

Christ's Church of the Valley

Staff Policy Manual

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Table of Contents

Introduction	3
Staff Acknowledgement	4
Nature of Employment	5
Equal Employment Opportunity	5
Disability Accommodation	5
Immigration Law Compliance	6
Outside Employment	6
Hiring of Relatives	7
Staff Relations	7
Ethics and Conduct	8
Contact with the Opposite Sex	8
Non-Disclosure	9
Conflicts of Interest	10
Introductory Period	11
Employment Classifications, Categories, and Staff Designations	11
Job Descriptions	13
Compensation	14
Work Schedules	14
Timekeeping	15
Pay Periods	15
Overtime Pay	15
Staff Health and Other Benefits	16
Benefits Continuation (COBRA)	17
Workers' Compensation Insurance	17
Vacation	17
Holidays	19
Flex Weeks	19
Family Leave	20
Bereavement Leave	20
Jury Duty	20
Witness Duty	21
Time Off to Vote	21
Sabbatical Leave	22
Staff Conduct and Work Rules	24
Alcohol and Drug Use	25
Personal Appearance	25
Sexual and Other Unlawful Harassment	26
Performance Evaluation	27
Access to Personnel Files	27
Personnel Data Changes	27
Smart Phones	28
Computer, E-Mail, and Internet Usage	28

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Social Media, Blogs, and Other Online Forums	30
Workplace Monitoring	30
Business Expenses	31
Use of Equipment.....	31
Safety	31
Smoking	32
Employment Termination	32
Resignation	32
Staff Policy Manual Approval and Revision History	33

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Introduction

At Christ's Church of the Valley (CCV) the desire is to foster an open, collaborative working environment that engages staff and their unique spiritual gifts in the accomplishment of the mission of the church. CCV's staff is valued and considered to be the most important asset, provided by God, in the church's ability to "help people become fully devoted followers of Jesus."

This Staff Policy Manual is a resource for staff, providing important information on a variety of topics. The manual clarifies and explains benefits, policies, best practices, and other information needed in the accomplishment of the ministry of the church. This manual is also the source for communication of CCV's expectations of staff, including important procedures, policies, and work rules.

It's important to clarify, however, that this Staff Policy Manual cannot possibly cover every situation or answer every question. Questions and issues not addressed in this manual should be directed to ministry area leaders and, when necessary, the Executive Pastor.

Changes to this Manual will be made as needed and will be communicated to staff via the Management System document library available to all CCV staff via the CCV Intranet.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Staff Acknowledgement

I understand the Staff Policy Manual describes important information about CCV, its benefits, policies, best practices, procedures, and work rules. I further understand that I should consult my ministry area leader if I have any questions or issues that are not addressed in this manual.

I further understand that I became a CCV staff member voluntarily. I understand and acknowledge that there is no specified length to my employment at CCV and that my employment is "at will" unless otherwise specified in a written offer of employment. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advanced notice. I also understand and acknowledge that "at will" means that CCV may terminate my employment at any time, with or without cause or advanced notice, as long as federal or state laws are not broken.

I understand and acknowledge that there may be changes to the information in this manual. The only exception is that CCV will not change or cancel its employment-at-will policy. I understand that CCV may add new policies to this manual as well as replace, change, or cancel existing policies and procedures. I understand that I will be informed about any changes via the Management System document change process and that changes to this manual always require the approval of the Executive Pastor.

I understand and acknowledge that this Staff Policy Manual is not a contract of employment or a legal document. I have access to this manual at all times via the Management System document library and understand that it is my responsibility to read and follow the information contained in this manual, including any changes made to it.

Staff Member's Name (Printed): _____

Staff Member's Signature: _____

Date: _____

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Nature of Employment

CCV is an *at will* employer. For the purposes of this policy, *at will* describes the relationship between the staff member and CCV as voluntary; a staff member is free to resign their employment with CCV at any time, with or without cause. And, CCV is free to end the employment relationship at any time, with or without cause.

The policies contained herein should not be construed to constitute contractual obligations of any kind or a contract of employment between CCV and any staff member. The provisions in this Staff Policy Manual have been developed at the discretion of CCV's Executive Staff and, except for the policy of *employment-at-will*, may be amended or cancelled at any time, at the sole discretion of CCV.

These provisions replace all other existing policies and practices and may not be changed or added to without written approval from the Executive Pastor.

Equal Employment Opportunity

To give equal employment and advancement opportunities to all staff, CCV makes employment decisions based on staff member performance, qualifications, abilities, and gifting. CCV does not discriminate in employment opportunities or practices as protected by law.

CCV's Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, corrective action, termination, and access to benefits and training.

If a staff member has questions about any type of discrimination at CCV, they should bring them to the attention of their ministry area leader or the Executive Pastor. Questions will be answered openly and honestly without repercussions. Also, if CCV determines that illegal discrimination has taken place, the situation will be investigated and staff involved will be subject to corrective action, up to and including termination of employment.

Disability Accommodation

CCV fully complies with the Americans with Disabilities Act (ADA). The church is also committed to ensuring equal opportunity in employment for qualified persons with disabilities. Therefore, all employment practices and activities are conducted in a non-discriminatory manner.

CCV hiring procedures have been reviewed to ensure they provide meaningful employment opportunities for persons with disabilities. When asked, the church will make job applications available in alternative, accessible formats. CCV will also provide assistance in completing an employment application. Inquiries regarding an applicant's ability to perform the duties of a position are only made pre-employment.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Reasonable accommodation is available to a staff member with a disability when the disability affects the performance of that staff member's job duties and responsibilities as documented in the applicable Job Description. Employment decisions are only made based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, positions, career progression, and seniority. All types of leaves of absence are made available to all staff members equally.

CCV is also committed to not discriminating against any qualified staff member or applicant because they may be related to or associated with a person with a disability. CCV will follow any state or local law(s) that gives more protection to persons with disabilities than those required by the ADA.

CCV is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, or local laws.

Immigration Law Compliance

CCV is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. CCV does not illegally discriminate because of a person's citizenship or national origin.

Because CCV complies with the Immigration Reform and Control Act of 1986, every new staff member is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If a staff member leaves CCV and is rehired, they must complete another Form I-9 if the previous I-9 with CCV is more than three years old, if the original I-9 is no longer accurate, or if CCV no longer has the original I-9.

Questions pertaining to immigration laws should be directed to the Executive Pastor.

Outside Employment

CCV does not have a policy against outside employment. A CCV staff member may, if desired, hold an outside position. However, outside employment should not interfere in any way with the proper performance of a staff member's duties and responsibilities. All CCV staff members are held to the same performance standard and scheduling expectations regardless of any outside employment. If it is determined that outside employment is unfavorably impacting the performance of a CCV staff member for any reason, the staff member may be asked to terminate the outside employment.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Additionally, if a staff member's outside employment has an undesirable impact on CCV it will be considered to be a conflict of interest and will be addressed as described herein.

Hiring of Relatives

When relatives work in the same area of an organization, certain issues and/or problems may result. Claims of favoritism, conflicts, and other issues can be a disruption and may affect the performance of other staff. Therefore, certain restrictions are in place to allow the employment of relatives without compromising the desired work environment.

Employment of relatives is permitted only with the express oversight of the Executive and/or Senior Pastor as the situation dictates. A direct reporting relationship always requires the involvement of the Senior Pastor directly in oversight of the situation and when conflicts or other issues arise. If a problem arises, quick action is taken to resolve the situation. Resolution can include reassignment or, if necessary, termination of employment for one or both of the staff members involved.

For the purposes of this policy, a relative is defined as persons related by blood or marriage, or whose relationship is similar to that of a relative.

Staff Relations

CCV's working conditions, compensation, and benefits are competitive with those offered by other Restoration Movement Independent Christian Churches locally and nationally. Concerns and questions about working conditions, compensation, or benefits should be brought to the attention of the staff member's ministry area leader and/or the Executive Pastor.

It is CCV's desire that its staff deal openly and directly with ministry area leaders and each other helping to create a positive and effective working environment. CCV's commitment to its staff members is demonstrated through timely and effective response to concerns, suggestions, and other input and feedback.

Additionally, to aid in the creation of a positive working environment, CCV staff members should adhere to the following 11 "Staff Values" when relating to each other as co-workers and servants of Christ:

CCV's Staff will ...

1. Have fun together!
2. Maintain healthy boundaries with the opposite sex.
3. Not gossip and only speak positively about one another.
4. Commit to having one another's back.
5. Have no unresolved conflict.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

6. Seek, value, and apply feedback from one another.
7. Consider all ministry areas with equal value.
8. Work hard, but protect personal and family time.
9. Pursue personal, professional, and spiritual growth.
10. Pray for one another.
11. Communicate with one another with grace, tact, and honesty.

Ethics and Conduct

CCV staff members are expected to perform their duties and responsibilities ethically. All staff members must carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

CCV's continued ability to successfully reach people depends, in large part, on the trust of its members, attendees, visitors, and the community. All staff members are expected to act in ways that earn that trust and confidence.

As an organization, CCV will comply with all applicable laws and regulations. All officers, directors, and other staff are expected to conduct business in accordance with the letter, spirit, and intent of all relevant laws, not doing anything that is illegal, dishonest, or unethical.

Use of good judgment and high ethical principles will aid the staff member in making good decisions. However, if a staff member is not sure if an action is ethical or proper, they should discuss the matter openly with their ministry area leader and if necessary, the Executive Pastor.

It is the responsibility of every CCV staff member to comply with CCV's policy of ethics and conduct. Staff who ignore or do not comply with this standard of ethics and conduct may be subject to corrective action, up to and including termination of employment.

Contact with the Opposite Sex

As a church staff it is especially important to ensure there are healthy boundaries between members of the opposite sex. Therefore, it is the policy of CCV that no two staff members of the opposite sex meet for any reason alone while away from the office. This includes but is not limited to going to lunch together, having coffee, or any other occasion that would have the two staff members of the opposite sex alone together.

Of course one on one communication is important between staff members regardless of gender, therefore certain provisions are made to allow such meetings to take place. For example, all office, conference room, and classroom doors are furnished with windows to allow others to see into the room. If the office or conference room door window is furnished with blinds or other covering, it must be kept open at all times while the meeting is taking place. Rooms with doors without windows (such as the Green Room) should not be used for meetings between staff members of the opposite sex. Meetings

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

may also take place on church grounds, in the open where others can easily see the meeting taking place. Additionally two staff members of the opposite sex should not be alone in the office for any significant period of time.

If it is necessary that two staff members of the opposite sex travel to the same destination for the same event/conference, they are required to travel separately and some provision must be made that their time at the event/conference does not allow the two to be alone at any time for any reason.

This policy also applies to all staff members when they are meeting with anyone else of the opposite sex, except of course spouses and other relatives.

This policy does not apply to unmarried staff members who are involved in a dating relationship. However, if an unmarried staff member becomes involved in a dating relationship with another unmarried staff member, both staff members should make their ministry area leader(s) aware of the relationship. In all cases, an unmarried staff member may not become involved in a sexual relationship with anyone.

Non-Disclosure

It is very important to CCV that confidential information is protected. Confidential information includes, but is not limited to, the following:

- Compensation Information
- Member and Attendee Lists
- Member Preferences
- Financial/Giving Information
- Premature Communication of Possible Changes, Events, Plans, etc.

Every CCV staff member is asked to sign a Non-Disclosure Agreement annually, on or near January 1st, as a condition of employment. Volunteers, contractors, etc. are asked to review and re-sign a Non-Disclosure Agreement as needed to ensure they are adequately aware of their responsibility relative to CCV's non-disclosure policy. The Non-Disclosure Agreement form is available via the Management System document library (Document Number: PL6001-F002).

Improper use or disclosure of confidential information may result in corrective action up to and including termination of employment. This applies even if a staff member does not receive any benefit from the release of such information.

Questions about what information should be considered to be confidential should be directed to the Executive Pastor.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Conflicts of Interest

CCV has guidelines to avoid real or potential conflicts of interest in all business dealings and other ministry activities. It is the responsibility of all staff to strictly adhere to these guidelines. For more specifics or any questions related to conflicts of interest, contact the Executive Pastor.

When a staff member conducts business with another organization or contractor, they must do so within the guidelines established herein. Business relationships should not result in unusual gains for anyone involved in the relationship. "Unusual gains" are defined as: bribes, bonuses, kick backs, special fringe benefits, and other windfalls that will benefit anyone involved in the relationship. The Executive Pastor must first approve any business or other relationship and/or amount of compensation that could be interpreted as resulting in unusual gains.

A "conflict of interest" exists when a person is in a position to influence a decision or have business dealings on behalf of CCV that might result in an unusual gain for anyone at all (staff member, relative, organization, employee of an organization, contractor, etc.). For the purposes of this policy, a relative is any person who is related to anyone involved in the relationship by blood or marriage, or whose relationship is similar to being a relative even if they are not related by blood or marriage.

CCV does not automatically assume that there is a conflict of interest if a staff member has a relationship with another organization, contractor, etc. However, if the staff member has any influence on transactions involving purchases, contracts, leases, etc. they must inform the Executive Pastor as soon as possible. Informing the Executive Pastor that there is the possibility of an actual or potential conflict of interest or any possible appearance thereof, CCV staff members are safeguarded from potential accusations or scrutiny.

The possibility for personal gain is not limited to situations where a staff member has significant ownership in a firm with which CCV does business. Personal gains may also result from situations where a staff member or relative of a staff member receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealing involving CCV.

CCV staff members are discouraged from accepting gifts from congregants. However, gifts (Christmas, pastoral appreciation, etc.) valued at less than \$100 are permitted. Gifts given to staff members in excess of \$100 in value may also be accepted (depending on the specific circumstances), but the Executive Pastor must be made aware of such gifts. If the Executive Pastor receives a gift in excess of \$100, the Senior Pastor should be notified.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Introductory Period

New staff members at CCV, excluding the Temporary and Intern categories, are subject to a 90 calendar day introductory period. During the introductory period, the new staff member's work habits, skills, and abilities are evaluated to ensure the job can be performed satisfactorily. The introductory period also provides the new staff member with time needed to determine if the new job meets their expectations.

If a staff member is absent for a significant amount of time during the introductory period, the length of the absence may extend the introductory period. CCV may also choose to extend the introductory period if it is decided that an extension is necessary in order to evaluate a staff member's performance. An extension of the introductory period can happen either during or at the conclusion of the introductory period. When a staff member satisfactorily completes the introductory period, their category is changed to regular part or full-time depending on the position.

During the introductory period, new staff members are eligible for benefits that are required by law, such as Social Security and workers' compensation insurance. They may also be eligible for other CCV benefit programs, subject to the terms and conditions of each benefit program. The staff member should review the information for each benefits program to determine the exact requirements.

Employment Classifications, Categories, and Staff Designations

CCV has defined and implemented certain employment classifications, categories, and staff designations as needed for the administration of certain benefits, work schedules, work rules, etc. Each staff member should be aware of their classification, category, and/or staff designation at the time of employment with CCV. Employment classifications and staff designations for each staff position are documented via the Job Description. Job Descriptions exist for all CCV staff positions and are available to all staff via the Management System document library. Employment categories are documented via the staff member's employment offer letter. Questions about employment classifications, categories, or staff designations should be directed to the staff member's ministry area leader or the Executive Pastor.

Depending on position, a staff member is classified as either **NONEXEMPT** or **EXEMPT** from federal and state wage and hour laws. A **NONEXEMPT** staff member is entitled to overtime pay under the specific provisions of federal and state laws. An **EXEMPT** staff member is excluded from specific provisions of federal and state wage and hour laws. **EXEMPT** or **NONEXEMPT** classifications may only be changed via the Job Description, approved by the Executive Pastor.

In addition to being classified as **NONEXEMPT** or **EXEMPT**, a staff member also belongs to one of the following employment categories:

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

A staff member is in the **REGULAR FULL-TIME** category if they are regularly scheduled to work the CCV full-time schedule.

A staff member is in the **REGULAR PART-TIME** category if they are regularly scheduled to work less than 40 hours per week.

The above categories also apply to **TEMPORARY** or **INTERN** staff. A **TEMPORARY** full or part-time staff member has an employment relationship with CCV, but is assigned to work on an irregular or unpredictable basis.

An **INTERN** full or part-time, paid or unpaid is a staff member whose employment with CCV is for a specific purpose and with a strict term or duration. Typically an **INTERN** is completing a degree or other educational requirement(s) and is employed by CCV to that end. Interns receive offer letters signed by the Executive Pastor that specifically outline the purpose of the internship as well as its term, rate of compensation (if any), etc.

Staff members also fit into one or more staff designations, depending on the position and leadership level in the organization. These designations include: **PRESCHOOL STAFF**, **ADMINISTRATIVE STAFF**, **SUPPORT STAFF**, **MINISTRY STAFF**, **SENIOR STAFF**, and **EXECUTIVE STAFF**.

PRESCHOOL STAFF includes all staff working in CCV's mid-week preschool program, Providence Christian Preschool. In most cases, **PRESCHOOL STAFF** are nonexempt, regular part-time staff members. **PRESCHOOL STAFF** are employed on an "annual renewal" basis and are not eligible for CCV benefit programs. The annual renewal is accomplished via annual offer letters, signed by the staff member and the Executive Pastor. Offer letters are kept in the staff member's personnel file.

ADMINISTRATIVE STAFF includes those church staff members who are in positions defined as "administrative" in duties and responsibilities. These positions include but are not limited to Administrative Assistant, Executive Assistant, Office Manager, Bookkeeper, etc.

SUPPORT STAFF includes those church staff members who function in a ministry support role but are non-ordained and generally not considered to be functioning in a ministry leadership capacity. These positions include but are not limited to Visual Media Producer, Producer, Production Assistant, Technical Director, etc.

MINISTRY STAFF includes those church staff members who function in ministry positions, including ordination. Ordination is accomplished via a letter that is written and signed by the Senior Pastor and kept on file in the staff member's personnel file. Staff members ordained prior to employment with CCV should provide documentation as such for inclusion in their CCV personnel file. As "ordained ministers," **MINISTRY STAFF** perform

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

the sacraments (baptism, communion, weddings, funerals, etc.) and are eligible for certain federal income tax benefits, such as housing allowance and the ability to opt out of Social Security. Therefore, CCV does not pay half of a **MINISTRY STAFF** members FICA as it does non-Ministry Staff members.

The **SENIOR STAFF** is a subset of the **MINISTRY STAFF** and is considered to be the highest level of leadership other than the **EXECUTIVE STAFF** and Leadership Team. **SENIOR STAFF** members report directly to the Executive Pastor and are also under the routine oversight and guidance of the Senior Pastor. **SENIOR STAFF** members are also ordained ministers and are eligible for certain tax benefits as described above.

The **EXECUTIVE STAFF** includes both the Executive and Senior Pastors. The **EXECUTIVE STAFF** is the highest level of church leadership other than the Leadership Team. The Executive Pastor reports directly to the Senior Pastor and the Senior Pastor is under the oversight and support of the Leadership Team as outlined in CCV's By-Laws. The By-Laws are available to everyone via the Management System document library (Document Number: BL1001). The **EXECUTIVE STAFF** is also considered to be the corporate "officers" as outlined in CCV's Articles of Incorporation.

For simplicity in documenting and communicating policy, **MINISTRY**, **SENIOR**, and **EXECUTIVE STAFF** may be referred to collectively as **PASTORAL STAFF**.

In some cases, a CCV staff member may simultaneously be in more than one staff designation. For example a **SENIOR STAFF** member is also considered to be a **MINISTRY STAFF** member. The Preschool Director could be designated as both a **PRESCHOOL STAFF** member and a **PASTORAL STAFF** member. In cases such as these, specifics related to certain benefits, work schedules, and work rules will be established at the time of employment or assignment, depending on the circumstances.

Job Descriptions

Specific duties and responsibilities for each CCV position are documented via a formal Job Description. The Job Description includes a general description, essential job functions, education and experience, grade, classification, staff designation, and reporting relationship.

Job Descriptions are available to assist new staff members with understanding their duties and responsibilities and other specifics about their position. Job Descriptions are also used to identify the requirements of a position, to determine hiring criteria, to set standards for staff member performance, and to establish a basis for making reasonable accommodations for individuals with disabilities.

The Executive Pastor and the ministry area leader develop Job Descriptions as the primary vehicle for establishing and creating a new CCV position. Existing Job Descriptions are reviewed and revised as needed when the requirements of a position

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

change significantly. Staff members are encouraged to assist with ensuring Job Descriptions accurately reflect the specifics of their positions.

All questions or concerns about Job Descriptions should be discussed with the staff member's ministry area leader or the Executive Pastor.

Compensation

CCV has established a formal compensation structure to ensure staff members are fairly and consistently compensated. The structure is established and periodically adjusted based on specific position requirements relative to similar positions internal to the organization as well as in the local and national market for similar positions in other Restoration Movement Independent Christian Churches. The compensation structure also ensures compliance with all applicable federal and state employment laws.

Compensation for each position is based on several factors. The factors include job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data. The compensation structure is reviewed annually and adjusted as needed.

Work Schedules

CCV believes that a very important part of a Pastoral Staff member's job is to spend time away from the office (meeting with potential leaders and other volunteers, attending to pastoral duties, preparing classrooms and other areas for Sunday services, etc.). The church also recognizes the occasional need for Pastoral Staff to see to certain pastoral, family, and personal matters during normal working hours. Therefore, CCV does not require Pastoral Staff members to maintain regular office hours. It is expected, however, that Pastoral Staff work a full week, making visible progress toward accomplishing their duties and responsibilities. Depending on the special event, in addition to their normal work schedule Pastoral Staff members are expected to participate in the execution of special events and other scheduled church activities.

Pastoral Staff work schedules are approved in advance by the Executive Pastor and are renewed for each ministry season (Fall/Winter and Spring/Summer). The approved work schedule is kept on file in the Pastoral Staff member's personnel record. (Reference Schedule of Ministry Form, Document Number: PL6001-F006.)

CCV's normal business hours are from 9:00 AM until 5:00 PM Monday through Friday. Sunday is also considered to be a normal workday with all Pastoral Staff expected to be present for all services. Since Pastoral Staff are required to work on Sundays as well as other times outside CCV's normal business hours, their scheduled five day workweek is from Sunday through Thursday.

Some Support Staff (depending on the position) and all Administrative Staff are required to maintain regular office hours as stated above.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Timekeeping

All nonexempt staff members are required to complete a timesheet at the end of each pay period, accurately recording hours worked. Timesheets should include the hours they work. The law requires CCV to keep accurate records of "time worked" in order to correctly calculate staff member pay and benefits. "Time worked" is defined as the total time that a nonexempt staff member spends performing their assigned work.

Nonexempt staff members must accurately record start and stop times, including the beginning and end of meal periods, split shifts, or whenever it is necessary to leave the workplace for any other non-work related reason. Any and all overtime must be approved in advance by the staff member's ministry area leader.

Nonexempt staff members should be sure information they are recording is as accurate as possible. Submitting information that is not accurate may result in corrective action up to and including termination.

Pay Periods

All staff members are paid **semi-monthly** on the 5th and the 20th of the calendar month. Pay received on the 5th of the month includes pay for all work performed the second half of the previous month. Pay received on the 20th of the month is for work performed during the first half of the current month. All staff members are, therefore, paid a half month "in arrears."

If either the 5th or 20th of the month fall on a weekend or holiday, the staff member will receive their pay on the last work day prior to that day. For example, if the 20th happens to fall on a Sunday, the staff member will receive their pay on Friday the 18th.

If a staff member is on vacation on a payday, they will receive their pay upon their return to work, assuming they are not taking advantage of direct deposit.

CCV offers direct deposit to a staff member's designated banking institution as well as manual checks as salary payment options. Contact the bookkeeper to select a payment method.

Overtime Pay

All nonexempt staff members working more than 40 hours in any single work week will receive overtime pay at the rate of 1.5 times their normal hourly rate for every hour over 40. Overtime pay is based on the actual hours worked. Therefore, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

In all cases, working overtime requires approval of a staff member's ministry area leader in advance. Overtime worked that has not been approved in advance will not be paid to the staff member.

Staff Health and Other Benefits

CCV staff members are eligible for certain benefits, primarily dependent upon classification, category, and in some cases staff designation.

All CCV staff members are entitled to benefits required by law including workers' compensation. Staff members in all categories and in the Preschool, Administrative, and Support Staff designations are also entitled to Social Security (FICA) insurance, half of which is paid by the church. Ordained ministers (Ministry, Senior, and Executive Staff designations) are entitled to Social Security insurance, but since they are able to opt out, CCV does not pay half of the tax. Since some ordained ministers choose to opt out of Social Security and some do not, it is the policy of CCV not to pay any portion of an ordained minister's Social Security taxes. This prevents inequity as it relates to compensation for ordained ministers.

Ordained ministers are eligible for a housing allowance as defined in the federal tax code. Housing allowances are estimated by the minister and declared via the Minister's Compensation Worksheet, reviewed and approved by the Executive Pastor, on behalf of the Leadership Team, in December (effective January 1st) each year. These worksheets are kept on file electronically. The Minister's Compensation Worksheet may be reviewed and/or changed by the minister at any time with the approval of the Executive Pastor. If the minister desires to make a change to their Minister's Compensation Worksheet, they should contact the Executive Pastor to make an appointment, ensuring both are available to make, review, and approve the change(s). The housing allowance designation may only be declared once each year, effective on January 1st and may not be changed once it is approved for that year.

All regular full-time staff members are eligible for medical/dental benefits for themselves and their immediate families. These benefits are provided at the expense of the church. However, if the staff member is married or otherwise has access to medical/dental benefits other than those provided by CCV, they may be asked to take advantage of the other program with any out-of-pocket expense paid by the church. A comparison of cost to determine which medical/dental benefit plan is most cost effective for the church takes place at a staff member's initial enrollment in the program and, if necessary, during open enrollment at the beginning of each calendar year.

Children of staff members may be covered by CCV's medical/dental benefit program for the duration allowed by state law or until age 26, whichever is shorter. Other conditions required by law, such as the child having to live in the state of Pennsylvania, must also be met in order to continue coverage for children of CCV staff.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps staff members and their dependents to continue their health insurance even if they are no longer eligible under their employer's health plan.

However, there are strict rules about when a staff member can use COBRA. COBRA lets an eligible staff member and dependents choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the staff member's resignation, termination, leave of absence, shortened work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under the staff member's health insurance.

To continue insurance coverage under COBRA, the staff member is required to pay the full cost of the insurance at CCV's group rate.

Workers' Compensation Insurance

CCV provides its staff members with a comprehensive workers' compensation insurance program at no cost to the staff member.

The workers' compensation program covers injuries or illnesses that might happen during the course of employment that require treatment of any kind. Subject to legal requirements, workers' compensation insurance begins after a waiting period. If a staff member is hospitalized, benefits begin immediately.

All staff members are required to report all work-related injuries to their ministry area leader immediately, regardless of how minor the injury may seem. Prompt reporting ensures that staff member is treated without delay and helps to ensure a proper investigation is performed as to the cause of the incident.

Workers' compensation covers only work-related injuries and illnesses. Neither CCV nor its insurance carrier will pay workers' compensation benefits for injuries that might happen to a staff member participating in non-work-related activities.

Vacation

CCV offers vacation time off with pay to eligible staff. Staff members in the following employment categories and staff designations are eligible for paid vacation time:

Eligible Employment Categories

Regular Part-Time
Regular Full-Time

Eligible Staff Designations

Administrative Staff
Support Staff
Ministry Staff
Senior Staff
Executive Staff

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

The amount of paid vacation time a staff member receives each year depends on length of employment with CCV. Vacation time is granted according to the following schedule:

- 0 to 4 Years of Employment – 10 Days/Year
- 5 to 9 Years of Employment – 15 Days/Year
- 10+ Years of Employment – 20 Days/Year

All of a staff member's vacation time is available to them at the beginning of each calendar year according to the above schedule. If a staff member's anniversary date is reached during a calendar year and they are crossing from one eligible range to another, their additional vacation time is available to them as of the anniversary date. For example, if a staff member reaches 5 years of service on June 1st, they have an additional 5 paid vacation days available to them that calendar year as of the June 1st anniversary date. A new eligible staff member, hired any time after the first of a calendar year is eligible to take paid vacation according to the schedule after they complete the 90 day introductory period.

Vacation time must be taken in full day increments. To request vacation time, the staff member should send their ministry area leader an e-mail containing the amount of days being requested, including the dates of the first normal workday being missed and the first normal workday the staff member will be returning to work. Requests are reviewed considering a number of factors including but not limited to ministry need and staffing requirements. There are certain times of the year when vacation time is normally not granted. These times include Christmas Eve, Easter, and other times of the year where significant staff presence is required to ensure the ministry objectives are accomplished.

Vacation time is tracked by CCV's payroll company and should be reported by the staff member to their ministry area leader by the end of the last business day prior to the beginning of the approved vacation. The ministry area leader then forwards the e-mail to the bookkeeper for reporting to the payroll company.

Vacation pay is calculated based on base rate of pay at the time of the vacation. Vacation pay does not include overtime or any other special form of compensation. Staff members are encouraged to use all available paid vacation time each year. Unused vacation time is not normally carried over to the next year and is therefore lost if not taken. Exceptions to this policy are possible at the discretion of the Executive Pastor.

Upon termination of employment a staff member is eligible to receive pay for all unused vacation time. However, if CCV, at its sole discretion, elects to provide a severance of other separation package, a staff member's unused vacation is considered to be part of that severance or other separation package. Exceptions to this policy will be written into the separation agreement letter.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Holidays

CCV provides paid time off for all eligible staff members for 10 holidays each year. Below is a list of CCV paid holidays:

1. New Year's Day (January 1st)
2. Martin Luther King Junior's Birthday (3rd Monday in January)
3. Presidents' Day (3rd Monday in February)
4. Memorial Day (last Monday in May)
5. Independence Day (July 4th)
6. Labor Day (1st Monday in September)
7. Thanksgiving (4th Thursday in November)
8. The Day After Thanksgiving (4th Friday in November)
9. Christmas (December 25th)
10. New Year's Eve (December 31st)

Staff members in the following employment categories are eligible for paid time off for the above listed holidays:

- Regular Full-Time
- Regular Part-Time

If a recognized holiday falls on a Saturday, CCV will observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, CCV will observe it on the Monday after the holiday.

If a staff member is eligible for a paid holiday and is on a paid absence such as vacation, the staff member will receive holiday pay instead of vacation pay for that day. If eligible nonexempt staff members work on a recognized holiday, they will receive holiday pay plus their wages at their straight-time rate for the hours they worked on the holiday.

Flex Weeks

At the discretion of the Executive Staff, CCV staff members may be granted additional work schedule flexibility following key milestones in the ministry calendar that require work hours and effort well above the norm. These "flex weeks" will be communicated to staff when deemed necessary by the Executive Staff.

For the purposes of this policy, a "flex week" is a regular work week when staff members are asked to "work as needed" to ensure critical/high priority tasks are accomplished and pastoral support is available when needed. Staff members must be available when called upon like any other work week, responding to phone calls, texts, and e-mail as CCV policy dictates. (See the Computer, E-Mail, and Internet Usage section of this manual.)

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Family Leave

CCV provides its staff with family and medical leave for up to 12 weeks, as required by law. However, in most cases this leave is without pay. Use of unused vacation time may be approved in the event of a family or medical leave if approved in advance by the staff member's ministry area leader.

Also under the Family and Medical Leave Act (FMLA), CCV provides its staff members with maternity/paternity leave if requested. To minimize the financial burden on the staff member, CCV will pay the staff member for up to four weeks of leave. If the staff member so chooses, they may also request use of any unused vacation time as part of their leave. Consequently, a zero to five year staff member could be paid for as many as six weeks of maternal/paternal leave. Maternal/paternal leave should be requested of the ministry area leader at least four weeks in advance in order to allow the ministry area leader to adequately prepare for the staff member's absence. If extenuating circumstances exist, as determined by the ministry area leader, requests for maternal/paternal leave may be granted with less than four weeks' notice.

Bereavement Leave

CCV provides bereavement leave to staff members as needed in the event of an immediate family member's death. Bereavement leave should be requested of the staff member's ministry area leader as soon as possible upon learning of the death.

Staff members in the following employment categories are eligible for up to three days of bereavement leave with pay:

- Regular Full-Time
- Regular Part-Time

While a staff member is on a paid bereavement leave, they will receive their base rate of pay.

With the approval of the staff member's ministry area leader, any available paid leave benefits, such as vacation, may be used to prevent loss of pay if time off beyond the three days is requested and approved.

For the purposes of this bereavement leave policy, "immediate family" is defined as a staff member's child, spouse, parent, grandparent, brother or sister. Immediate family also includes a spouse's child, parent, grandparent, brother or sister.

Jury Duty

CCV encourages all staff members to fulfill their civic duties by serving jury duty when summoned. A staff member in an eligible category may request up to two weeks of paid jury duty leave over any two year period.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

If a staff member is eligible for jury duty, it will be paid at the staff member's base rate of pay for the number of hours the staff member would have normally worked that day.

Staff members in the following employment categories are eligible for paid jury duty leave:

- Regular Full-Time
- Regular Part-Time

If a staff member is required to continue jury duty longer than the period of time they are eligible for pay, other available paid time off, such as vacation, may be used to prevent a loss of pay while serving jury duty.

Upon receipt of a jury duty summons, the staff member should present it to their ministry area leader as soon as possible. This will aid the ministry area leader in planning for the absence. The staff member is expected to work, though, as the court schedule permits.

Either the staff member or CCV may ask the court to excuse a staff member from jury duty if it is determined that the absence would cause significant disruption to the church's operations.

Witness Duty

If a staff member receives a subpoena to testify in court, CCV will allow for time off as needed to satisfy the subpoena. If a staff member is summoned to be a witness for CCV or if CCV asks a staff member to testify, the staff member will receive the time off with pay.

Time off for witness duty for a court case not involving CCV will be paid up to a maximum of two weeks. Any available paid leave such as vacation may be used for any unpaid time off the staff member may be required to take.

All requests for witness duty time off should be made of the staff member's ministry area leader as soon as the subpoena is received. During the approved witness duty period the staff member is expected to report for work anytime they are not needed in court.

Time Off to Vote

CCV encourages all staff members to vote in all elections. If it is not possible to vote before or after working hours, time will be granted as needed to allow staff members to vote in elections.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Sabbatical Leave

As a part of CCV's overall commitment to staff personal development, all full-time Senior and Executive Staff members are offered sabbatical leave during key junctures in their ministries.

A key spiritual principle taught throughout scripture is the rhythm of working, and then ceasing for a time from our work. God himself modeled this for us. Genesis 2:2-3 states, "By the seventh day God had finished the work he had been doing; so on the seventh day he rested from all his work. Then God blessed the seventh day and made it holy, because on it he rested from all the work of creating that he had done." The Hebrew word for "rest" is "Shabbat," which simply means "to stop or cease."

Since God modeled rest ("Shabbat") for us, it should come as no surprise that God's people were commanded to follow his example and rest ("Shabbat") as well. "Remember the Sabbath (Shabbat) day by keeping it holy (Exodus 20:8)." The rhythm of working and resting is a divinely modeled and commanded principle.

Throughout church history Christians have recognized the need not only to rest on a weekly basis from their own labors, but to also provide rest ("Shabbat") for their church leaders as a way to invest in their lives and increase their ministerial productivity and longevity.

Woven throughout the fabric of congregational life are its pastors - spiritual guides, scholars, counselors, preachers, administrators, confidants, teachers, pastoral visitors, and friends. Pastors perform their duties among a dizzying array of requests and unrealistic expectations. Congregations are not always easy places, and the responsibilities can sometimes wear down the best pastors. It is not a job for the faint-hearted, but requires a balance of intelligence, love, humility, compassion, and endurance. Most importantly, it demands that pastors remain in touch with the source of their life and strength. Like all people of faith, good pastors need moments to renew and refresh their energies and enthusiasm to avoid burnout.

Today the concept of a sabbatical is widely recognized as a necessity for allowing busy and worn down pastors the opportunity to take an extended break for renewal and refreshment. It's beneficial to the pastors within a church, as well as to the congregation. Why? Two reasons:

1. Sabbaticals increase longevity – Studies show that a pastor's greatest season of effectiveness occurs *after* 10 years of full-time service within the same congregation. Therefore one of the greatest investments a church can make is to invest in a pastor's long-term personal growth and renewal.
2. Sabbaticals retain pastors, reducing cost – It's expensive to replace a pastoral staff member. The time it takes to search for a candidate, cover responsibilities in

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

their absence, fly candidates in and out for interviews, cover moving expenses, etc., all weigh heavily on a congregation's budget. Strategically providing sabbatical time for renewal saves the church from losing both momentum and money over the long haul.

CCV's sabbatical leave policy includes the following details:

- After completing seven years of full-time service at CCV, a pastor who is in good standing with the congregation will submit a proposal to the Senior Pastor for sabbatical leave.
- A successful sabbatical proposal will include a detailed outline of how they will accomplish the following three items during their time away: (1) a vacation experience for the pastor's family (2) three sessions of counseling for the pastor with a licensed Christian counselor and (3) some kind of learning experience (ex. conferences, meeting with a ministry mentor, etc.). The pastor is encouraged to be creative and design an experience which will truly be exciting and refreshing.
- Once the proposal has been accepted the pastor will be granted one month off with pay. In addition, he or she will be given a stipend equal to one month's salary to pay for the sabbatical experience. The stipend will be included in the pastor's regular paycheck and be distributed over five regular pay periods, beginning five months in advance of the start of the sabbatical (for example, if a sabbatical is to start July 1st, and a pastor is paid \$5,000 a month for their total salary package, beginning in February that pastor's next five pay periods would include an additional \$1,000 (ex. Feb 5, Feb 20, Mar 5, Mar 20, Apr 5), minus applicable taxes. Getting the stipend in advance allows the pastor to book plane tickets and make other arrangements in advance.
- The sabbatical stipend will appear on the pastor's W-2, and as such is subject to taxation. Pastors taking a sabbatical should consult their tax advisor for appropriate steps to compensate for how that will affect their taxes.
- Upon return from the sabbatical the pastor will meet with the Senior Pastor to reflect upon what insights were gleaned during the sabbatical experience and to celebrate what God has been doing in that pastor's life.
- During the sabbatical experience the pastor will be encouraged to make provisions to completely disengage for their pastoral duties (ex. turning off cell phones, having another staff member answer e-mails, worshipping at another church, etc.).

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

- Pastors who faithfully and sacrificially serve at CCV beyond the seven year mark will be available to submit proposals for additional sabbatical leave in the following increments:

<u>Years of Service*</u>	<u>Sabbatical Duration</u>	<u>Stipend Amount</u>
7	1 Month	1 Month's Salary
12	1 Month	1 Month's Salary
17	1.5 Months	1.5 Month's Salary
22	1.5 Months	1.5 Month's Salary
27	2 Months	2 Month's Salary
32	2 Months	2 Month's Salary

* For the purpose of calculating years of service, only full-time service will be considered.

Staff Conduct and Work Rules

CCV staff members must behave professionally and in a manner consistent with a Christ follower as defined in the Bible. It's also important to remember that as a member of a church staff, a staff member's conduct is always subject to the scrutiny of the congregation and, to some degree, the general public. Therefore, a staff member's behavior in public must be consistent with that of a church staff member at all times. In addition, a CCV staff member's spending and life style choices should be made very carefully and with awareness that such decisions may be considered by others to be inappropriate. Questions about acceptable behavior and the appropriateness of spending and life style decisions should be directed to the Executive Pastor for consideration and council.

In addition, as a staff member at CCV certain "work rules" that ensure the best interests and safety of all CCV staff members and congregants must be followed at all times. Staff members who break work rules may be subject to corrective action up to and including termination of employment. These work rules include but are not limited to the following:

- Theft or inappropriate removal or possession of church property
- Falsification of church records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace or while operating church-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of church property
- Insubordination or other disrespectful conduct
- Violation of health or safety rules
- Sexual or other unlawful or unwelcome harassment
- Premarital sex or affair

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace without proper authorization
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of confidential information, including any information related to compensation (monetary or other specifics)
- Unsatisfactory performance or conduct

Questions relating to Staff Conduct and Work Rules should be directed to a staff member's ministry area leader and/or the Executive Pastor.

Alcohol and Drug Use

CCV's buildings and grounds are completely alcohol and illegal drug free. Therefore, consumption of alcohol or use of illegal drugs on church property is strictly prohibited. However, in some cases events hosted off of church property may include the serving of alcohol. In all cases events such as these are of the type that would require the serving of alcohol in order to be a success. Examples include CCV's Comedy Night event and other events for the same demographic and purpose as Comedy Night.

The consumption of alcohol in moderation may also be permitted at certain church staff events such as retreats, holiday dinners, etc. Any such event where alcohol will be served must be held off CCV property and be approved in advance by the Executive and Senior Pastors.

CCV staff members who choose to drink on their own time must do so in moderation, being careful not to become intoxicated. A good general guideline is not to exceed two drinks of any type in one sitting and never allow oneself to exceed the legal limit.

Personal Appearance

CCV considers the appearance of its staff to be of the utmost importance. As a member of CCV's staff an individual should be mindful of the demographic the church is trying to reach and dress accordingly. It is not the desire of CCV to specifically outline a "dress code" or any other such policy. Instead, it is the responsibility of all ministry area leaders to dress appropriately and to ensure staff under their supervision does the same.

In some cases, such as CCV staff being routinely asked to speak or otherwise participate in the service from the main stage, a staff member may be asked to dress in specific attire. For example, stage communicators during weekend services should never wear blue jeans.

If a staff member's appearance is deemed inappropriate they will be asked to correct the situation in the future. Gross inappropriateness may result in the staff member being asked to return home to change. Questions about this policy should be directed to the staff member's ministry area leader or the Executive Pastor.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Sexual and Other Unlawful Harassment

CCV is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. CCV will not tolerate any actions, words, jokes, or comments based on a person's gender, race, national origin, age, disability, or any other legally protected personal characteristic.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If a CCV staff member experiences or witnesses sexual or other unlawful harassment at work, it should be reported immediately to the individual's ministry area leader. If the ministry area leader is unavailable or the staff member believes it would be inappropriate to discuss it with their ministry area leader, the staff member should immediately contact the Executive Pastor. It is the policy of CCV that no staff member will suffer any form of punishment or reprisal for reporting sexual harassment or asking questions or raising concerns about sexual harassment.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, the details will be kept confidential and the alleged harasser will be

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

protected against unnecessary disclosure. When the investigation is completed, the reporting staff member will be informed of the outcome of the investigation and appropriate action will be taken. Any staff member who engages in sexual or other unlawful harassment may be subject to corrective action, up to and including termination of employment.

Performance Evaluation

The staff member and their ministry area leader are encouraged to regularly discuss job performance, goals, and expectations. In addition, the staff member and their ministry area leader will conduct formal performance evaluations to discuss job performance, goals, and expectations, identifying areas of strength and areas in need of improvement. Performance evaluations are usually done every 12 months around the beginning of the calendar year. (Reference document number PL6001-F005 available via the Management System document library.)

Depending on the financial condition of the church, CCV may give merit-based pay adjustments to some staff members in recognition of good performance. These adjustments are based on a number of factors, including the information documented during performance evaluations.

Access to Personnel Files

CCV maintains personnel files for all staff members. The personnel files include employment applications and related recruitment documents, training records, performance documentation, compensation history, and other employment records.

Personnel files are the property of CCV, and because they contain sensitive and confidential information, CCV staff members are only granted access to their own personnel file and only for legitimate reasons as determined by the Executive Pastor.

A CCV staff member desiring to review their personnel file should contact the Executive Pastor to setup a time for the review. An appointment will be set for the review that allows both the staff member and Executive Pastor to be present. A staff member may only review their personnel file under the supervision of the Executive Pastor.

Personnel Data Changes

It is important that CCV possess accurate and up-to-date personal information for each staff member. If personal information changes (emergency contact information, mailing address, telephone numbers, marital status, dependent information, educational accomplishments, etc.) the staff member should notify the Executive Pastor in order to have the needed changes made to the personnel record.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Smart Phones

Because CCV believes the use of smart phones to be a critical part of a collaborative work environment and satisfactory performance of pastoral duties, a staff member may be required to have a smart phone. If this is the case, the staff member is expected to respond to phone calls, texts, e-mails, etc. in a timely manner. Every effort will be made to limit communication with staff members after hours or on non-workdays. However, due to the nature of church service and the occasional urgent nature of ministry, staff members are also required to respond in a timely manner outside of normal working hours. For the purposes of this policy a “timely” is defined as within a few minutes during working hours and within a few hours outside of normal working hours.

Staff members who are required to have smart phones will be notified of this requirement at the time of their offer of employment or at such time as CCV's leadership deems it to be necessary.

However, CCV does not provide staff members with smart phones when they are required. Instead the staff member is responsible for procuring their own smart phone. In these cases, CCV will add \$90/month to the staff member's regular compensation.

Computer, E-Mail, and Internet Usage

CCV provides all Administrative, Support, and Pastoral staff with a computer (desktop or laptop depending on specific need) with a standard suite of software. Each staff member is expected to use the provided computer and software in a manner that is consistent with normal business practice. Questions about the proper use of computers and software should be directed to the Executive Pastor.

It's important that CCV staff understand the importance of the proper use of e-mail communication. E-mails should be written with care and sensitivity, understanding the person receiving the e-mail might misunderstand or otherwise misconstrue the intended meaning of the communication. For this reason, most forms of feedback or other confrontational communication should be done face-to-face, not via e-mail.

It is also important that CCV staff regard e-mail communication as somewhat formal, with the understanding that an e-mail is a formal document. E-mails should be well written and free from typographical and other errors, at least to the best of the author's ability. Wide communications via e-mail (all congregation, other significant distribution lists, etc.) should be proof read by as many staff members as are available within a reasonable timeframe.

CCV staff should also regard e-mail from other staff members, volunteers, congregants, etc. as a two-way form of communication. Meaning, when an e-mail is addressed to the staff member directly (not a cc distribution) they should always respond to the e-mail

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

and do so in a timely manner. For the purposes of this policy, “timely” is defined as within “hours” not “days.”

CCV strictly prohibits the use of software without proper license. Any such software discovered by a CCV staff member should be reported to the Executive Pastor. Use of unlicensed software by a staff member may result in corrective action up to and including termination.

CCV provides internet access to all staff members. While internet access is provided for ministry related purposes, reasonable personal use is also permitted.

It's important that all CCV staff recognize that information created or received via the internet is considered to be a CCV record. These records are not only subject to CCV leadership oversight, they are subject to subpoena in the event CCV is involved in any legal action. Therefore, CCV staff should always ensure all information contained in internet e-mail messages and other transmissions is accurate, appropriate, ethical, and legal.

The equipment, services, and technology that are provided for CCV staff are the property of CCV and therefore, are subject to monitoring and oversight by CCV's leadership. CCV reserves the right to monitor internet usage if needed, as well as access any data stored on servers, drives, etc.

CCV staff members are not permitted to author, send, read, or receive data via the internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

CCV does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet. As a general rule, if a staff member did not create the material, does not own the rights to it, or has not received authorization for its use, the staff member may not put the material on the internet. Staff members are also responsible for making sure that anyone sending them material over the internet has the appropriate distribution rights.

Use of the internet in a way that violates the law and/or CCV policy, may result in corrective action, up to and including termination of employment. In some cases a staff member may also be held personally liable for illegal activity or violation of CCV's internet usage policy.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

The following are some examples of prohibited activities that violate this internet policy:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material or proprietary information outside of the organization without permission from the Executive Pastor
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to ministry purposes or activities
- Using the internet for political causes or activities or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Engaging in any other illegal activities

Social Media, Blogs, and Other Online Forums

CCV values and encourages the use of social media, blogs, and other online forums by staff members for connection, promotion, and the sharing of knowledge and best practices. However care must be taken to ensure that the content of communication through these forums is carefully considered by the staff member as it relates to the perception of others. "Perception is reality" and each staff member must *think before they post* with this in mind. Public content as it relates to the actions of CCV staff members must also be in compliance with the policies as documented in this Staff Policy Manual.

Workplace Monitoring

CCV may conduct workplace monitoring to help ensure staff member and congregant safety and security as well as compliance with all applicable laws. Computer equipment, services, and technology furnished to the staff member are the property of CCV. CCV reserves the right to monitor computer activities and data stored on the CCV local area network or desktop/laptop computer storage media. CCV also reserves the right to find and read any data that is written, sent, or received using a CCV owned computer. In recognition of the legitimate privacy rights of its staff members, CCV will ensure workplace monitoring is done ethically and respectfully.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Business Expenses

Reasonable business expenses (travel, business meals, etc.) are reimbursed via the church's Expense Reimbursement Operating Procedure using the provided form. The proper completion of the form, timing for form submittal, required review and approval, etc. are detailed in the operating procedure. (Reference document number OP7004 available via the Management System document library.)

Use of Equipment

The proper use of equipment and furnishings is very important to the success of the ministry of the church. Staff members should do everything possible to ensure equipment and furnishings are used with care and continuous concern for proper treatment and routine maintenance/repair. Issues with equipment and furnishings should be reported to the Executive Pastor as quickly as possible.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or furnishings may result in corrective action, up to and including termination of employment.

Safety

CCV works diligently to create and maintain a safe workplace for staff members and guests. First aid stations are located in the children's building upstairs in the storeroom adjacent to classroom #1 and on the main level at the end of the back hallway leading to the west stair tower. A first aid station is also located in the main worship building just inside the parent room. AEDs are also located in each building, both near the ADT security system keypads.

Accidents and/or other significant incidents should be documented by the ministry area leader using an Incident Report form (Document Numbers: PL6001-F003 and PL6001-F004) available via CCV's Management System document library on the CCV intranet. Each incident, once documented, should be reported to the Executive Pastor. Appropriate follow up action(s) will be determined by the Executive Pastor, ministry area leader, and any other involved individuals needed. These actions are documented via the Incident Report. Incident Reports are filed electronically by the Executive Pastor for a minimum of five years.

In all cases, it is CCV's desire to take whatever steps that might be necessary to prevent incidents from happening repeatedly.

CCV may also provide CPR/AED training for its staff members and key volunteers if needed. Staff members and key volunteers serving in certain positions are required to get and maintain a certification.

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Smoking

It is the policy of CCV not to employ a person with a nicotine addiction (cigarettes, cigars, smokeless tobacco, etc.). However, smoking in designated areas outside of CCV's buildings by non-staff members is permitted. It is the responsibility of the ministry area leader leading a particular activity that will most likely attract smokers (support groups, people taking advantage of CCV's counseling services, volunteers who smoke, etc.) to ensure smoking is confined to designated areas and that smoking materials are disposed of properly.

Employment Termination

The following are some of the most common reasons for termination of employment:

- Resignation: Voluntary employment termination initiated by a staff member
- Discharge: Involuntary employment termination initiated by the church
- Staff Reduction: Involuntary employment termination initiated by the church for reasons other than performance

If a staff member is terminated, an exit interview is scheduled. During the exit interview, topics such as benefits and benefits conversion rights, repayment of outstanding debt to CCV, payment to the staff member of any outstanding unreimbursed business expenses, return of CCV-owned property, etc. are all discussed. The terminated staff member may also offer feedback, make suggestions, and/or ask questions related to the termination during the exit interview.

Upon termination a staff member will receive their final pay along with instructions related to benefit continuation options, etc. A staff member's benefits are affected by termination in a number of possible ways. All accrued, vested benefits that are due and payable at termination will be paid out.

Resignation

Resignation is defined as the voluntary termination of one's employment with CCV. If a staff member decides to resign for whatever reason, it should be done in writing and at least two weeks in advance of the staff member's last day of work.

Upon the receipt of a staff member's resignation, CCV will schedule an exit interview to allow the resigning staff member to explain their reason for resignation and to take care of certain details related to the staff member's separation (changes in or termination of facility access, benefit changes if applicable, e-mail and network account termination, etc.).

CHRIST'S CHURCH OF THE VALLEY

1560 Yeager Road • Royersford, PA 19468 • Office: 610.792.0777 • Fax: 610.792.1112 • www.moviechurch.com

Staff Policy Manual Approval and Revision History

Staff Policy Manual approval and revision history are documented in the following tables:

Approval

Originator	Reviewer	Approver
Kevin Stone	Brian Jones	CCV Leadership Team

Revision History

Revision	Date	Originator	Summary of Changes
A	12/21/11	Kevin Stone	Initial Release
B	4/4/12	Kevin Stone	Changed eligibility age for medical/dental coverage for staff children from 25 to 26 to be consistent with state and federal law. Added seasonal approval of Pastoral Staff Schedule of Ministry form.
C	8/5/12	Kevin Stone	Added social media, blogs, and other online forums policy.