does adhere to an Overtime Policy for its nonexempt full time employees. Supervisors are encouraged to speak with the Church Administrator or Church Financial Director well in advance of an overtime need in order to adhere to the Overtime Policy.

Compensatory Time:

Kentucky law prohibits private employers from using compensation time (comp time) to make up for overtime work by nonexempt employees. However, nonexempt employees may rearrange their hours to keep from working over 40 hours a work week.

Employee attendance at lectures, meetings and training programs will be considered hours of work if it was requested and/or approved by management.

All nonexempt employees (**Hourly employees are nonexempt and salary employees are exempt**) are required to complete an individual time record showing the daily hours worked. Time records cover two work week and are to be completed contemporaneously throughout each work day. Because time records are legal documents, their falsification can result in discipline up to and including termination.

The following points should be considered in filling out time records:

- A. Employees are to clock in their starting time, time out for lunch, time in from lunch and quitting time for each workday;
- B. Employees are not permitted to work before or after they have clocked their time;
- C. Employees are required to take lunch and/or meal breaks when appropriate;

Exempt employees are not required to clock their time, but must account for daily attendance. In addition, exempt employees will not receive overtime compensation.

Volunteer Service for Christ's Chapel

Christ's Chapel, a ministry dependent on the volunteer efforts of those who feel led to give of themselves to help accomplish its mission, appreciates the volunteer time that many of its employees give. Because of legal requirements, however, any time volunteered by an employee for Christ's Chapel must first be approved by the employee's immediate supervisor to help ensure that it does not parallel the employee's normal job description.

Temporary and Part-Time Employees

Christ's Chapel may supplement the regular work force with temporary or part-time employees, or other forms of flexible staffing, when needed because of periods of peak workload, employee absences or other situations as may be determined by management. A temporary employee is an individual who is hired either part-time or full-time for a specified, limited period. A part-time employee is an individual who is hired for an indefinite period, but who works less than 36 hours in a work week (1,872 hours per year). Other flexible staffing classifications or arrangements may be added as needed.

Termination

Christ's Chapel or the employee may terminate employment at anytime and for any reason. The Church Administrator, or her designee, will conduct an exit interview no later than the employee's last working day. The interview should:

- A. Attempt, if the termination is voluntary, to determine the actual reason or reasons why the employee is leaving so that, where appropriate, action can be taken to correct any problems that come to light;
- B. Discuss, if the termination is involuntary, the circumstances and reasons leading to the termination so that misunderstandings and hard feelings can be minimized (two Christ's Chapel representatives should be present);
- C. Explain any conversion or continuation of benefits under Christ's Chapel benefit plans;
- D. Determine the employee's availability for future employment, if the supervisor's written evaluation recommends such employment, and explain Christ's Chapel policy on references (Christ's Chapel will only confirm dates of employment and position responsibilities. Wage history will be given to prospective employers only if the former employee has signed permission to release such reference information and a copy is provided to Christ's Chapel);

- E. Obtain the employee's correct address for mailing IRS Form W-2
- F. Remind the employee to take away any personal belongings;
- G. Discuss the employee's continuing duty not to disclose confidential information;
- H. Return CC keys and property; and
- I. Return Human Resource Manual.

The Church Administrator, or her designee, will have the final pay (including accrued vacation) for voluntarily terminating employees available on the next payroll day unless the employee has been involuntarily terminated. He will also be responsible for securing the return by terminating employees of all Christ's Chapel property in their possession. The Church Financial Director will prepare final pay in the form of a paper check, which will then be delivered to the Church Administrator or her designee. No final pay will be transmitted by direct deposit.

Salary & Benefit Administration

Disclosure of Benefits

Christ's Chapel adheres to all Affordable Care Act (ACA) guidelines. Therefore, for the purposes of benefits, full-time is defined as an employee scheduled to work 36 hours per week

All benefits provided by Christ's Chapel are described in official documents which are kept on file by the Church Administrator. These documents are available for examination by any plan participant or beneficiary. In addition, they are the only official and binding documents concerning Christ's Chapel benefits.

State & Federal Unemployment Insurance Exemption

Because churches are exempt from participation in state and federal unemployment insurance programs, Christ's Chapel does not provide unemployment insurance as an employee benefit.

COBRA

Christ's Chapel does not currently provide a group insurance plan, however should it do so in the future, COBRA does not apply to group insurance plans for churches and is not offered.

Vacations

Christ's Chapel grants annual vacations with pay to exempt full-time and part-time employees. Employees may not receive vacation pay in lieu of time off. The vacation year is the calendar year January 1st through December 31st. For the purpose of vacation qualifications, a full-time employee will be defined as an employee who consistently works between 36 and 40+ hours each week while a part-time employee will be defined as an employee who consistently works less than 36 hours each week. Employees will accrue vacation according to the following schedule:

For all qualified full-time staff only:

- First calendar year through third calendar year: 2 weeks vacation
- Fourth calendar year and over: 3 weeks vacation

For qualified part-time staff only:

- First calendar year and over: 2 weeks vacation

Vacation qualifications are established according to the employee's tenure and status.

Non- Exempt Part-time employees under 20 hours per week and temporary employees receive no vacation benefit.

An employee whose employment is terminated, who quits or who is laid off will receive vacation pay for any unused vacation accrued at the time of termination or layoff. If an employee dies, pay for accrued and unused vacation will be paid in a lump sum to the employee's estate.

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

Personal Day

All full-time employees are granted 5 paid personal day each year. All part-time Exempt employees are granted 2 paid personal days per year. Personal days may be used at the discretion of the employee, subject to supervisory approval.

Paid Sick Leave

All full-time employees are granted 5 paid sick days each year. All part-time Exempt employees are granted 5 sick days per year. Non-Exempt Part-time employees and temporary employees

receive no sick leave benefit. Employees whose employment is terminated for any reason will not be compensated for any unused sick leave.

Holidays

Christ's Chapel observes certain designated days each year as holidays. The following schedule of holidays is observed during each calendar year:

1. New Year's Eve
2. New Year's Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving
8. Christmas Eve
9. Christmas Day

Full-time employees will be given a day off with pay for each holiday observed. Temporary employees, part-time (non-exempt) employees and employees on leaves of absence or on layoff are not eligible to receive holiday pay. Full-time employees are eligible to receive their regular rate of pay for each observed holiday.

To receive holiday pay, an eligible employee must be at work, or on an authorized absence, on the work days immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent on one or both of these days because of an illness or injury, Christ's Chapel reserves the right to verify the reason for the absence before approving holiday pay.

When a holiday occurs on a Saturday or Sunday, management may determine that it will be observed on either the preceding Friday or following Monday.

If a holiday occurs during an employee's vacation period, the holiday will not be charged as a vacation day.

Salary Administration

Christ's Chapel pays wages and salaries which are nondiscriminatory and as competitive as possible with rates being paid for like jobs by other employers in the community. However, all wage and salary policy decisions must take into consideration Christ's Chapel overall economic condition and ministry mission.

Christ's Chapel withholds payroll deductions for federal and state income tax and federal insurance contributions (FICA) as required by law. Christ's Chapel also complies with all garnishment orders served upon it and will not retaliate against any employee for any garnishment.

Performance Appraisal

The job performance of each employee should be evaluated periodically by the employee's supervisor upon the following occasions:

- A. By the end of the first 90 days of employment (introductory period);
- B. Prior to the annual salary review or on the anniversary date of employment; and
- C. When the employee is transferred or promoted to a new job.

Between scheduled appraisals, supervisors should discuss with employees on an informal basis any performance issues that warrant attention and should keep records of any significant incidents.

The employee will have the opportunity to examine the written evaluation and make written comments or write a response about any aspect of it. Employees who feel they want more than the chance to add written comments or write a response to their appraisal may request a review by the Church Administrator.

Because of the employment-at-will relationship, a good performance appraisal is not a promise of continued employment.

Severance Pay

Christ's Chapel is under no obligation to give a terminated employee severance pay, but severance pay may be granted to terminated employees under certain circumstances at Christ's Chapel discretion.

Pay Procedures

Christ's Chapel pays employees by direct deposit on a biweekly basis and in a manner so that the amount, method and timing of such payments comply with any applicable laws or regulations.

If the regular payday occurs on a bank holiday, employees will be paid on the last working day prior to the regular payday.

Authorized Absence from Work

Attendance & Punctuality

Employees are to report for work punctually as scheduled and to work all scheduled hours. Excessive tardiness and poor attendance disrupt work flow to the service of members and constituents and will not be tolerated.

Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination. Absences in excess of those allowed in the short-term absence policy and tardiness or early leaving (for instance, beyond 5 minutes of starting or quitting time) more than three times in a 3-month period are grounds for discipline.

Employees who are delayed in reporting for work more than thirty minutes and who have not called their supervisor within 5 minutes of the beginning of their work schedule may lose their right to work the balance of the work day. Employees who report for work in a condition deemed not fit for work, whether for illness or any other reason, will not be allowed to work.

Employees will not be required nor permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, authorized absence or any other reason if the result will be that the employee works more than 40 hours during the work week.

Employees who are absent from work for 3 consecutive days without giving proper notice to Christ's Chapel will be considered as having voluntarily quit. At that time, the Church Administrator will formally note the termination and advise the employee of the action by certified mail.

Other Leaves of Absence

Christ's Chapel may grant employees other **unpaid** leaves of absence up to a maximum of 1 year under certain circumstances. The following types of leaves will be considered:

Personal Leave of Absence: Employees may be granted a personal leave of absence to attend to personal matters in cases in which the Church Administrator determines that an extended

period of time away from the job will be in the best interests of the employee and Christ's Chapel.

Military Leave of Absence: A military leave of absence will be granted if an employee enlists, is inducted or is recalled to active duty in the United States Armed Forces for a period of not more than 4 years (plus any involuntary extension for not more than 1 additional year). Employees who perform and return from military service in the Armed Forces, the Reserves or the National Guard shall have and retain such rights with respect to reinstatement, seniority, vacation, layoffs, compensation and length of service pay increases as may be from time to time provided by applicable federal or state law.

Upon satisfactory completion of military service and timely notice of intent to return to work, an employee will be reinstated to a job comparable to the one the employee left, provided the employee is qualified and Christ's Chapel circumstances have not changed to the extent that it would be impossible or unreasonable to provide reemployment. An employee must reapply for a job within 90 days after being released from active duty. Reservists and National Guardsmen returning from initial active duty for training must apply for reinstatement within 31 days after being released from military duty. Employees returning from all other active duty for training must report to work on the first scheduled working day following completion of training or service.

If an employee, on return from military service, is physically unable to perform the duties of the employee's previous job, Christ's Chapel will attempt to place the employee in a position of similar status and pay that is compatible with the employee's physical abilities.

Active reservists will be given a pay differential for up to two weeks of military service if the amount received for this service is less than the amount of wages regularly received from the Church for the same period of time.

Jury Duty: Christ's Chapel encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Bereavement Leave: Full-time employees will be granted time off with pay to attend a funeral in the immediate family for the following:

10 working days: Spouse/Child/Step-Child

5 working days: Mother/Step-Mother/Father/Step-Father/Brother or Sister In-laws

2 working days: Grandparents/Grandchild/Aunt/Uncle

1 day for close personal friend (with Administrative approval).

If an employee fails to return to work following an approved leave of absence, the employee may be terminated from employment.

Maternity/Paternity Leave

Maternity Leave:

Maternity leave is the time a mother takes off work for the birth or an adoption of a child. Under the FMLA guidelines, employees desiring to take maternity leave must notify the Church Administrator at least 30 days in advance. Maternity leave is unpaid and Christ's Chapel requires that employees use and exhaust all accrued vacation and/or sick leave as part of FMLA leave in the following order: 6 weeks sick leave, vacation leave until it is exhausted, then the remaining sick leave until exhausted.

Paternity Leave:

Paternity leave is the time a father takes off work for the birth or an adoption of a child. Under the FMLA guidelines employees desiring to take paternity leave must notify the Church Administrator at least 30 days in advance. Paternity leave is unpaid and Christ's Chapel requires that employees use and exhaust all accrued vacation and/or sick leave as part of FMLA leave in the following order: 4 days sick leave, vacation leave until it is exhausted, then the remaining sick leave until exhausted.

Family Medical Leave Act (FMLA)

Christ's Chapel is subject to the Family Medical Leave Act (FMLA) and eligible employees will be granted up to 12 weeks annually of unpaid absence for the following reasons:

1. For the birth of a child or the placement of a child for adoption or foster care (leave for birth or adoption, including foster care placement, must conclude within 12 months of the birth or placement);
2. To care for an immediate family member's serious illness (spouse, child or blood parent, parent-in-laws are excluded by law); or
3. To take medical leave when the employee is unable to work because of a serious health condition. "Serious health condition" means:
 - A. Any period of incapacity or treatment connected with inpatient care in a hospital, hospice or residential medical care facility;
 - B. Any period of incapacity requiring absence of more than 3 calendar days from work, school or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
 - C. Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not

treated, would likely result in a period of incapacity of more than 3 calendar days and for prenatal care.

Christ's Chapel may require certification, on a periodic basis, of a continuing illness or disability by the employee's physician and/or a physician selected by Christ's Chapel.

To be eligible for FMLA benefits, an employee must:

1. Have worked for Christ's Chapel for at least a total of 12 months; and
2. Have worked at least 1,250 hours over the prior 12 months.

Spouses employed by Christ's Chapel are jointly entitled to a combined total of 12 work weeks of family leave for the birth or adoption/placement of a child or to care for an immediate family member's serious illness. Spouses are entitled to 12 weeks individually for personal illness.

FMLA leave may be taken intermittently whenever it is necessary to care for a seriously ill family member (spouse, child or blood parent, parent-in-laws are excluded by law), or because the employee is seriously ill and unable to work. If the need for intermittent leave is foreseeable based on planned medical treatment, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt Christ's Chapel operations, subject to the approval of the employee's health care provider.

FMLA benefits include the following:

1. Upon return from FMLA leave, the employee will be restored to his original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. (Where restoration to employment will cause substantial and grievous economic injury to Christ's Chapel operations, Christ's Chapel may refuse to reinstate salaried employees who are among the highest paid ten percent of Christ's Chapel work force. In such cases, Christ's Chapel will notify the employee as soon as such a determination has been made and give the employee an opportunity to return to the work force).
2. While seniority will not continue to accrue during FMLA leave, all seniority earned before the FMLA leave will be reinstated upon the employee's return to the work force.

Employees desiring to take FMLA leave must notify the Church Administrator at least 30 days in advance when the need for leave is foreseeable. When the need for leave is not foreseeable thirty days in advance, the employee must notify the Church Administrator as soon as practical. As early as the fourth day of an FMLA-qualified absence, Christ's Chapel may elect to classify it as FMLA leave.

Employees may elect, or Christ's Chapel may require, employees to use and exhaust all accrued vacation and/or sick leave as part of FMLA leave. Christ's Chapel will determine, prior to granting vacation and/or sick leave, whether the leave counts towards the employee's FMLA leave entitlement and so notify the employee immediately upon learning that it qualifies as FMLA leave. If Christ's Chapel has insufficient information to determine whether the paid leave qualifies as part of the employee's FMLA leave entitlement, it may conclude so and notify the employee during the leave.

Rest Breaks

Whenever practical, hourly employees may receive a rest break of 15 minutes at approximately the middle of every 4 hours of work not broken by a meal period. Christ's Chapel is under no obligation to provide rest breaks.

Meal Breaks

Full-time hourly employees will take an unpaid meal break near the middle of the workday; the break will be 60 minutes. Part-time hourly employees scheduled to work more than 5 consecutive hours during any workday will likewise take a 30 minute unpaid meal break.

Employee Expense Reimbursements

Following are the terms of our expense reimbursement policy:

- A. Any Christ's Chapel employee will be reimbursed if the following conditions are satisfied:
 - . 1) The expenses are reasonable in amount;
 - . 2) The expenses have been pre-approved by their supervisor;
 - . 3) The employee documents such expenses by providing the Church Financial Director with an accounting of such expenses at least monthly; an expense will not be reimbursed if substantiated more than 60 days after the expense is paid or incurred by the employee.
- B. Reimbursements requests will be reimbursed from Christ's Chapel funds the first payroll of the month by non taxed direct deposit;
- C. All receipts and other documentation from an employee to substantiate reimbursed expenses under this policy will be retained by Christ's Chapel.

Travel Expense

Employee travel on behalf of Christ's Chapel must be approved in advance and such travel should be engaged in and reimbursed according to the guidelines below.

Employees are to use the most expedient mode of transportation available, to book the least expensive fares and to stay in and eat at moderately priced establishments. Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the supervisor. Employees are expected to exercise prudent discretion in incurring expenses while traveling on behalf of Christ's Chapel. Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's personal responsibility.

Employees should provide their supervisor with a copy of their itinerary before leaving on Christ's Chapel related travel.

Meal Reimbursement

Christ's Chapel may provide, pay for or reimburse employees for ministry-related meals. Meal expenses must be reasonable and should not exceed the guidelines set by the Church Administrator.

Expense reimbursement requests must be accompanied by receipts and should comply with the Christ's Chapel standard of conduct.

Christ's Chapel Premises & Work Areas

Safety

Employees should report to the Church Administrator or their supervisor all observed safety and health violations, potentially unsafe conditions and any accidents resulting in injuries. Employees are encouraged to submit suggestions to the Church Administrator concerning safety and health matters.

Privacy

Christ's Chapel provides resources to facilitate employees' contributions towards the accomplishment of its mission and reserves the right to examine all provided resources at anytime and without warning. Such resources may include desks, desk drawers, locks, computers, computer system databases, communication systems, email, voicemail, file cabinets, etc. These resources are the property of Christ's Chapel and are, therefore, not private.

Safeguarding Personal Property

Employees are expected to exercise reasonable care to safeguard personal items of value brought to work. Such items should never be left unattended or in plain view. Christ's Chapel does not assume responsibility for the loss or theft of personal belongings and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

Solicitation & Distribution

Christ's Chapel limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the organization, can be detrimental to staff efficiency, can be annoying to staff, members and constituents and can pose a threat to security.

Persons who are not employed by Christ's Chapel are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services or engaging in any other solicitation or similar activity on Christ's Chapel premises unless granted specific written permission to do so by the Church Administrator.

The Church Administrator may authorize fund drives by employees on behalf of nonpolitical charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist in these drives, however, employees are not to be discriminated against because of their willingness or unwillingness to participate.

Team members may be permitted to engage in solicitation or distribution of non political information, including prayer requests and forwarded emails, only when pre-approved by the Church Administrator.

Parking

Persons who use the Christ's Chapel parking lot do so at their own risk and should keep their cars locked while on the lot. Christ's Chapel assumes no responsibility for any damage to or theft of any vehicle or personal property left in the vehicle while on the parking lot.

Security

Christ's Chapel makes reasonable efforts to provide security for its property, its employees and authorized visitors to its premises. Employees are expected to report any violations or potential problems to the Church Administrator.

Employees violating security procedures will be subject to discipline, and employees committing illegal acts may be reported to law enforcement authorities.

All employees or volunteers working must meet any applicable security clearance requirements. These requirements may include more extensive background checks. Failure or inability to meet and/or comply with any special security requirements are grounds for termination of employment or rejection of an applicant.

Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on Christ's Chapel premises and while away from the premises on Christ's Chapel business. Christ's Chapel assumes no responsibility for losses.

Forced Closings due to Severe Weather

Unless notified by their supervisor, employees are to report to work on all regularly scheduled days, regardless of weather conditions. If an employee is unable to report to work due to weather conditions, they must notify their supervisor before the start of their scheduled shift.

In the event that the church offices close due to severe weather conditions, an employee will not be required to report to work. Part Time and Full Time hourly staff that are scheduled to work that day are eligible for 4 hours of pay, or actual time worked, whichever is greater. Employees will be allowed (but not required) to make up lost time at the discretion of their supervisor, working additional hours some other day during the same work week.

Cancellation of Wednesday or Weekend Services

In the event Wednesday/Saturday evening or Sunday morning services are canceled, part time and full time hourly employees will not receive pay for those scheduled hours. Employees will be allowed (but not required) to make up their lost time at the discretion of their supervisor, by working extra hours some other day during the same work week.

Employee Conduct

Personal Behavior of Employees

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of Christ's Chapel and for the benefit and safety of all employees. As a religious organization, the conduct of employees on and off the job can impact Christ's Chapel mission. Conduct that interferes with operations, discredits Christ's Chapel or is offensive to members and constituents or fellow employees will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of Christ's Chapel. Such conduct includes:

- A. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
- B. Giving proper advance notice whenever unable to work or report on time;

- C. Complying with all Christ's Chapel safety and security regulations;
- D. Wearing clothing appropriate for the work being performed;
- E. Maintaining workplace and work area cleanliness and orderliness;
- F. Treating all members and constituents, visitors, volunteers and fellow employees in a courteous manner;
- G. Refraining from offensive or undesirable behavior or conduct or conduct which is contrary to Christ's Chapel doctrinal stance or official policies; and
- H. Performing assigned tasks efficiently and in accord with established quality standards.

The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination:

- A. Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics or the use, sale, dispensing or possession of alcoholic beverages and/or illegal drugs and narcotics on Christ's Chapel premises; The use of alcohol and illegal drugs are prohibited. The use of such substances is prohibited and will lead to dismissal. All pastoral staff, part-time and full-time, must abstain from the use of alcohol or illegal drugs. Personal struggles in these areas are the responsibility of the staff member to address promptly with the Senior Pastor. Failure to comply with this policy may lead to dismissal.
- B. The use of profanity or abusive language;
- C. The possession of firearms or other weapons on Christ's Chapel property without prior approval from Leadership;
- D. In subordination or the refusal by an employee to follow management's instructions concerning a job-related matter;
- E. Fighting or assault on a fellow employee, members and constituents, vendors or visitors;
- F. Theft, destruction, defacement or misuse of Christ's Chapel property or of another employee's property;
- G. Falsifying or altering any Christ's Chapel record or report, such as an application for employment, a medical report, a production record, a time record, an expense account, an absentee report or shipping and receiving records;

- H. Threatening or intimidating management, supervisors, security guards or fellow workers;
- I. Smoking;
- J. Sleeping on the job;
- K. Failure to wear assigned safety equipment or failure to abide by safety rules and policies;
- L. Improper attire or inappropriate personal appearance;
- M. Engaging in any form of sexual misconduct (including, but not limited to, the adoption of a homosexual lifestyle) or sexual harassment (see the following Personal Sexual Purity statement);
- N. Violation of Christ's Chapel policies on solicitation or distribution;
- O. Improper disclosure of confidential information;
- P. Gambling;
- Q. Making false, vicious or malicious statements about CC, its leadership or fellow employees;
- S. Any action or comment that promotes disloyalty or disunity.

The examples above are illustrative of the type of behavior that will not be permitted, but are not intended to be an all-inclusive listing. Any questions in connection with this policy should be directed to the Church Administrator.

Communication Boundaries

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

Church Attendance and Tithes

Employees are expected to be faithful in regular attendance at church services and in tithes and offerings. Also, employees should set the example for other church members and be involved in at least one ministry of the church.

Personal Sexual Purity

In an age where secular society is increasingly confused about sexual identity and sexual purity, Christ's Chapel believes it is important that it be clear with its employees about its expectation that they uphold the highest standards of biblical purity in their interpersonal relationships. Without a clear understanding of sexual identity and consistent practice of sexual purity by the employees of Christ's Chapel; Christ's Chapel cannot be an effective agent of the healing power of Jesus Christ to the victims of sexual confusion in our world.

We believe that God's design for the gift of sexuality is that it is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman. It is God's intention that those who enter marriage shall seek, in mutual love and respect, to live, one man and one woman, in Christian fidelity as long as both shall live.

We believe God has expressly condemned sexual intercourse outside of the marriage covenant. This prohibition applies to married persons committing adultery, to sexual relationships between unmarried men and women and, because God's order intends the sexual relationship to be between male and female, to homosexual practice. It is God's expectation that the unmarried shall live pure and celibate lives, refraining from sexual intimacy.

Because of the serious consequences confused sexuality and unrepentant sexual sin can have on the ministry of Christ's Chapel, employees who disagree with this policy or who do not conform their conduct to it are expected to resign or they will be terminated. Individuals applying for or accepting a position with Christ's Chapel must acknowledge their agreement with this policy and commitment to abide by it.

Employee Violence Prevention

1. Employees are to report all threats of violence as soon as possible to their supervisor.
2. Employees are to report all suspicious individuals or activities as soon as possible to their supervisor. If employees hear violent commotion, call 911 immediately.
3. Employees are to cooperate fully with security personnel, law enforcement and medical personnel that respond to a call for help. Employees, only if qualified, may provide first aid to injured persons.

Personal Appearance of Employees

Proper grooming and attire have a positive impact on Christ's Chapel and convey a level of respect for where we work, those we work with and those who visit. Employees of Christ's Chapel are expected to present a clean and professional appearance.

Personal Use of Communications Systems

Employees should be particularly careful to exercise courtesy and thoughtfulness in using the telephone. A positive telephone contact with members and constituents can enhance good will while a negative experience can destroy a valuable relationship.

Conflicts of Interest

Christ's Chapel expects that employees will perform their duties conscientiously, honestly, and in accordance with the Human Resource Policy Manual (updated 2023) best interests of Christ's Chapel. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their supervisor.

Fraud and Related Misconduct Policy

Employees are expected to use their best efforts to recognize risks and exposures inherent to their areas of responsibility and to be aware of indications of fraud and related misconduct. Any employee who knows or has reason to know of fraud or related misconduct shall report to the Church Administrator or Church Financial Director. If the Church Administrator or Church Financial Director is involved in fraud or related misconduct, reports should be made to the Senior Pastor. Any reprisal against any employee or other reporting individual is strictly forbidden because that individual, in good faith, reported a violation. When fraud or related misconduct is reported, an appropriate investigation and all necessary action will be undertaken.

Fraud and related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action up to and including termination.

Moonlighting Policy

On occasion, employees of Christ's Chapel ("employer") may wish to seek outside employment. Prior to engaging in outside employment or works for hire, any Christ's Chapel employee must discuss the outside employment with their immediate supervisor, disclose the nature of the outside employment, and receive approval before accepting the outside employment.* The supervisor will seek approval from the Church Administrator before giving approval. If, in the opinion of the Church Administrator the outside employment being considered presents a conflict of interest, the outside employment may be denied. A conflict of interest exists if, among other things:

- A. The job is incompatible with employer's interests;
- B. The job is with a vendor, client or competitor;

- C. The job interferes with performance, dependability, attentiveness or the ability to meet the requirements of Employer.

In the event outside employment is approved, the CC employees are strictly prohibited from using employer's computers, copiers, telephones, fax machines, courier services, email, servers or other equipment or services in performing outside employment or moonlighting work. Employees are, during regular office hours, prohibited from securing jobs, communicating via email, text, phone, etc. with outside employer, and/or working on assignments or projects for the outside employment while on the employer's time, property or business.

*Note: An "outside job" may include contracting with another CC department, ministry or subsidiary.

Board Involvement

Employees may not serve as a director or officer of any other Company without the prior written approval of the Church Administrator and Senior Pastor. Any employee seeking permission to serve on an outside board of directors must submit his or her request to the Church Administrator, together with a description of the company, and his or her obligations as a board member. The Church Administrator and Senior Pastor shall evaluate requests on a case-by-case basis and make its determination based on several factors, the most important of which will be whether the Employee's service as a director will be harmful to the interest of Christ's Chapel. Other factors to be considered include the nature of the company's business, whether the obligations of a board member can be performed without interfering with the individual's job performance (i.e., as a general rule fewer than fifteen hours are to be spent annually on directorship matters), and whether the company is a customer or supplier of Christ's Chapel.

Confidential Nature of Christ's Chapel Interests

The interests of Christ's Chapel, particularly confidential information and trade secrets, represent proprietary assets that each employee has a continuing obligation to protect.

Information designated as confidential is to be discussed with no one outside the offices of Christ's Chapel and only discussed within on a "need to know" basis. This responsibility is not intended to impede normal ministry communications and relationships, but is intended to alert employees to their obligation to use discretion to safeguard the interests of Christ's Chapel.

Employees authorized to have access to confidential information must treat the information as the proprietary property of Christ's Chapel for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees violating this policy will be subject to discipline, up to and including termination and may be subject to legal action.

Media & Public Inquiries

All media inquiries and other inquiries of a general nature should be referred to the Church Financial Director. Inquiries seeking information concerning current or former employees should likewise be referred to the Church Financial Director or designee.

Whistleblower Policy

A whistleblower as defined by this policy is an employee of Christ's Chapel who reports an activity that he considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws or fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Church Administrator and the Church Financial Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Christ's Chapel will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he is being retaliated against must contact the Church Administrator and Church Financial Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Church Administrator and Church Financial Director who are responsible for investigating and coordinating corrective action. Employees with any questions regarding this policy should contact the Church Administrator.

Disciplinary Procedure

All employees are expected to comply with Christ's Chapel standards of behavior and performance and any noncompliance with these standards must be remedied.

Under normal circumstances, Christ's Chapel endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit, up to and including termination. The Church Administrator, under normal circumstances, should review and approve all recommendations for termination before any final action is taken.

Employees who believe that they have been disciplined too severely or without good cause should utilize the grievance procedure. An employee's record will normally be cleared of any disciplinary incidents if the employee works a full year without further action being instituted under this policy.

Progressive Discipline Policy

Verbal Warning

A verbal warning is an informal session with the Senior Pastor/Church Administrator to discuss and correct a violation or concerns with employee job performance or behavior.

Written Warning

A written warning is a statement from the Senior Pastor or Church administrator outlining a problem with an employee's ability to perform the expected job duties or violations regarding policies or standards of conduct. This warning will be placed in the employee's personnel file.

Probation

Probation may be necessary when performance or conduct issues continue to occur, or upon a significant violation of Christ's Chapel policies. Probation involves setting a standard for an employee to achieve in a defined period of time. If during this period the standard is not accomplished or met, the employee may be terminated.

Grievance Procedure

Employees have an opportunity to present their work-related complaints and to appeal supervisory decisions through a dispute resolution or grievance procedure. Christ's Chapel will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors or other employees.

Employees must notify Christ's Chapel in a timely fashion of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances. As used in this policy, the terms "timely fashion," "reasonable time" and "promptly" will mean 5 working days.

The grievance procedure has a maximum of three steps, but grievances may be resolved at any step in the process. Grievances are to be fully processed until the employee is satisfied, does not file a timely appeal or exhausts the right of appeal. A decision becomes binding on all parties when an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

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

Step 1: Promptly bring the grievance to the attention of the immediate supervisor. If the grievance involves the supervisor, then it is permissible to proceed directly to Step 2. The supervisor is to investigate the grievance, attempt to resolve it and give a decision to the employee within a reasonable time. The supervisor should prepare a written and dated summary of the grievance and proposed resolution for file purposes.

Step 2: Appeal the decision to the Church Administrator if dissatisfied with the supervisor's decision, or initiate the procedure with the Church Administrator if the grievance involves the employee's immediate supervisor. If the grievance involves the Church Administrator, then it is permissible to proceed directly to Step 3. Such an appeal or initial complaint must be made in a timely fashion in writing. The supervisor's version of the grievance and decision will then be submitted, also in writing. The Church Administrator will, in a timely fashion, confer with the employee, the supervisor and any other members of management considered appropriate, investigate the issues and communicate a decision in writing to all the parties involved.

Step 3: Appeal an unsatisfactory Church Administrator decision to the Senior Pastor, or initiate the procedure with the Senior Pastor if the grievance involves the Church Administrator. The timeliness requirement and procedures to be followed are similar to those in Step 2. The Senior Pastor will take the necessary steps to review and investigate the grievance and will then issue a written, final and binding decision.

Final decisions on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as Christ's Chapel policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.

Information concerning an employee grievance is to be held in strict confidence. Supervisors, department heads and other members of management who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information.

Arbitration of Disputes

Christ's Chapel and its employees, as Christians, believe the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of Matthew 5:22-24, Matthew 18:15-20 and I Corinthians 6:1-8. Therefore, Christ's Chapel and its employees agree that any

controversy or claim between them, arising out of the employment relationship between Christ's Chapel and one or more of its employees, or the termination of that relationship, which cannot be resolved between them, shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of The Institute for Christian Conciliation. The mediation and, if necessary, the arbitration, shall be administered by a Christian dispute resolution agency which is a member of the Association of Christian Coalition Services.

Christ's Chapel and its employees agree that these methods are the sole remedy for any controversy or claim arising from the employment relationship between Christ's Chapel and one or more of its employees, or the termination of that relationship, including claims for violations of federal and state law and for negligent or intentional wrongful conduct. Christ's Chapel and its employees further agree that these methods are the sole remedy whether the claim is between an employee or employees and Christ's Chapel, or one or more of Christ's Chapel Board members, officers, employees or agents. Each expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

The terms of this arbitration agreement, however, are not intended to be a substitute for, or in any way alter, the rights and obligations of any employee and Christ's Chapel to administer and adjudicate claims which state law mandates are exclusively within the jurisdiction of the state's Workers' Compensation system.

Personal Sexual Purity Statement

Initial here _____

I believe that God's design for the gift of sexuality is that it is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman. It is God's intention that those who enter marriage shall seek, in mutual love and respect, to live, one man and one woman, in Christian fidelity as long as both shall live.

I believe God has expressly condemned sexual intercourse outside of the marriage covenant. This prohibition applies to married persons committing adultery, to sexual relationships between unmarried men and women and, because God's order intends the sexual relationship to be between male and female, to homosexual practice. It is God's expectation that the unmarried shall live pure and celibate lives, refraining from sexual intimacy.

Because of the serious consequences confused sexuality and unrepentant sexual sin can have on the ministry of Christ's Chapel, I agree to abide by this statement of sexual purity. I understand that if I do not conform my conduct to it, I will be expected to resign or I will be terminated. Further, I attest that I have not been terminated by a previous employer for sexual misconduct or inappropriate sexual conduct with a minor.

Code of Conduct and Character

Initial here _____

Christ's Chapel is Pastor-led and staff driven with board oversight. CC staff are considered leaders and therefore agree to the following:

1. Develop and maintain a close personal walk with the Lord.
2. Keep personal finances in order with no delinquencies.
3. Attend regularly scheduled services in the church. Special services and functions will be required as deemed necessary by the Senior Pastor.
4. Maintain a high level of personal integrity, honesty and confidentiality in dealing both with the staff and congregation.
5. Maintain a Christian outlook and attitude at all times.
6. Maintain loyalty to the staff and church, actively promoting unity within the church.

Employee Acknowledgement of Human Resource Policy Manual

I acknowledge that I have received and reviewed the Human Resource Policy Manual. I understand and recognize that there may be changes to the information, policies, and benefits in the handbook. I understand that Christ's Chapel may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by Christ's Chapel management.

I understand that I became an employee of Christ's Chapel voluntarily. I understand and acknowledge that there is no specified length to my employment and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that Christ's Chapel may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand that it is my responsibility to read and comply with all policies included within the employee handbook. I further understand that I should consult the church administrator regarding any questions I may have.

Employee Signature	
_____	_____
<i>Employee Signature</i>	<i>Date</i>
_____	_____
<i>Printed Name</i>	<i>Employee Representative</i>

