

## **Introduction**

This handbook applies to all employees and is intended to provide standards and summary information concerning personnel policies, procedures, benefits, and rules of conduct. The Employee Handbook is the property of Potential Church. Its contents are confidential and should not be shared or disseminated outside the workplace unless authorized by the Executive Team.

This is not a contract and can be changed in whole or in part at any time or as any specific situation may require. It is important that you read, understand, and become familiar with the Employee Handbook and comply with the standards that have been established. Please talk with your Ministry Team Leader or the Human Resource Director if you have any questions, need clarification, or need additional information.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate. When applicable, revisions, changes, and/or updates may be communicated to the employees via an addendum.

If there is a conflict between the provisions, benefits, and policies in this Employee Handbook and those set forth in the terms of a staff member's written employment agreement, the terms of that agreement shall prevail.

## **Employment**

### **1. Introductory Period**

Your first ninety (90) days of employment at Potential Church are considered an Introductory Period. This Introductory Period will be a time for getting to know your fellow employees, your Ministry Team Leader, and the tasks involved in your job position, as well as becoming familiar with Potential Church's vision. Your Ministry Team Leader will work closely with you to help you understand the needs and processes of your job.

This Introductory Period is a try-out time for both you, as an employee, and Potential Church, as an employer. During this Introductory Period, Potential Church will evaluate your suitability for employment, and you can evaluate Potential Church as well. At any time during this first ninety (90) days, you may resign without any detriment to your record. If, during this period, your work habits, attitude, attendance, or performance do not measure up to our standards, we may release you. If you take approved time off in excess of five workdays during the Introductory Period, the Introductory Period may be extended by that length of time.

At the end of the Introductory Period, your Ministry Team Leader will discuss your job performance with you. This review will be much the same as the normal job performance review that is held for regular full-time or part-time employees on an

annual basis. During the course of the discussion, you are encouraged to give your comments and ideas as well.

Please understand that completion of the Introductory Period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause."

## **2. Employment-At-Will**

Employment is with the mutual consent of the employee and the church. Consequently, both the employee and the church have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment-at-will relationship will remain in effect throughout each individual's employment with the church unless it is specifically modified by an expressed, written agreement approved by the Executive Pastor/Operations. The church will strive to apply Biblical principles to all of its employment policies and decisions.

## **3. Equal Employment Opportunity**

The church is committed to providing equal employment opportunity to all qualified persons without regard to their race, color, ancestry, national origin, sex, marital status, disability, or age. Further, the church is committed to accommodating persons who have disabilities who wish to serve. To deny a qualified person the chance to contribute to the ministries of Potential Church because he or she is a member of a minority group is unfair to everyone and is not consistent with Scriptural principles.

Potential Church does reserve the right to employ persons who have a spiritual background and philosophy of ministry similar to ours and who, in the opinion of the church, have a work history and a lifestyle that is consistent with Scriptural principles. All employment decisions will be made in compliance with applicable labor laws, which do not contradict Scriptural mandates.

We expect all employees to show respect and sensitivity toward all other employees and to demonstrate a commitment to the church's equal employment opportunity objectives. If an employee observes a violation of this policy, he/she should report it immediately to his/her Ministry Team Leader or the Human Resource Director. Violation of this policy may result in disciplinary action, up to and including possible termination.

## **4. Immigration Law Compliance**

The church is committed to employing United States Citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Copies of the documentation will be retained in a separate file apart from the employee's personnel file.

## 5. Drug Testing/ Background Checks/ Reference Checks

As a condition of employment, the church will screen each applicant and employee in the following areas:

- Drug Testing: All approved applicants may be required to complete a drug test done at a local medical research laboratory.
- Background Checks: All approved applicants will have a complete criminal history background check from the church. This may include fingerprinting, which will be given to the local, state, and federal law enforcement agencies.
- Reference Checks: All applicants may receive up to three (3) reference checks. These will include but may not be limited to personal, professional, and spiritual checks from family, friends, and previous employers.

## Employment Classifications

The church classifies its employees as follows:

- A. Full-time or Part-Time:** Full-time (FT) employees work a minimum of 30 hours per workweek. Part-time (PT) employees work 29 hours or less per workweek.
- B. Salaried or Hourly:** Full-time salaried employees are expected to work at least forty (40) hours per week. Part-time salaried employees are expected to work at least the number of hours agreed upon in their employment agreement, but no more than 29 hours. Hourly employees will be paid for all hours worked and such hours must be recorded in accordance with all time-keeping policies in effect. Employees covered by the Fair Standards Labor Act (FLSA) will be paid in accordance with applicable requirements.
- C. Exempt or Non-Exempt:** Exempt employees are Pastors, Pastoral Ministry Leaders, Ministry Team Leaders, Administrators, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. Non-Exempt employees are eligible for overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws.
- D. Job Categories:**
  1. **Lead Pastor**
  2. **Elders**
  3. **Pastor**
  4. **Pastoral Ministry Leader**
  5. **Ministry Leader / Administrator**
  6. **Support Staff**

## Benefits

The church's benefit plan is designed to provide compensated time away from work, to help employees pay certain expenses, to provide health insurance and make available cost-effective coverage through group rates to employees' eligible dependents, and to provide certain other assistance as occurrences arise.

Included in the benefit plan are several different types of benefits in accordance with the employee's Job Category and Classification. Please see the attached Benefit Matrix and Benefit Summaries for more detailed information for each Category & Classification.

### A. Vacation

Potential Church desires to have a vacation policy that provides adequate rest and rewards to compensate employees for their dedicated service. A rested employee is more productive and their family better adjusted. Therefore, it is our intent that these policies encourage and preserve those principles.

- Administration:
  - \* Vacation dates should be selected while being sensitive to the needs of the Church (i.e. consider need for substitute personnel; special church services, etc.) Vacations should not conflict with scheduled church events in which the employee is directly responsible or involved.
  - \* Job Category & Classification will establish vacation preference dates.
  - \* All employees shall make vacation requests to their Ministry Team Leaders in writing with at least fourteen (14) days advance notice.
  - \* Vacation time accrues evenly throughout the year.
  - \* A staff member will NOT remain on the job and receive vacation pay.
  - \* Vacation does NOT accrue while an employee is on leave.
  - \* Vacation days (cumulative) may NOT be carried over to the next calendar year. Each employee is encouraged to take the time given to rest and relax and spend time with family.
  - \* All exceptions to the stated Vacation Policy must be approved and documented by the Executive Team, unless otherwise noted.
  - \* Upon resignation or termination, unused vacation days will be forfeited.

### B. Holiday

The Church observes the following paid holidays for all full time employees. Hourly employees working less than 40 hours per week are not eligible for paid holidays. The Holiday schedule is subject to change by the Executive Team.

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|--|--|---|
| <input type="checkbox"/> New Year's Day                    | <input type="checkbox"/> President's Day | <input type="checkbox"/> Independence Day |
| <input type="checkbox"/> Martin Luther King Jr.'s Birthday | <input type="checkbox"/> Easter Monday   | <input type="checkbox"/> Labor Day        |
|  | <input type="checkbox"/> Memorial Day    | <input type="checkbox"/> Veteran's Day    |

- Thanksgiving Days (Thursday & Friday)
   
  Christmas Day
   
  One "Floating" Personal Day

We schedule all national holidays on the day designated by common business practice. If a holiday falls on a weekend, the Executive Team will decide whether the office will be closed on either Friday or on Monday.

- Administration:
  - \* In some cases it may be necessary to require staff to work on a scheduled holiday. When this occurs, any affected employee will be granted a Floating Holiday day off to be scheduled and approved in advance. Floating holidays must be taken within the year earned and may not be carried over into the next year unless approved in advance by the Executive Pastor/Operations.
  - \* If a holiday occurs during your scheduled vacation, you will not be charged for an extra day of vacation for the day of the holiday.
  - \* You are not eligible to receive holiday pay when you are on a leave of absence.
  - \* The rate for holiday pay will be based solely on the employee's regular rate of pay at the time of the holiday.
  - \* Employees will also receive a certain number of floating holidays per year. Floating holidays cannot be taken on the Tuesday following the actual holiday/day off or in conjunction with other scheduled vacation days. Floating holidays must complete a vacation request form to be approved by their ministry leader as with any other requested day off.

**C. Leaves of Absence**

Church related absences and personal or family priorities may require staff to be away from their assigned responsibilities from time to time. This Section outlines the most common occurrences and how the Church as an employer views them. The Executive Pastor/Operations or his designee must approve exceptions to the guidelines listed here in advance.

**a. Sick Leave**

Sick leave is intended as a benefit and to alleviate the effects of unforeseen illness or injury. The Church's hope is that the staff will maintain a spirit of cooperation by continuing to honor the long standing practice of coming to work whenever possible and staying home only when illnesses or injury prevents the performance of normal duties.

Sick Leave is defined as an absence due to bona fide, non-occupational accident or illness. Sick Leave may include absences because an employee stays home to care for a sick child or other close relative. For absences of three business days or more, the Church reserves the right to require a physician's certificate of the employee's inability to work.

Sick leave accumulates at the rate of one day per month up to a maximum of twenty days. Those employed more than two years, may accrue up to thirty days sick leave. Accumulated sick leave may be carried over indefinitely, but will never exceed the twenty or thirty day cap. Upon termination or resignation, accumulated sick leave is forfeited.

b. **Birth / Adoption Leave**

At the time of birth or adoption of a child, an employee who is a parent of the child may receive up to three days of "paternity leave" with pay. Additional time may be granted through accrued vacation. Employees may submit a written request for a paternity leave of absence, without pay, for a period up to a maximum of four months.

c. **Maternity Leave**

Absences as a result of pregnancy/child birth shall be treated like an illness. Employees may submit a written request for a maternity leave of absence, and will be entitled to use all earned vacation, unused sick leave and birth or adoption leave pay. After exhaustion of such pay, subsequent leave time thereafter will be without pay, for the length of any pregnancy-related disability, up to a maximum of four months.

Requests for maternity leaves will be granted to employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability.

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

d. **Outside Speaking Engagements, Church Related Travel, Ministry Leave, And Professional Development**

Speaking assignments and support activities outside of the local Church, as well as events directly enhancing ministry skills and vision, may require the employee to be away from their job at the Church. The subject events shall not interfere with job performance, but rather directly affect it in a positive manner. The employee's Ministry Team Leader shall approve these events in advance.

Staff involvement in ministry-related events is encouraged, however, the Ministry Leader must pre-approve all Staff ministry involvement. Not all ministry involvement will be counted as a ministry-related day off. Employees may be required to use vacation days in order to participate in unqualifying ministry events. Ministry Leaders are responsible for approving all ministry-related time

off. Please see your Ministry Leader for pre-approval of all ministry-related events that require you to take time off of work.

The opportunity to participate in said events shall be subject to availability of budget, funds, and other staff availability to cover responsibilities in your absence.

**The days away shall apply to the employee's seminar allotment each year (as indicated below) or their vacation leave, unless their Ministry Team Leader or the Lead Pastor requires participation.**

The total number of days allowed for subject events each church year are as follows:

- \* Category 1: Unlimited
- \* Categories 2-4: 10 business days, but shall not include more than one weekend
- \* Categories 5+: As directed by the Ministry Team Leader

Exceptions to the above must be approved by the Executive Team.

**e. Funeral Leave**

All staff may receive paid funeral leave of up to three days in the event of the death of a "family member." Additional leave may be taken at the discretion of the Ministry Team Leader and may, with the Ministry Team Leader's consent, be charged against accumulated sick leave and / or vacation.

**f. Family Medical Leave**

Requests for extended Medical leave related to a Medical condition of a dependent family member, should be submitted in writing for consideration and/or approval of the Executive Team. A leave of absence for the birth, adoption or foster care placement of an employee's child, or the care of an employee's child, parent, or spouse with a serious illness/health condition, or the employee's serious illness/health condition is one that makes the employee unable to perform their duties. Employees who have completed at least one year of employment may submit a written request for a Family Care and Medical leave of absence, without pay, for any length of time up to a maximum of 12 workweeks in a twelve 12 month period. Requests for Family Care and Medical leaves will be considered based on the facts and circumstances surrounding each individual request.

Employees on Family Care and Medical leave may be required, or may elect, to use earned vacation and/or sick pay benefits.

**g. Medical Appointments / Personal Errands**

Staff should exercise restraint and Ministry Team Leaders should exercise care in approving the use of office time/workweek for personal errands and/or medical appointments.

**h. Voting**

All employees are encouraged to vote. Sufficient time is allowed before or after work to do so; however, discretion may be exercised to use business hours, if necessary, with your Ministry Team Leader's approval.

**i. Jury Duty**

The Church will grant a leave of absence with pay to any employee required to serve on jury duty. The Church reserves the right to require the employee to apply for exemption or deferral in the event that the employee's responsibilities cannot be covered in their absence. All fees, after expenses, paid to the employee serving on jury duty may be donated to the Church in exchange for the payment of the employee's salary.

**j. Unpaid Leave Of Absence**

Except as otherwise noted in this Handbook, the Church discourages unpaid leaves of absence. The Executive Team, in its discretion, may grant an unpaid leave of absence.

**k. Military Leave**

Employees who are called, voluntarily or involuntarily, to perform active duties or training with the armed services, including the National Guard and organized reserves of the Armed Forces of the United States will be granted time off for duty in accordance with the Uniform Services Employment and Reemployment Rights Act of 1994. Reservists and National Guard Members, whose duty is normally a two-week period each year, will be paid the difference between their regular salary and military pay for the business days during this temporary duty assignment for two weeks. Emergency call-ups will be handled on an individual basis.

Those reservists called up for active military duty during declared war or emergency situations will be paid the difference between their regular salary and military pay only as required by law. Employees who are granted military leaves of absence are entitled to full re-employment rights subject to the governing federal and state laws. Employees will not accrue vacation or sick leave during the period of their active service.

Potential complies with applicable state and federal law concerning leaves for military service even if not covered in the above policy.



## **I. Workers' Compensation Leave**

Workers' compensation leaves will run in accordance with both federal and state law. Florida's no-fault Workers' Compensation law was passed by the State legislature to guarantee prompt, automatic benefits to workers injured on the job. If you're unable to work because of a job injury, Potential Church and our Workers' Compensation Insurance carrier work together to take care of your medical expenses and pay you money to live on until you're able to come back to work -- automatically, without delay or red tape.

The Florida Workers' Compensation Law is a no-fault insurance plan which is supervised by the state and one hundred percent (100%) paid for by Potential Church. This law was designed to provide you with benefits for any injury that you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation.

## **m. Absence Reporting**

When an employee wishes to be away, whether for personal or professional reasons, he or she is to request time off in advance via the HR forms, submitted to the direct Ministry Leader. Absences should be requested as far in advance as possible, especially if arrangements need to be made for coverage of responsibilities.

The approved request should be forwarded to the Human Resource Director. Hourly employees absences are to be noted on their time card by their supervisor, also.

If an employee is ill or will be arriving later than 30 minutes past their scheduled arrival time, they are to call their Ministry Leader and inform. The Ministry Leader is to send an email message to the HR Director with the name of the employee and dates missed due to an illness.

All employees are expected to be on campus during normally scheduled work hours if a request for Time Off has not been submitted and approved. Please fill out this form if you plan to be out during normal working hours for a half day or more.

## **D. Insurance**

Potential Church is interested in the health and well being of both you and your family. A comprehensive health insurance program is available for you and your family. We provide group insurance underwritten by a national insurance carrier. After the completion of 30 days of continuous full-time employment, you will become eligible for coverage. At that time, you may choose to accept the insurance coverage.

The following benefits are provided, as defined and limited in the literature provided by our insurance company:

- Medical/Dental/Vision Health Care Coverage
- Dependents' Medical/Dental/Vision Health Care Coverage
- Supplemental Insurance

When/If you choose insurance coverage, the insurance company provides a booklet describing your benefits. A copy of this will be given to you when you join the program.

The church reserves the right to change the insurance coverage plan at any time. Further information and enrollment forms will be made available at the New Hire Orientation and are also available from the Human Resource Director.

#### **E. 403(b) Retirement Plan**

The purpose of the retirement plan is to enable participants to save for retirement by deferring the receipt of a portion of their compensation, to allow the church to make matching contributions to the plan, which will provide the participants with benefits when they retire, or in the case of those who die before retiring, to pay benefits to their survivors.

All full-time employees are eligible to participate in the church's 403(b) Plan on the first day of the calendar month following the completion of thirty (30) days of continuous employment.

The church reserves the right to change the retirement plan at any time. Further information, a plan summary, and enrollment forms will be made available at the New Hire Orientation and are also available from the Human Resource Director.

#### **F. Professional Allowances**

Certain professional allowances and/or reimbursements will be paid each pay period to eligible employees. These allowances and/or reimbursements may include, but are not limited to, auto allowance, cell phone allowance, and fitness reimbursement.

#### **G. Unemployment Benefits**

As a tax-exempt 501(c)(3) organization, the church is exempt from paying federal and state unemployment taxes, and furthermore, has elected not to voluntarily participate in these programs. Therefore, all church employees will not be eligible to draw unemployment benefits from these programs should their employment be terminated.

## **Compensation**

### **A. Introduction**

Potential Church has developed policies to insure wages and salaries comparable to those of other employees with similar jobs at Potential Church or in our industry. Our wage and salary policy is designed to attract and retain the best-qualified people available.

To carry out this policy, we periodically compare our wage and salary policy with community rates for similar positions using appropriate published information from sources like statewide business organizations, local chambers of commerce, state and national organizations, various management reports, and various local, state and federal agencies.

You are employed by Potential Church and will be carried directly on our payroll. No person may be paid directly out of petty cash or any other such fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor.

### **B. Pay Cycle**

#### **Salaried Employees**

There are 24 pay periods per year. Payday is normally on the 15th and 30<sup>th</sup> or 31<sup>st</sup> of every month. If the regularly scheduled payday falls on a weekend, payday will be rescheduled for the Friday before. If the regularly scheduled payday falls on a holiday, payday will be rescheduled for the day before.

#### **Hourly Employees**

Hourly employees will be paid on a bi-weekly schedule. Payday will be on Friday, every 2 weeks.

### **C. Deductions From Paycheck (Mandatory)**

For non-ordained employees, Potential Church is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the Human Resource Director immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

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

#### **D. Deductions (Other) / Direct Deposit**

It may be possible for you to authorize Potential Church to make additional deductions from your paycheck, such as for insurance premiums, retirement plans, tithe contributions, etc., or to deposit your paycheck directly into your savings or checking account at a participating bank. Contact the Human Resource Director for details and the necessary authorization forms.

#### **E. Work Schedule / Office Staff**

The normal workweek consists of five (5) days, eight (8) hours long and including the Saturday night service. Business office hours are from 9:00 AM to 5:00 PM, Monday through Friday. Your schedule of daily work hours will be given to you by your Ministry Team Leader. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask your Ministry Team Leader.

#### **F. Compensation Reviews**

Wage and salary increases are based on merit alone, not length-of-service or the cost-of-living. Having your compensation reviewed does not necessarily mean that you will be given an increase. Potential Church will conduct compensation reviews annually, following the individual's performance review.

#### **G. Employee Status for Federal Income Tax Purposes**

All employees of the church, for federal income tax purposes, will be issued an IRS Form W-2 at the end of each year to report taxable income less any properly authorized tax withholdings and miscellaneous required information.

Ordained Pastoral Employees are exempt by law from the withholding of federal income taxes. However, they may choose to have their federal income taxes withheld and submitted to the government by completing an IRS Form W-4. Ordained Pastors can request an additional amount of federal income taxes to be withheld in an amount that equals their self-employment tax liability. If Ordained Employees request such tax withholding, these withholdings will be reported on their IRS Form W-2 at year-end.

### **Personnel**

#### **A. New Hire On-boarding**

New Hire On-boarding is an opportunity to give new employees important information about the church, employee benefits, policies and procedures, staff expectations, some basic

technical training and other pertinent information to aid in successfully bringing a new hire on staff. The Human Resource Director works with various departments to bring this information to all new hires on a regular basis.

## **B. Personnel Records and Files**

The task of handling personnel records and related personnel administration functions at Potential Church has been assigned to: Human Resource Director. Questions regarding insurance, wages, and interpretation of policies may be directed to the Human Resource Director.

Personnel records are the property of the church and are not public records. The church reserves the right to share contents of these records with employees if the church, at its sole discretion, believes that it would be appropriate to do so.

It is critical that the church maintains current information about each employee. Employees are expected to keep the Human Resource Director informed of any changes to their name, address, phone number, marital status, person to notify in case of an emergency, etc. Changes to names and/or Social Security numbers will require the provision of original documentation authorizing the change.

## **C. Attendance**

Punctuality and regular attendance are essential to the proper operation of Potential Church. From time to time, it may be necessary for you to be absent from work. Potential Church is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise.

If for some reason, you will be late, not able to work your scheduled time, or must leave prior to the end of your scheduled time, please notify your Ministry Team Leader immediately. All full-time support staff employees are expected to work an 8 hour day.

We ask that you keep us informed of your status when you are off work for any reason. You may fill out a request for time off form or be charged with one vacation day if a form is not turned in prior to your absence.

If the employee does not call in or report to work for two (2) consecutive workdays, he/she may be considered to have voluntarily resigned.

## **D. Disciplinary Actions**

We promote that all employees will practice self-discipline and meet performance goals. In the unlikely event that an employee fails to meet those standards, the organization will provide the coaching, counseling, and, in some cases, discipline necessary to assist the employee. Some forms of disciplinary actions can include: (a) Personal Counseling/Verbal Warning (written record in the event more than one Ministry Team Leader interacts with employee (b) Written Warning. Written warnings will include the reasons for the Ministry Team Leader's dissatisfaction and any supporting evidence. The HR Director will carefully review all pertinent

facts, and the staff member will be given a full opportunity to explain his or her conduct. Our ultimate goal is to help the employee succeed and reach their God-potential.

## **E. Termination**

**Voluntary Termination** a voluntary termination is a termination that is initiated by the employee. An employee should give at least two (2) weeks written notice before he/she leaves his/her job. Written notice should include the reason for leaving and the last day of work, as well as a phone number or address change, if applicable. A copy of this notice should be given to the employee's Ministry Team Leader, as well as to the Human Resource Director.

**Involuntary Termination** - an involuntary termination is a termination that is initiated by the church. Pay or benefits extended, if any, by the church beyond the termination date are at the sole discretion of the church.

Upon voluntary or involuntary termination, unused vacation days will be forfeited.

Potential Church does not have a policy regarding severance pay. When you leave Potential Church, you will be paid for actual time worked. Exceptions to the above must be approved by the Executive Team.

## **F. Exit Interview**

In instances where an employee voluntarily leaves our employ, Potential Church leaders would like to discuss your reasons for leaving and any other impressions that you may have about Potential Church. If you decide to leave, you will be asked to grant us the privilege of an exit interview. During the exit interview, you can express yourself freely. It is hoped that this exit interview will help us part friends, as well as provide insights into possible improvements. All information will be kept strictly confidential and will in no way affect any reference information that Potential Church management will provide another employer about you.

## **Standards of Conduct**

### **A. Alcohol and Drug Free Workplace Policy**

Potential Church is committed to providing its employees with a safe workplace and an atmosphere that allows them to protect inventory and other assets placed in their care. Potential Church employees should not be subject to any safety threats from fellow workers. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely.

Whenever use or abuse of any mood altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action must be taken. Therefore, you are expected to report to the workplace with no mood altering substances in your body. The possession, sale or use of mood altering substances at the workplace, or coming to work under the influence of

such substances shall be a violation of safe work practices and will be grounds for immediate termination. Smoking is prohibited inside all church facilities.

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on church property, or in church vehicles is prohibited. In addition, off duty conduct, which may adversely affect the reputation or interests of the church, is prohibited. "Under the influence," for the purpose of this policy, is defined as the presence of any drug, controlled substance, or alcohol in an employee's system. In the case of prescribed medications, employees must notify their Ministry Team Leader if the medication can affect work performance, which may make them unable to perform work in a safe or productive manner or which creates a risk to the safety and well-being of coworkers, the public, church property, or oneself.

Violation of any of these policies will result in disciplinary action, up to and including possible termination.

## **B. Harassment**

The church is committed to providing a work environment that is free from discrimination. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for an employee to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others.

Sexual harassment of employees by Ministry Team Leaders, coworkers, team members, or vendors is prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

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

Examples of sexual harassment may include but are not limited to:

- Unwelcome sexual flirtations, advances, or propositions;
- Verbal abuse of a sexual nature;
- Subtle pressure or requests for sexual activities;
- Unnecessary touching of an individual;
- Graphic comments about an individual's body;
- A display in the workplace of sexually suggestive objects or pictures;
- Sexually explicit or offensive jokes;
- Physical assault.

Harassment of employees by Ministry Team Leaders, coworkers, team members, or vendors is prohibited. Unlawful harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her gender, race, national origin, age, or disability, or that of his/her relatives, friends, or associates, and that:

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

Examples of harassment may include but are not limited to: epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender; written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

If an employee believes that he/she is being, or has been, harassed in any way, he/she must report the facts of the incident or incidents to the Human Resource Director, the Administrative Pastor, or the Lead Pastor immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated. Every effort will be made to keep the employees complaint confidential and consistent with biblical standards and any legal obligations.

No discrimination or harassment of any type will be tolerated. Violation of this policy will result in disciplinary action, up to and including possible termination.

### **C. Accountability Practices**

In those instances requiring counseling from church staff, Potential Church is committed to protecting the integrity of our staff and the reputation of our church. Scripture declares that church leaders are to be above reproach, and even the "appearance" of wrongdoing should be avoided. Family counseling is offered through partners like Sheridan House Family Counseling.

Therefore the following guidelines have been established for all staff members.

1. The church's counseling policy is for men to counsel men and women to counsel women.
2. Occasionally, a circumstance may develop in which a staff member may find himself/herself ministering to a member of the opposite sex. In these rare instances, the following guidelines are to be followed:
  - Avoid counseling the opposite sex more than once.
  - Avoid driving alone in a car with a person of the opposite sex in any environment.



- Always use open glass viewing rooms as protective measures when counseling a member of the opposite sex. Should an employee discern impure motives on the part of the counselee, immediately discontinue the session and discuss the matter with your Ministry Leader or the HR Director.

3. Other precautions:

- Be cautious when offering a member of the opposite sex encouragement through inappropriate conversations or inappropriate touching.
- Avoid kissing any counselee, church member, or church guest.
- Avoid discussing personal problems, personal sins, or marriage difficulties (conflicts) with any counselee, church member, or church guest.
- Carefully choose your words when responding to cards, letters, e-mails, texts or social media from members of the opposite sex.
- Whenever possible, invite a third person to be present during a counseling session with a member of the opposite sex.

Any exceptions to the above standards should be immediately reported to the Executive Team. That team is responsible for determining whether any exceptions to these standards are warranted.

## **D. Dress Code**

The dress code at Potential Church is professional/casual unless otherwise indicated for special occasions or events. You are encouraged to dress and groom yourself in accordance with accepted social standards. You are expected to be suitably attired and groomed whenever you are on campus. Both men and women are expected to dress in a manner that reflects good judgment and honors Christ.

Some departments may be required to wear uniforms (e.g. Facilities Department). Employees in these departments are expected to follow the criteria set forth by their Ministry Leader with regard to the proper dress code.

Any attire should always be neat and clean while on church property.

Be mindful that your appearance and your actions speak volumes to everyone you encounter

Both on campus and off campus. Be above board in your actions, words, and attitudes. Both men and women are expected to dress in a manner that reflects good judgment and honors Christ.

## **E. Service Attendance**

As an important part of your spiritual growth and connection to the body at Potential Church, all staff members are encouraged to be committed to regular church attendance, which should include one weekend service. While church attendance would never be mandatory, we would certainly have to question a Christian who would not value the importance of God's Word concerning the fellowship of the body.

No staff person should allow his/her job responsibilities, excluding specific ministries, to usurp the importance of regular time spent in worship and the teaching of the Word. Supplemental teaching and worship times alone can be beneficial but should never replace times of fellowship with the body of Christ. Your role in the body of Christ is beneficial to role modeling what it means to attend church, as well as what you personally can receive when worshipping in community.

## **F. Staff Meetings**

Every employee is expected to attend any staff or department meetings as requested by his/her Ministry Team Leader. If for some reason the employee cannot attend a staff meeting, he/she is to notify their Ministry Team Leader.

Ministry Team Leaders are encouraged to conduct regularly scheduled meetings with their own staff under their supervision. These meetings are to be used to keep staff informed and to allow open communication, which will result in effective and productive work habits in their ministry areas.

## **G. Leadership Meetings**

As Pastors of the church, all Leadership meetings (Influence, Book Study, etc) are required attendance for staff. These meetings are informational and provide an opportunity for fellowship with the non-staff Leadership of the church. All Leadership is notified in advance of the scheduled meetings.

## **H. Protecting Potential Assets**

### **1. Intellectual Property and Ownership Rights**

Intellectual property created within the scope of staff ministers work for church ministry, during normal working hours, on the Church premises, using church staff, and/or church equipment is deemed to be owned by the church, unless otherwise specified in writing from the Elders Team. Such permission is not likely since it may result in private inurement – or private benefit from the church's funds beyond reasonable payment for goods and services.

Intellectual property created by staff is deemed to be the property of the employee if he/she does not use the church's resources as specified above.

Intellectual property for the purpose of this policy means an original, independent creation/work that is fixed in a tangible medium of expression (not just ideas, concepts

or discoveries). E.g. books, periodicals, manuscripts, musical works including any accompanying words, dramatic works including any accompanying music, pantomimes or choreographic works, pictorial, graphic and cultural works, motion pictures, and other audiovisual works, and sound recordings.

## 2. Facilities

Take pride in the appearance of our facilities. If you see a problem that you can fix right away (trash on the floor, overflowing trash cans, etc.) please do so with a spirit of teamwork. Any other major repairs or cleanups can be ordered through the Staff Log-in system.

### a. Access to Church Property and Equipment

The Facilities Management Office will distribute keys to employees once the hiring process has been completed. All employees will need to fill out Key Distribution Applications for themselves as well as anyone on their respective Ministry Teams who needs a key. A Key Distribution Application can be obtained from the Facilities office. All keys belonging to terminated employees or volunteers must be returned to the Human Resources Director before the employee or volunteer's last day.

IT Ministry will also issue a FOB key for entrance into designated areas; each employee will receive this at On-boarding. If you lose your FOB, there is a \$10 replacement fee that is to be paid to Finance in order to receive a new FOB.

It is important that the church has access at all times to church property. As a result, the church reserves the right to access employee offices, workstations, computers, filing cabinets, desks, and any other church property at its discretion, with or without advance notice or consent. Use of e-mail, fax machines, and copiers may only be for ministry and business-related purposes. Employee computers may not be used for personal purposes without Ministry Team Leader approval. The church reserves the right to search employee computers to enforce this policy. Access or removal of official church documents, records, and/or confidential information without the expressed consent of the employee's Ministry Team Leader and/or Executive Pastor/Operations is strictly prohibited.

No property is to be loaned or removed from the church grounds without the approval of the Facilities Administration and/or Executive Pastor/Operations.

### b. Incident Reports

Incident reports are necessary for all incidents that happen on Potential Church property either by staff, volunteers, or general church members. An Incident/Injury Report Form is to be completed by a Staff member, through Staff Log-in. This report will be kept on file in the Global Operations office.

c. Fire Drills

Because of our connection with Potential Christian Academy, we participate nearly monthly in a fire drill. The School Office provides schedules each August.

d. Lost and Found

Lost and found items are kept in the Ushers Room before, during, and after Saturday and Sunday worship services. Items that are not claimed in 6 weeks will be donated to Missions.

e. Parking Lot

You are encouraged to use the parking areas that are designated for our employees. Please keep in mind that certain parking spaces adjacent to, in front or closest to our building(s) may need to be left for the congregation and visitors, especially during service times.

Courtesy and common sense in parking will avoid accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. Please do not leave purses, briefcases, laptop bags or anything of value in plain view in your car. Remember to always lock and secure your car. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to the Global Operations Director.

Potential Church does not assume any liability for any loss or damages you may sustain.

f. Safety & Security

Office staff should be on the alert daily, yet without being fearful, of potential dangers and disturbances in a school and church setting. The following are some security guidelines:

Do not leave wallets, purses, or keys in conspicuous places, even if your workspace is locked. Lock doors if you will be gone for any length of time.

Look out for one another. Sense if someone is becoming uncomfortable in conversation with a visitor and rise to their aid.

Avoid walking out to the parking lot alone in the dark. Try to buddy up or go out when a few others may be heading out.

Don't hesitate to discuss any security concerns with the Global Operations Director.

Maintaining the security of and around Potential Church buildings is every staff member's responsibility. Develop habits that insure security as a matter of course. For example:

Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.

Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.

When you are the last to leave your work area make sure that all offices, doors and cabinets are properly locked and secured. When in doubt - LOCK IT.

If you notice suspicious behavior on or inside church property, immediately inform the Global Operations Director.

## **I. Social Media Policy**

As an employee of Potential Church, each staff member is seen by our members and outside parties as a representative of the church. That means your personal website or blog (i.e. Facebook, Twitter, Instagram, etc) is a reflection on the church, whether or not the church is specifically discussed or referenced. Please bear in mind that although you may view your site as a personal project, many readers will assume you are speaking on behalf of the church. If you would not be comfortable with your Ministry Leader, co-workers, or the Executive Team reading your words or viewing your photos, do not write or post them.

Please allow your communication to be positive and honoring.

Integrity is necessary for ministry, therefore we cannot communicate confidential personal or sensitive information about people through public digital sources.

We realize the responsibility for appropriate online communication behavior both with content and contact. It is our responsibility to maintain boundaries for our communication that are appropriate and reflect Potential Church and more importantly, the Lord.

Inappropriate or unprofessional content is prohibited and may be reason for disciplinary action. Also, activity on social media must not interfere with an employee's employment responsibilities or productivity during business hours, unless you are paid by the company to control, run and publish on the Social Media channels for the church.

## **J. Confidentiality**

Each responsible person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of Potential Church. Furthermore, a responsible person shall not disclose or use information relating to the business of Potential Church for the personal profit or advantage of the Responsible person or a family member.



