



EMPLOYEE POLICIES AND PROCEDURES HANDBOOK

Life Community Church
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I. INTRODUCTION

A. Welcome!

Welcome to Life Community Church (hereinafter referred to as “the Church”, “Life Community” or “LCC”). We consider you to be a gift from God and look forward to working with you as a member of our Church ministry team. We appreciate you and the gifts and talents you bring to Life Community Church and we are committed to helping you achieve your highest level of service for the Lord.

As an employee of Life Community Church, you represent the Church in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you spiritually, morally and ethically. We encourage you to strive toward living a life that serves as an example to others of your personal relationship with God.

B. Introductory Statement and Purpose of Handbook

This Employee Policies and Procedures Handbook (“Handbook”) applies to all Life Community Church employees and is intended to provide guidelines and summary information about the Church’s personnel policies, procedures, benefits and rules of conduct. It is our hope that this Handbook will help you understand the benefits available to you, as well as the Church’s policies and rules for employees. It is important that you become familiar with the contents of this Handbook and retain your copy for ready reference. If you are unsure of a policy interpretation, please ask your supervisor or Human Resources.

Note that it is not the intent of this Handbook to create an employment contract or change the nature of your “at will” employment with the Church, nor is it intended to otherwise create any legally enforceable obligations on the part of the Church or its employees.

Please understand that this Handbook only highlights certain Church procedures and rules and only generally describes current employee benefits. There are also summary plan descriptions or other materials, which outline current benefits in greater details. No employee handbook can anticipate every circumstance or question about policy that may arise in the workplace. As a result, the Church reserves the right to unilaterally modify, supplement, revoke, suspend, terminate or change any of the benefits, policies or procedures outlined in this Handbook, in whole or in part, as it deems necessary or appropriate. Such changes may be made without having to consult any employee, provide notice to employees, and without any employee’s agreement. Revisions to policies, procedures or benefits may be communicated in the form of memoranda or Handbook addendums. Updates to the Handbook will be distributed as soon as possible. Please keep your copy of the Handbook readily available and insert any update materials promptly so that your Handbook remains current. Please note that the Church’s at will employment policy will not be summarily changed, which means you or the Church may end your employment relationship at any time.

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The information contained in this Handbook supersedes and replaces all previous Handbook revisions and all previous employee policies, procedures, benefits and rules of conduct. The Life Community Church Employee Policies and Procedures Handbook was originally approved by the Church on January 17, 2007.

C. Life Community Church Purpose Statement

Every church needs to have a purpose statement that answers the question – why do we exist? Our purpose statement is balanced between three Biblical mandates for the local church. At Life Community, we exist to reach up (through worship), reach out (through evangelism), and reach in (through discipleship).

Reaching Up: Reaching up means worshipping God. When we worship God, we express our love to Him. The only way we can express true love to God and worship Him is through a personal relationship with Jesus Christ. We call that person a Christ-follower. At Life Community, we believe that as Christ-followers, we should worship God.

Reaching Out: Another key purpose of Life Community Church is to reach out to people who do not attend a local church. We encourage Life Community people to invite their friends, family, neighbors and co-workers to attend our Church so that they will hear and understand what it means to be a follower of Jesus Christ.

Reaching In: We also exist to help Christ-followers grow in their spiritual maturity and become fully-devoted followers of Christ. Because the Christian life is one of constant growth and development, we are focused on providing Biblical principles that can be applied to every day life.

The Great Commandment: “Jesus said, ‘Love the Lord your God with all of your heart..soul...and mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments.’”
Matthew 22:37-40

The Great Commission: “Jesus said, ‘Go and make disciples of all nations, baptizing them in the name of the Father and the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.’”

Each employee is expected to support Life Community Church’s purpose. You may read more about what we believe by reading the Life Community Church Statement of Faith on our web site at www.lccallen.org.

II. EMPLOYMENT INFORMATION

A. Employment At will Agreement

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Employment at Life Community Church is voluntarily entered into and is “at will” with the mutual consent of you and the Church. Consequently, as an employee, you are free to resign at will at any time, with or without cause. Similarly, the Church has the right to terminate the employment relationship at any time, with or without cause or advance notice, so long as there is no violation of Federal or State law.

This employment at will agreement constitutes the entire agreement between you and the Church on the subject of termination. Although other Church policies and procedures may change from time-to-time, this employment at will agreement will remain in effect throughout your employment with the Church unless it is specifically modified by an express written agreement signed by you and the executive management of the Church. No representative of Life Community Church is authorized to enter into any oral agreement contrary to this policy.

The Church’s employment guidelines in this Handbook are intended only as a general guide to working for the Church and an explanation of its employment practices, policies and benefits. Statements in this Handbook do not represent contractual terms of employment between Life Community Church and any of its employees, nor are they to be construed to constitute contractual obligations of any kind. Despite anything that the employee may read into this Handbook or any other Life Community material, employment at Life Community Church is strictly at will. Use of discretionary methods of progressive discipline, or specific statements in this Handbook or other Life Community Church material that certain conduct will be grounds for dismissal are not intended to restrict the Church’s right to terminate an employee at will. The provisions of this Handbook have been developed at the discretion of Life Community Church, and, except for the Church’s policy of employment at will, may be amended or canceled at any time, at the Church’s sole discretion and without advance notice.

B. Equal Employment Opportunity

Life Community Church’s employment objective is to select personnel who meet high standards of faith, personality, character, education or experience who can carry on our work competently, have capacity for growth and who will become a vital part of our Church team. In order to provide equal employment and advancement opportunities (“EEO”) to all individuals, employment decisions at Life Community Church will be based on merit, qualifications, and abilities. The Church does not unlawfully discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability or any other characteristic protected by law as it applies to churches. This applies to all employment practices, including recruitment, hiring, training, compensations, benefits, transfers, promotions, reassignments, disciplinary action, layoffs, return from layoffs and termination.

Note: As a Church, Life Community is permitted one exception to EEO (religion), under Federal and State law. Therefore, Life Community may require that all applicants for any available position profess faith and belief in the Christian religion or membership in our Church as a condition of employment.

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Any employees with questions or concerns about any type of discrimination in the workplace should promptly bring these issues to the attention of their immediate supervisor and/or Human Resources. We expect all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the Church's equal opportunity objectives. If you observe a violation of this EEO policy, you must report it immediately to your supervisor or to Human Resources. Employees can raise concerns and report violations without fear or reprisal. The Church will immediately investigate any complaint and take appropriate preventative and/or corrective action as the Church sees fit in its discretion. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

C. Disability Accommodation

The Americans with Disabilities Act (ADA) prohibits discrimination against with physical or mental impairment. A non-exhaustive list of examples of such disabilities are: the blind, hearing impaired, those individuals confined to a wheelchair, or those with AIDS, cancer, heart disease, diabetes, mental retardation or learning disabilities. The Church will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including candidate selection, job assignment, compensation, discipline, termination and access to benefits and training.

Life Community Church is committed to complying fully with the ADA and state laws ensuring equal opportunity in employment for qualified persons with disabilities. Assistance in completing job applications is available upon request. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions. All employment decisions are 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 in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

The Church is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. This policy is neither exhaustive nor exclusive. Life Community Church is committed to taking all other actions necessary to ensure equal employment opportunities for persons with disabilities in accordance with the ADA and all other applicable Federal, state and local laws.

If you observe a violation of this ADA policy, you must report it immediately to your supervisor or to Human Resources. Employees can raise concerns and report violations without fear of reprisal. The Church will immediately investigate any

complaint and take appropriate preventative and/or corrective action as the Church sees fit in its discretion.

D. Employment Eligibility and Immigration Law Compliance

It is Church policy to comply with the immigration laws of the United States. Accordingly, Life Community Church is committed to employing only United States citizens and aliens who are authorized to work in the United States. Life Community Church 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 acceptable under the Immigration and Naturalization Service regulations establishing identity and employment eligibility. The completed Form I-9 and corresponding documentation must be provided no later than three (3) days from the first date of work. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Church within the past three (3) years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information regarding immigration law issues are encouraged to contact Human Resources. Employees may raise questions or complaints about immigration law compliance without fear of reprisal. If you observe a violation of this employment eligibility policy, you must report it immediately to your supervisor or to Human Resources. The Church will immediately investigate any complaint and take appropriate preventative and/or corrective action as the Church sees fit in its discretion.

E. Minimum Age Requirements/Employment of Minors

Life Community Church recognizes that special Federal and state employment regulations apply to children under the age of 18. All minors hired by the Church will only be hired in accordance with child labor laws and their restrictions.

This section of the Handbook contains a brief summary of the minimum age requirements for employees:

Age 16 is the minimum age for most jobs that are not deemed to be particularly hazardous. Age 18 is the minimum age for jobs declared to be hazardous. "Hazardous" jobs include activities such as driving a motor vehicle, using power tools, or operating lawn mowers, saws, knives, etc. Age 14 is the minimum age for a limited number of jobs. For example, an individual age 14 or 15 may work in an office performing clerical work or work in the nursery. Individuals in the age group may also do work such as dusting and cleaning and some non-hazardous work on the grounds. Minors in this age group may not use any equipment that could cause injury, nor may they climb or be exposed to chemicals that may be hazardous to their health.

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Minors age 14 or 15 are also limited in the hours they may work. The following conditions must be met:

- All work must be performed outside school hours.
- When school is in session, they may work a maximum of 3 hours per day and 18 hours per week.
- When school is not in session, they may work a maximum of 8 hours per day and 40 hours per week.
- All work must be performed between 7 a.m. and 7 p.m. from the day after Labor Day through May 31.
- All work must be performed between 7 a.m. and 9 p.m. from June 1 through Labor Day.

Children under the age of 14 may not be employed by Life Community Church.

If you observe a violation of this policy, you must report it immediately to your supervisor or to Human Resources. The Church will immediately investigate any complaint and take appropriate preventative and/or corrective action as the Church sees fit in its discretion.

F. Employee Claims and Choice of Law

Any claim or dispute between Life Community Church and an employee of Life Community must first be addressed and attempted to be settled internally. If an employee has a claim or grievance against the Church related to any of the laws, policies or procedures stated in this Employee Handbook, the employee must report the violation, claim or grievance to Human Resources or the Business Administrator as soon as possible. The Church will immediately investigate any complaint and take appropriate preventative and/or corrective action as the Church sees fit in its discretion. If the claim or grievance cannot be settled internally, any claims shall be settled by mediation/arbitration in Tarrant County, Texas in accordance with the then governing rules of Procedure for Christian Conciliation of the Institute of Conciliation. In the event the Institute of Conciliation ceases to exist, arbitration shall be conducted according to the rules of the American Arbitration Association. Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction. The employee and Life Community Church shall each bear their own individual costs related to any conciliation, mediation or arbitration proceeding. You and Life Community Church are not prohibited from making use of the court for purposes of obtaining injunctive relief pending the outcome of any mediation or arbitration sought in conformity with this Paragraph or, if reasonably necessary, to enforce the relief awarded under any mediation or arbitration.

G. Employee Classifications

Life Community Church's employment classifications are defined in this Handbook in order to clarify roles and benefits eligibility. The employment classifications do not necessarily dictate salary, denote the employee's tenure with Life Community Church, or guarantee employment for any specified period of time. Accordingly, the right to

terminate the employment relationship at will at any time is retained by both the employee and the Church. If you are unsure of your employee classification, see your supervisor or Human Resources.

1. Executives

The primary duties of the Executive staff consist of the management of multiple ministries and/or departments in their entirety or the management of the business enterprises of the Church as a whole. Additionally, Executives supervise and direct the work of Director-level employees, as well as members of Support Staff.

2. Directors

“Directors” are those employees who oversee and manage a specific department or ministry in its entirety and/or manage a group of employees, volunteers or members within a specific ministry or department. Directors report to an Executive-level staff member and may also serve in a supervisory role in relation to employees in the Managers, Specialists, Support Staff, Part Time Staff and Interns classifications.

3. Managers

“Managers” are those employees who are directly responsible for the management of an entire subsection of a specific department or ministry. Managers are responsible for the management of a smaller responsibility set than Directors, but serve in a supervisory role over employees and volunteers for the ministry or department subsection. Managers may oversee and direct the work of employees who are classified as Specialists, Support Staff, Part Time Staff or Interns.

4. Specialist I and Specialist II

“Specialists” are “exempt” employees who specialize in a particular area of expertise or whose job description requires independent discretion or specialized knowledge, education, training or experience. Specialist II employees are responsible for the management of a smaller responsibility set than Directors and Managers, but serve in a supervisory role over other employees in the Specialist I, Support, Part Time or Intern classifications. Specialist I employees have a job role which requires independent discretions or specialized knowledge, expertise or training, but do not serve in a supervisory role over any other employee. Specialists include “exempt” employees who perform general business office and ministry operations, as well as those employees who perform some manual work in addition to supervisory functions.

5. Support Staff

“Support Staff” includes employees who serve as receptionists, clerks, customer service representatives, administrative assistants, groundskeepers or maintenance employees, childcare workers, or other similar ministry or business support roles which report directly to Executives, Directors, Managers or Specialists. Support staff members do not have a supervisory role over other employees. The duties of Support Staff may consist of the performance of either manual or non-manual or clerical/office work directly related to general business operations.

6. Part Time Staff

“Part Time” employees are those employees who are regularly scheduled to work less than 40 hours per week. While Part Time employees receive all legally mandated benefits (such as Social Security, Medicare and workers’ compensation insurance), they are ineligible for the Church’s group insurance programs (life, disability, medical, dental and vision insurance). Part time employees who work at least half time (20 hours per week or 1040 per year) are eligible for paid vacation, personal leave and holiday pay, after successful completions of a one-year introductory period, in accordance with the policies outlined in Section IV of this Handbook.

7. Interns

“Interns” include any employee who works in a particular department or ministry while he or she is actively enrolled in high school, college or seminary or is working at Life Community Church as part of an apprenticeship or mentoring arrangement. Interns are not eligible for Life Community Church employee benefits.

8. Temporary Employees

Temporary employees are those who are hired as interim replacements, to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in the employee’s temporary status. Temporary employees retain their temporary status unless and until notified of a change in writing. While temporary employees receive all legally mandated benefits (such as Social Security, Medicare and workers’ compensation insurance), they are ineligible for all of the Church’s other employee benefit programs.

9. Introductory Employees

Introductory employees are those employees in any of our six-employee classifications (i.e. executives, directors, managers, specialists, support staff, or part time employees) whose performance is being evaluated during the employees’ Introductory Period to determine whether further employment in a specific position or with the Church is appropriate. Introductory employees may participate in all of the Church’s benefit

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programs during the Introductory Period, except they are not eligible for paid vacation during their Introductory Period. At the time an Introductory Employee satisfactorily completes his or her Introductory Period, he or she will be given a prorated amount of vacation based upon the number of months remaining in the year. For more information regarding our vacation policies, review Section IV of the Handbook.

Successful completion of the Introductory Period does not imply an employment contract, and the employee will retain its “at will” employment relationship with the Church after the Introductory Period is completed. For further explanation of “at will” employment, see the subsection entitled “Employment At Will Agreement” in Section II of this Handbook. For further explanation of the Introductory Period, see the subsection entitled “Introductory Period” in Section II of this Handbook.

10. “Exempt” or “Nonexempt” Status Under the Fair Labor Standards Act

In addition to the previous categories, each employee will be designated as either “exempt” or “nonexempt” from federal and state wage and hour laws. “Exempt” employees are not covered by the overtime provisions of the Federal Fair Labor Standards Act (FLSA) or state overtime laws. “Exempt” employees include executives, directors, managers, certain administrators and IT personnel, and other professionals who meet certain salary requirements and have the requisite level of independent discretion or control over work product or business operations. “Nonexempt” employees are entitled to minimum wage and overtime pay, if applicable, under the specific provisions of federal and state laws. “Nonexempt” employees typically include such persons as receptionists, clerical, secretarial, bookkeeping, data procession and maintenance employees.

The FLSA sets criteria for which employees are eligible for overtime pay. An employee’s title or paying an employee a set salary does not automatically affect an employee’s exempt or nonexempt status. Upon employment with Life Community Church, you will be notified of your exempt or nonexempt status. If you are unsure of your classification, please see the Human Resources Department or the Payroll Specialist in the Finance Department. An employee’s exempt or nonexempt classification may be changed only upon written notification by the Human Resource Director or the Church’s Business Administrator, based upon a change in an employee’s job duties and responsibilities.

A nonexempt employee must be paid overtime pay for working more than 40 hours in a given work week. Nonexempt employees may not substitute compensatory time (“comp time”) in lieu of paid overtime, unless: 1) the comp time was approved in advance by the nonexempt employee’s supervisor, and 2) the comp time is taken in the same work week in order to keep the nonexempt employee’s hours under 40 hours in a given work week.

All overtime must be approved in advance by the nonexempt employee’s supervisor. Violations of our Overtime Pay Policies must be reported to Human Resources and the Finance Department Payroll Specialist.

H. Introductory Period

Each new employee will be hired as an “Introductory Employee” at Life Community Church. During your Introductory Period, you will have the opportunity to learn your new position and see whether you enjoy your employment at the Church. The Church will use this period to evaluate your performance and determine whether you are able to meet the job requirements and its expectations.

Introductory Employees may participate in all Church benefit programs as of the first day of employment, except they will not be given paid vacation until satisfactory completion of the Introductory Period. The length of the Introductory Period will depend on the Introductory Employee’s employee classification and job functions. The Introductory Period for each new employee to the Executive, Director or Management staff will be three (3) months in duration, beginning with the first full month following the employee’s employment date. The Introductory Period for all new employees who are classified as Specialists or Support Staff will be six (6) months in duration, beginning with the first full month following the employee’s employment date. The Introductory Period for Part Time Employees will be one year in duration.

During the designated Introductory Period, the employee is referred to as an “Introductory Employee.” At the end of the Introductory Period, the Introductory Employee’s performance will be reviewed by the employee’s supervisor to determine whether continuation of employment with the Church is appropriate. If at any time during the Introductory Period it becomes apparent that the Introductory Employee is not suited for the job, or that the Introductory Employee’s performance does not meet the Church’s minimum requirements, he or she may be released without prior notice. Successful completion of the Introductory Period does not imply an employment contract. During your Introductory Period and during the entire course of your employment at any time. Similarly, Life Community Church may terminate the employment relationship at any time.

I. Employment of Relatives

Family members of Life Community employees will receive the same consideration as any other applicant for a job opening and will not be given preferential treatment in employment matters. The Church may require a related employee to transfer or resign, however, if there is a conflict of interest or problem of supervision or management that cannot be resolved. The Church’s employment “at will” policy applies to all employees, including relatives, which permits the employee or the Church to end the employment relationship for any reason at any time.

J. Outside Employment and Engagements

1. Outside Employment

The Church recognizes that you may wish to seek additional employment during your off hours. We ask you to remember that, despite any outside employment obligations, your full-time position with the Church is your primary responsibility. You may hold an outside job as long as you meet the performance standards of your primary job with Life Community Church and there is no conflict of interest. All employees will be judged by the same performance standards and will be subject to the Church's scheduling demands, regardless of any existing outside work requirements.

Before you undertake outside employment, we suggest that you discuss with your supervisor or Human Resources whether such employment will present a conflict of interest, interfere with your successful completion of your job functions or your ability to work overtime, or adversely affect your job performance at Life Community Church. If the Church determines that an employee's outside work interferes with his/her performance or ability to meet his/her responsibilities to the Church as they are modified from time to time, the employee may be asked to terminate the outside employment if the employee wishes to remain in the employment of Life Community Church. At all times, your employment relationship with Life Community Church remains at will.

Regarding outside employment, the following rules apply:

- Any outside employment or the operation of a private business that has an adverse affect on the Church or its programs or which constitutes a conflict of interest with the Church is strictly prohibited.
- Employees of the Church are prohibited from conducting business related to an outside job during the employee's normal working hours at the Church. Employees are expected to successfully and thoroughly perform their duties for the Church when on the job.
- Employees are prohibited from using the Church's assets, equipment or resources for personal gain or in the conduct of business for an outside employer, even if self-employed. The use of the Church's name, confidential information, equipment, office supplies, postage systems and computer systems is strictly reserved for Church-related business and is not to be used for outside employment purposes.
- Employees may not receive any income or material gain from individuals outside Life Community Church for materials produced or services rendered while performing their jobs for the Church unless such arrangement has been pre-approved in writing by the Business Administrator.

2. Outside Engagements for Pastors

Pastors should request approval, preferably in writing, from the Senior Pastor and Business Administrator for outside engagements. These outside engagements include, but are not limited to, such items as radio and television appearances; speaking engagements; conducting seminars or concerts; and writing, editing and publishing books and magazine articles. Expenses for approved outside engagements are the

responsibility of the employee. The Church's staff may not provide services for a Pastor's outside engagement during Church working hours or by using Church resources or equipment. If a Pastor requests the services of a Church staff member for an outside engagement, the work must be done outside working hours and all arrangements for pay must be made between the Pastor and the staff member. Each Pastor is limited to a total of five working days per year away from the Church for outside engagements. (Additional days may be added if approved by the Senior Pastor.)

Any payment for outside engagements made payable to Life Community Church will be deposited by the Church. Any disposition of the funds to the Pastor will be decided by the Senior Pastor and the Business Administrator. All funds approved for distribution to employees will be processed through payroll. Applicable taxes will be deducted and the payment will appear on the employee's Form W-2.

III. COMPENSATION

A. Pay Periods

The workweek at Life Community Church is Sunday through Saturday. All employees are paid every two weeks (semi-monthly) on the workday nearest to the 15th and the last working day of each month. Each paycheck will include earnings for all work performed through the end of the payroll period. In the event that a regularly scheduled payday falls on a day off, such as a weekend or holiday, employees will receive pay on the last day at work before the regularly scheduled payday. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation. An employee's payroll or expense check cannot be release to anyone but the employee unless the employee provides written permission prior to the payday. Direct deposit of paychecks to one or more of the banking institution(s) of the employee's choice is offered to all employees.

Every effort will be made to avoid mistakes in the processing of paychecks. Each employee is responsible for reviewing his or her pay-stub each pay period to ensure that the amount of pay and any deductions are correct. Should an error be discovered, the employee must immediately take the check to the Finance Department or Human Resources to be reviewed. In the case of an error, a correction will be made on the next paycheck. It is important that each employee become a good steward of the Church's resources. Employees who fail to report any discrepancies of pay will be considered negligent or, depending on the circumstances, fraudulent. Such employees may be subject to appropriate discipline, up to and including immediate termination of employment at the Church's discretion. Therefore, the Church appreciates your attention and cooperation each pay period.

Upon termination of employment, the Church has the option of providing the terminating employee his or her final paycheck on the employee's last day of employment or mailing the final paycheck on the next scheduled payday. Final paychecks will include payment for an employee's balance of unused vacation, but a terminating employee will not be paid for unused personal leave.

B. Direct Deposit of Pay

If you choose, the Church will directly deposit your pay each payday to the banking institution you select for your personal banking needs. You may designate more than one account (such as checking or savings account) for direct deposit. You will be requested to complete the Payroll Authorization Agreement on your first day of employment and you may change your designation as needed. If you change your bank or wish to deposit your paycheck into a different account, you must complete a new Payroll Authorization Agreement and submit the signed form to the Finance Department at least two weeks prior to the next payday to ensure that the paycheck is properly deposited into the new account. Direct deposit will only apply to payroll checks, not expense checks. Please see the Finance Department for more information about the direct deposit program.

C. Time Records

Federal and state laws require Life Community Church to keep accurate records of time worked by employees in order to calculate pay and benefits. Time worked is all the time actually spent on the job performing assigned duties for Life Community Church. Each nonexempt, hourly employee is responsible for recording his or her hours of work on designated time sheets or by use of a computerized hand punch system.

For hourly employees who must submit a time sheet, all time should be recorded on the time sheet to the **nearest quarter hour**. The time worked or taken as personal leave, vacation or as a holiday should be recorded as it actually happens. Do not record time for the day until you are ready to report directly to your workstation. Time in and time out for arrival to and departure from work, as well as for meal periods, must be properly recorded. Overtime must either be specifically requested and/or approved in advance by your supervisor.

At the end of each pay period, each nonexempt, hourly employee is expected to review his or her time sheets and sign the sheets to certify that the hours recorded are accurate. The employee's supervisor must also sign off on all time sheets. Time sheets shall be turned in to the Finance Department four business days prior to the 15th or last day of the month. For questions regarding time sheets, see the Payroll Specialist in the Finance Department.

No employee should ever sign a time sheet that is not accurate, or knowingly allow someone else to mark his or her time record. Altering, falsifying, or tampering with time records, or recording time on another employee's time record, may result in disciplinary action, up to and including termination of employment.

D. Pay Deductions and Setoffs

1. Mandatory Pay Deductions

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With the exception of employees who are pastors, federal law requires that Life Community Church make certain deductions from every employee's compensation, such as applicable Federal income tax, Medicare tax, and Social Security tax. The amount of the deduction will be determined on the basis of earnings and number of dependents, according to the schedule prescribed by the Internal Revenue Service. The Church must deduct Social Security (FICA) tax on each employee's earnings (except in the case of pastors) up to a specified limit that is called the Social Security "wage base." The Church matches the amount of Social Security and Medicare taxes deducted from each employee. Social Security and Medicare are not deducted from pastors' pay, nor are they eligible for the matching program.

You must authorize any other deductions from your paycheck, such as deductions to a pension plan or for staff childcare expenses, in writing. The Church complies with applicable State and Federal laws regarding the garnishment and assignment of wages.

A statement of total annual earnings and tax withheld will be provided to each employee no later than January 31st of the year following the earning period. Each one of your paycheck stubs will itemize amounts that have been withheld. It is important that you keep this information for tax purposes.

If you have any questions about your deductions, please talk to the Business Administrator or the Payroll Specialist.

2. Pay Deductions for Pastors/Ministers

Pastors are permitted by law to choose whether they desire to have federal income tax deducted from their paychecks or not. If a pastor chooses to pay his own taxes quarterly, that is his right. This method also puts the full liability for failure to pay the taxes on the pastor. If a pastor chooses to have Life Community Church deduct federal income tax from his paycheck, the pastor's Form W-4 will be used as the basis for the deduction.

Compensation for pastors is regulated by the Self-Employment Compensation Act. The law does not allow pastors the option of choosing to participate in the matching program for Social Security and Medicare taxes. If a minister desires to have tax deducted from his or her paycheck for self-employment tax, the minister must include the extra tax on his or her completed Form W-4. The tax will be deducted and reported as federal income tax withheld.

3. Voluntary Pay Deduction and Setoffs

Life Community Church offers programs and benefits beyond those required by law, such as a 403(b) pension plan and a staff childcare program. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these benefit programs. In addition, employees may authorize voluntary pay setoffs. Pay setoffs are pay deductions taken by Life Community Church, usually to help pay off a debt or obligation to the Church or others. The Church will not make deductions from

an employee's pay, other than those required by law, unless the employee has signed a written authorization form for the deduction. Questions concerning deductions made from a paycheck, or the method used to calculate such deductions, should be addressed to the Finance Department or Business Administrator.

E. Overtime Pay for Nonexempt Employees

Occasionally, it may be necessary for a nonexempt employee to work beyond his/her normally scheduled hours or on a regularly scheduled day off. Normally, "overtime" is considered time worked in excess of 40 hours per week. A "nonexempt" employee working more than eight hours in one day does not qualify for overtime pay unless the total hours worked for the week (Monday through Sunday) exceeds 40 hours.

Overtime must either be specifically requested or approved by the employee's immediate supervisor prior to working any overtime hours. When a nonexempt employee is asked to work overtime, they will receive overtime pay, if applicable, in accordance with state and federal law at a rate of time and one half. In order to receive overtime pay, the employee's supervisor must submit the employee's overtime hours on a signed timesheet to the Finance Department prior to the time for payroll to be calculated. Nonexempt employees who work overtime that has not been authorized or approved in advance by the employee's supervisor may be subject to disciplinary action, up to and including termination. Exempt employees are not eligible for overtime pay.

F. Approved Flex Time

On occasion, a supervisor may determine that it is for the benefit of the Church for a nonexempt employee to work some flex hours; i.e. work late one evening or work on Sunday morning and have equal hours off at another time during the week. All flex time arrangements must be approved by the employee's immediate supervisor. If a flex time schedule is worked out with the employee, the supervisor must provide the Finance Department and Human Resources a record of the flex time schedule for the employee's personnel records.

IV. EMPLOYEE BENEFITS AND LEAVES OF ABSENCE

A. General Statement of Benefits

Life Community Church has developed a program of employee benefits for all full time employees. You are considered a "full time" employee if you regularly work at least 40 hours per week. Your employee benefits are a substantial part of your total compensation and provide you with income protection and security in a variety of ways. To get the best value from your benefits, you must have a thorough understanding of the plans. The summary of your benefits in this Handbook is designed to give you an overview of your benefit plan offerings only. Please use it in conjunction with the plan

comparison charts, brochures and summary plan descriptions for more detailed information. The benefits described in this Handbook are subject to change at any time. Please see Human Resources to ensure that you have the most up-to-date information. New employees or current employees with questions concerning benefits should contact Human Resources.

B. Group Medical Insurance

Life Community Church maintains a comprehensive group medical insurance program for all full time employees who choose to participate. Part time employees who are scheduled to work less than 40 hours per week are not eligible to participate in the Church's group medical plan. Full time employees are eligible for enrollment in the group medical plan on the employee's first day of employment. The Church pays one hundred percent of all premiums in its group medical plan for all eligible employees. Any eligible employees who choose not to participate in the group medical plan offered by the Church will be required to sign a waiver stating they refuse participation in the plan. The Church does not provide group medical coverage for dependents of employees. Full time employees may choose to pay for medical coverage under the plan for eligible dependents by payroll deductions at the current plan rates.

Please note that any information outlined in this Handbook is for summary purposes only. The summary information contained in this Handbook is not a guarantee of benefits and is subject to change. Detailed information about the group medical plan is available at the time of employment and during the open enrollment period at the end of the calendar year.

C. Life Insurance

The Church maintains Life insurance coverage, as well as an equal amount of insurance for Accidental Death and Dismemberment, for all full-time employees. Qualified employees are eligible for enrollment in these plans on the first day of employment. In the Church's life insurance plans, each employee is insured for an amount of \$10,000. Additional life insurance is available for employees and dependents on a payroll deductible basis at the current plan rates.

Please note that detailed information about the life insurance plan is available at the time of employment. The official plan document and insurance contracts set forth the life insurance eligibility rules, limitations, exclusions and benefit payments. These alone govern and control the actual operation of the plan. Any information provided in this Handbook is for summary purposes only and is subject to change. The summary information contained in this Handbook is not a guarantee of benefits.

D. Disability Coverage

Life Community Church maintains Short-Term and Long-Term Disability coverage for each full time employee. Qualified employees are eligible for enrollment in our disability plans on the first day of employment. Detailed information about the coverage is available at the time of employment. Any information provided in this Handbook is for

summary purposes only and is subject to change. The summary information contained in this Handbook is not a guarantee of benefits. For additional information about Disability coverage and how to apply for disability benefits, see Human Resources.

E. Dental Insurance and Vision Discount Plan

Dental insurance and a vision discount plan are provided by the Church for all full time employees and their eligible dependents. Qualified employees are eligible for enrollment on the employee's first day of employment. Detailed information about the coverage is available at the time of employment. Any information provided in this Handbook is for summary purposes only and is subject to change. The summary information contained in this Handbook is not a guarantee of benefits.

F. Workers' Compensation Insurance

Workers' Compensation Insurance provides benefits if you are injured while on the job. All employees (full time and part time) are automatically covered by workers' compensation insurance at the time they are hired by Life Community Church. This coverage is fully paid by the Church. You must immediately report any work-related injury or accident to your supervisor, Senior Management and Human Resources, regardless of how minor it may be. An incident report must be completed even if you do not intend to seek medical care or attention. If you are injured in a work-related activity, always seek proper first aid and/or medical attention immediately. If an ambulance is necessary, call Security immediately for assistance. The earlier you report an injury, the earlier the injury can be evaluated and treated. To complete paperwork for a Workers' Compensation claim, see Human Resources as soon as possible after an accident and/or treatment. If necessary, Human Resources can report a claim over the telephone and assist you with any necessary paperwork.

G. Section 403(b) Pension Plan

The Church's pension plan is a Section 403(b) Plan administered by the Annuity Board of the Southern Baptist Conventions. Full time employees of the Church are eligible to participate in the Church's pension plan by completing a voluntary salary reduction agreement and Church Annuity Plan enrollment form from the Annuity Board of the SBC. Part time employees are not eligible to participate in the 403(b) Plan. Once enrolled, contributions made by qualified employees shall begin the first full month following completion of the salary reduction agreement. The amount each employee may contribute to the 403(b) Plan will be governed by the laws relating to the 403(b) pension plans. An employee's contributions to the plan shall be fully vested following the first deposit with the Annuity Board and shall belong solely to the employee. Detailed information about the pension program is available at the time of employment. You may enroll in the Church's pension plan or change your contributions at any time.

H. The Source Employee Discount

Full time employees of Life Community Church, their spouses and their dependents are entitled to a 20% discount at the Church's bookstore and café, *The Source*. Part-time

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employees, their spouses and their dependents are entitled to a 10% discount. The employee (or the spouse and/or dependents of the employee) must show the employee's *Employee Purchase Card* at the register, as well as one form of picture identification. To obtain your Employee Purchase Card for *The Source*, please see the Human Resource Specialist.

I. Staff Childcare Program

On-site childcare at the LCC Learning Center is available for the children or grandchildren of all staff members, at a discounted cost to the employee, for as long as space is available in your child's age group. Due to space concerns, it is important that you alert Life Community Church of a need for childcare as soon as possible after joining the Life Community Church staff. Similarly, existing employees must notify the LCC Learning Center as soon as possible when their childcare needs change, such as an impending birth or adoption of a child. For more information about the LCC Learning Center and the staff childcare program, see the Staff Childcare Program Manager. Childcare expenses shall be paid by the employee by payroll deduction, unless special arrangements have been made with the Church Finance Department (such as payment by credit card or Flex/Cafeteria Plan card).

J. Paid Holidays

1. Holiday Policies for Full Time and Part Time Employees

All full time employees are entitled to ten regular paid holidays per year. Upon successful completion of one year of service, part time employees are eligible for holiday pay, if they work at least half time (20 hours per week or 1040 hours per year) and would normally be scheduled to work on the day of the week on which the holiday falls. Holiday pay for full time employees is based upon an eight-hour workday, while part time employees are paid for the number of hours they would regularly be scheduled to work if the office was not close for holiday observance. Employees are not paid in lieu of taking holidays.

2. Designated Holidays

Life Community Church observes the following holidays each year: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. These days are subject to change, at the discretion of the Church.

3. Policy When a Holiday Falls on a Weekend

Whenever a designated holiday falls on a Saturday, the Friday before is considered the Church holiday. For a holiday that falls on a Sunday, the following Monday is considered the holiday. If Christmas Eve and Christmas day should fall on Saturday and Sunday, the holidays would be observed on the Friday before Christmas and following Monday. If in a given year Christmas Eve falls on a Friday and Christmas falls

on a Saturday, Life Community Church management will independently determine which days will be observed as paid holidays at their discretion.

4. Make-Up Holidays

If an exempt employee is scheduled to work over a holiday, such as for the Church's Christmas Eve worship service, the employee will be permitted to take the following day off as a paid holiday (i.e. Christmas and the day after Christmas). Certain departments and ministries are not able to allow all departmental employees to make up holidays on the same day. If an entire department or ministry must work over a holiday and employee must coordinate days off, employees may schedule a "make up holiday" within ten (10) days before or following the designated holiday.

5. When a Holiday Falls on a Normally Scheduled Day off

Some employees are required to work weekends and have a regular day off during the week. If a paid holiday falls on an employee's normally scheduled day off, the employee may schedule a "make up holiday" within ten (10) days before or following the designated holiday by completing a Time Out of the Office Form for his/her supervisor's approval and signature. The signed Time Out of the Office Form must be turned in to Human Resources for record keeping purposes.

K. Weekly Days Off and Quarterly Weekends Off

1. Weekly Days Off:

All exempt employees who are responsible for ministries that require Sunday work and occasional evening work are encouraged to take a regular day off each week. The employee's weekday schedule and regular weekly day off must be approved by the employee's supervisor and the Business Administrator so that there is always sufficient staff coverage to meet the needs of the Church. If a holiday falls on an employee's normally scheduled day off, the employee may schedule a "make up holiday" within ten (10) days before or following the designated holiday by completing a Time Out of the Office Form for his/her supervisor's approval and signature. The signed Time Out of the Office Form must be turned in to Human Resources for record keeping purpose.

2. Quarterly Weekends Off:

Executive, Director and Management staff members who are routinely required to work weekends will receive one weekend off per quarter in addition to vacation time. A Director or Manager's weekend off must be approved in advance by Senior Management responsible for that area. An Executive's weekend off must be approved in advance by the Senior Pastor. All approved quarterly weekends off must be reported to Human Resources for the purposes of record keeping. Vacation Request forms are available on the Public drive for the purposes of reporting quarterly weekends off.

L. Vacation

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The objective of vacation is to maintain and foster employee health and morale, as well as ensure that each employee has time with his or her spouse and/or family. Vacation time is granted to employees in order to provide employees with time for rest and recreation between periods of work.

1. Eligibility and Quantity of Vacation:

A newly hired employee is not paid for vacation until the successful completion of the employee's applicable Introductory Period. The length of the an employee's Introductory Period and the availability and rate of accrual of the employee's vacation depends on the employee's employment classification. The Life Community employee classifications include the following: Executives, Directors, Managers, Specialists, Support Staff, Part Time Staff, Interns and Temporary Employees. Newly hired employees classified at the Executive, Director and Manager levels must complete a three-month Introductory Period before they may use paid vacation time. Newly hired employees classified at the Specialist or Support levels must complete a six-month Introductory Period before they may use paid vacation time. Part time employees who work at least half time (20 hours per week or 1040 hours per year) must complete a one-year Introductory Period before they may use paid vacation time. Part time employees who work less than 20 hours per week or 1040 hours per year are not eligible for vacation, personal leave or holiday pay. Interns and Temporary employees are not eligible for paid time off.

Upon successful completion of the applicable Introductory Period, eligibility and accrual of vacation for each classification will be as follows:

***Note: Full time employees will be given an additional week of vacation on the January 1st following the anniversary date of their fourth and tenth year of service (not on the date of the individual employee's actual fourth or tenth anniversary).**

VACATION BENEFIT FOR EXECUTIVES	
Total Time of Service	Vacation Eligibility Per Calendar Year
3 months or less	Executive is not eligible for paid vacation during the Introductory Period
4 months through 3 years	4 weeks (20 days)
4 years through 9 years	5 weeks (25 days)
10 years or more	6 weeks (30 days)

VACATION BENEFIT FOR DIRECTORS	
Total Time of Service	Vacation Eligibility Per Calendar Year
3 months or less	Director is not eligible for paid vacation during the Introductory Period
4 months through 3 years	3 weeks (15 days)
4 years through 9 years	4 weeks (20 days)
10 years or more	5 weeks (25 days)

VACATION BENEFIT FOR MANAGERS

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Total Time of Service	Vacation Eligibility Per Calendar Year
3 months or less	Manager is not eligible for paid vacation during the Introductory Period
4 months through 3 years	3 weeks (15 days)
4 years through 9 years	4 weeks (20 days)
10 years or more	5 weeks (25 days)

VACATION BENEFIT FOR SPECIALISTS	
Total Time of Service	Vacation Eligibility Per Calendar Year
6 months or less	Specialists is not eligible for paid vacation during the Introductory Period
7months through 3 years	2 weeks (10 days)
4 years through 9 years	3 weeks (15 days)
10 years or more	4 weeks (20 days)

VACATION BENEFIT FOR SUPPORT STAFF	
Total Time of Service	Vacation Eligibility Per Calendar Year
6 months or less	Administrative staff are not eligible for paid vacation during the Introductory Period
7months through 3 years	2 weeks (10 days)
4 years through 9 years	3 weeks (15 days)
10 years or more	4 weeks (20 days)

VACATION BENEFIT FOR PART TIME STAFF	
*Part time employees must work at least 20 hours per week or 1040 hours a year to be eligible for paid leave.	
Total Time of Service	Vacation Eligibility Per Calendar Year
Less than one year of employment	Part Time staff are not eligible for paid vacation during the Introductory Period
1 year through 3 years	1 week (5 days)
4 years through 9 years	1 ½ weeks (7.5 days)
10 years or more	2 weeks (10 days)

Newly-hired employees will be granted vacation upon completion of the first whole calendar month of service following their completion of the applicable Introductory Period. Vacation time is not earned, nor can it be used, during the Introductory Period. Once an employee successfully completes his/her Introductory Period, a prorated amount of vacation (based upon the number of months remaining in the calendar year), will be posted to the employee's account. After the first year of employment, vacation time for the calendar year is posted on January 1.

2. Scheduling Vacation Time

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Employees may take their vacation in units from one-half day to the total number of days posted to their account in a given calendar year. Vacations must be scheduled and approved by the employee's immediate supervisor early enough during the year to ensure that: (1) arrangements can be made to meet the demands of the particular job, and (2) the employee has adequate time to schedule and take all eligible vacation.

When two or more employees who work in the same departmental area request the same period of time for vacation, seniority of service at Life Community Church and departmental needs will be considered when granting authorization. To request vacation time, each employee must complete a Vacation Request Form, which can be obtained on the public drive of the Life Community network computer system under folder "LCC Employee Forms." It is recommended that you give a written notice of your request to your supervisor at least two weeks before the desired starting date of your vacation. The employee is responsible for ensuring that his/her supervisor signed the Vacation Request Form and that the signed form is submitted to Human Resources for entry into the Church vacation-tracking database. Vacation Request Forms will also be filed in the employee's personnel file. Unauthorized leave will not be tolerated, and taking unauthorized leave may result in a written warning being placed in your personnel file or other disciplinary measures, up to and including immediate termination.

3. Keeping Track of Vacation Balances

Human Resources keeps track of each employee's vacation balance for payroll purposes, but not for employee personal vacation planning purposes. Employees are tasked with keeping track of how many days they have used within a given year to that they will know their available balance. Therefore, before submitting the signed request form to Human Resources, the employee is responsible for copying the form for his or her own balance report from Human Resources.

4. Deferral of Unused Vacation

Unused vacation not taken by the end of a calendar year may be deferred to the next calendar year, up to a maximum of five vacation days. Any unused vacation in excess of five days will be forfeited. The deferred vacation must be used by the end of the first calendar quarter (March 31st) of the following year or it will be forfeited. Employees may not receive cash payment in lieu of taking vacation time during their employment with the church.

5. Payment of Unused Vacation Upon Separation

Employees who leave employment with Church as a result of voluntary separation or involuntary termination will be paid for all unused regular vacation plus all unused deferred vacation which has not been forfeited. In the event of the death of an employee, unused vacation will be paid out to an appropriate survivor/beneficiary.

6. Illness or Paid Holiday During Scheduled Vacation

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A Church-observed holiday that occurs within an employee's vacation period will be considered a paid holiday rather than a vacation day. Should a death in the family occur during an employee's vacation, the time allowed away from work for bereavement leave in accordance with Church policies will be recorded as paid bereavement leave, not vacation. However, if an employee becomes ill during an employee's scheduled vacation, the time will still be counted as vacation time.

M. Personal Leave

1. Availability and Use of Personal Leave

All full time employees of Life Community Church are given six (6) Personal Leave days during each calendar year (one half day or four hours per month). Eligible part time employees who have completed their Introductory Period shall receive three (3) Personal Leave days each calendar year. Personal Leave days may be used as sick leave as well as for personal business (such as a personal emergency, care of a sick family member, bereavement leave, dental appointments, eye exams, closing on a mortgage, etc.).

Personal Leave will be counted in one-half day increments when used. An absence that is four hours or more will be counted as a half day of Personal Leave. If an employee is out of the office for less than four hours in a given business day, the employee has the option of making up the time within the same business day, or using a half day of Personal Leave. All arrangements to "make up" an absence of four hours or less must be approved by the employee's supervisor. If an employee is out of the office for four hours or more in a given day, the time out of the office may not be "made up" and Personal Leave must be used to account for the absence. When all eligible Personal Leave is used in a calendar year, employees must use their remaining vacation time to receive payment for time off for illness, doctor's appointments or other personal business.

1. Personal Leave for Full Time Introductory Employees

Introductory Employees who work a full time schedule (40 hours per week) will be granted Personal Leave on their employment start date in the amount of one half day for each full month remaining in the calendar year. If a full time employee's start date falls mid-month, the accrual of Personal Leave will begin on the first day of the subsequent month.

2. Personal Leave for Part Time Introductory Employees

All part time employees who work at least half time (20 hours per week or 1040 hours per year) are eligible for up to three (3) Personal Leave days during each calendar year, upon completion of one year of continuous employment. Part Time Introductory Employees are not eligible for paid Personal Leave during their one year Introductory Period (see Introductory Period for part time employees).

3. Posting of Personal Leave after the Introductory Period

In each subsequent year of full time employment, six Personal Leave days will be allocated and posted on January 1 to a full time employee's account. In each subsequent year of part time employment, three Personal Leave days will be posted on January 1 to the part time employee's account. Personal Leave that is not used within the year in which it is posted may be deferred to subsequent years, up to a maximum of 12 days. Any deferred personal leave that would cause an employee's balance to be greater than 12 days will be forfeited.

4. Quantity of Personal Leave

PERSONAL LEAVE TIME FOR ALL FULL TIME EMPLOYEES	
*To be used in the case of illness, care of sick family member, or personal business	
On the employee's start date	The employee will be given ½ day (4 hours) of paid leave for each full month remaining in the calendar year.
January 1 of each subsequent year	6 Personal Leave days per year. Unused personal Leave days may be rolled over from year to year, up to a maximum amount of 12 days.

PERSONAL LEAVE TIME FOR ALL PART TIME EMPLOYEES	
*To be used in the case of illness, care of sick family member, or personal business	
On the employee's start date	The part time employee will not be given any Personal Leave until the January 1 st following successful completion of the one-year Introductory Period.
January 1 of each subsequent year	3 Personal Leave days per year. Unused personal Leave days may be rolled over from year to year, up to a maximum amount of 12 days.

6. Reporting and Approval of Personal Leave

The employee is responsible for notifying his/her immediate supervisor whenever he/she is unable to report to work due to illness, injury or some other personal emergency not later than 30 minutes after normal starting time. Upon return to work, the employee must complete a "Time Out of the Office Notification Form" for his/her

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supervisor's signature and forward the signed form to Human Resources. Any employee who takes Personal Leave, but fails to report the time to Human Resources, shall be subject to discipline, up to and including termination.

If the absence is due to an emergency and the nature of the circumstances is such that the employee's supervisor cannot be contacted in advance, the employee must notify his/her supervisor as soon as possible, but no later than 24 hours after the start of the absence. If you have been absent for two consecutive scheduled workdays and have not reported your absence, you will be considered to have voluntarily terminated.

7. Other Policies Regarding Personal Leave

Personal Leave pay will not be considered as hours worked for the calculation of overtime. Personal Leave pay is not granted after a person gives notice of termination of employment, nor is unused Personal Leave paid upon termination of employment.

N. Extended Sick Leave and Paid Maternity Leave

After successful completion of the Introductory Period, the Church will provide a full time employee who has been employed by the Church less than one year up to two weeks (10 days) of paid Extended Sick Leave for treatment and recovery from an extended illness, serious accident or necessary surgery that has been prescribed by a doctor. After one year of employment, full time employees are eligible for up to six weeks (30 days) of paid Extended Sick Leave per year for an extended illness, serious accident or necessary surgery. Employees who have requested a leave of absence for an elected surgery of a cosmetic nature will not be eligible for Extended Sick Leave pay. Part time employees are not eligible for Extended Sick Leave Pay.

A female Church employee may use Extended Sick Leave as paid maternity leave for the care of a newborn child, including a newborn child who has been adopted by the employee. Maternity leave beyond the Extended Sick Leave period will be considered unpaid leave in accordance with the Family Medical Leave Act (FMLA). Male employees are not eligible to use Extended Sick Leave for paternity leave; however, male employees are eligible for unpaid paternity leave in accordance with the FMLA. An employee must be employed by Life Community Church for at least one year (12 months) in order to qualify for FMLA leave. To apply for FMLA leave, please notify Human Resources.

Pay for Extended Sick Leave is not granted upon termination of employment, nor is an employee paid for extended leave for any reason other than an extended illness, serious accident, necessary surgery of a non-cosmetic nature or maternity leave. Human Resources may require doctor's certification in order for an employee to be paid for Extended Sick Leave or maternity leave.

O. Doctors Appointments

Leaves of absence of doctor's appointments will be charged as Personal Leave time if they are four or more hours in length. When an employee is out of the office for less than four hours due to a doctor's appointment, the employee has the option of making up his/her time away from the office during the same workday rather than using Personal Leave time, as long as making up the time would not create an undue hardship on the departmental or ministry team. All arrangements to "make up" an absence of four hours or less must be approved in advance by the employee's supervisor. Time out of the office for doctor's appointments must be recorded on a Time Out of the Office Form and turned in to Human Resources. Please keep a copy of all Time Out of the Office Forms for your records.

P. Bereavement Leave for Death in the Family

Should a death in the immediate family of an employee occur, the employee will be allowed up to two days paid bereavement leave for a funeral in town and three days bereavement leave for an out-of-town funeral. An employee's "immediate family" will include the following relations:

- Husband or wife
- Son or daughter
- Mother or father
- Grandparents or grandchildren
- Mother-in-Law or Father-in-Law
- Sister-in-Law or Brother-in-Law

Paid leave may be granted for an employee's aunt, uncle or first cousin, but is limited to the one workday coinciding with the funeral day. Additional leave may be authorized depending upon your needs and family obligations, but must be authorized by the Business Administrator and Human Resources. For additional time off from work or leaves of absence for bereavement of an employee's extended family beyond aunts, uncles and first cousins, the employee must use available Personal Leave, Vacation, compensatory time or unpaid leave.

Human Resources must be notified of all absences for personnel records. Upon returning to work, the employee must complete a "Time Out of the Office Notification Form" to be signed by the employee's supervisor and submitted to Human Resources.

Q. Unpaid Personal Leave and the Family Medical leave Act (FMLA)

1. Requests for Family Leave

In recognition of the fact that personal and/or family health obligations may arise which may require the extended absence from work of an employee, the Church will grant leave to regular, full-time employees who have been employed at least one year (12 full

months) pursuant to the Federal Family and Medical Leave Act (FMLA) of 1993. Generally, FMLA leave is unpaid. However, disability benefits or the Life Community Church Extended Sick Leave may apply for absences caused by your own serious health condition. Also, in keeping with the Life Community Church Extended Sick Leave Policy, Extended Sick Leave may also be available in the case of maternity leave. For more information regarding Life Community Church's Extended Sick Leave and Maternity Leave policies, please see subsection M of Section IV of this Handbook. All requests for family leave should be arranged with your immediate supervisor and Human Resources.

2. Summary of Your Rights Under the FMLA

The following is a summary of your rights under the Family Medical Leave Act.

(a) Qualifying for FMLA Leave

To qualify for FMLA leave, employee must have been employed by Life Community Church for more than twelve (12) months and must have worked at least 1,250 hours in the preceding twelve (12) months. Employee must also work in or within seventy-five (75) miles of a location at which Life Community Church employs fifty (50) or more individuals. In accordance with the FMLA, Life Community Church provides up to a total of twelve (12) weeks of leave in any "rolling" twelve (12) month period. Upon submission and approval of a FMLA leave of absence request, eligible employees are entitled to leaves of absence for the following purposes:

- Birth/Adoption/Foster Care Leave: An employee may take leave in connection with the birth of the employee's natural child or the placement of a child with the employee for adoption or foster care. An employee's entitlement to leave for birth or placement of a child expires twelve (12) months after the birth or placement.
- Family Leave: An employee may take leave to care for his or her son or daughter, spouse or parent with a serious health condition.
- Medical Leave: An employee may take leave in connection with his or her own serious health condition which renders the employee unable to perform his or her job duties.

(b) Health Provider's Certification and Notice Requirements

Life Community Church will require a health care provider's certification of either the employee's or the family member's serious health condition, whichever is applicable. Human Resources will provide this form to you. When it is foreseeable for the birth or placement of a child or for planned medical treatment, an employee who wishes to take leave under this policy must give reasonable, advance notice and must submit a written leave of absence request for approval prior to the commencement of the leave. In most circumstances, a "reasonable, advance notice" means thirty (30) days. When it is not possible to give advance notice – for example, in connection with an unforeseeable medical emergency –

the employee must notify Human Resources as soon as practicable, ordinarily within one (1) or two (2) business days of when the employee learns of the need for leave.

(c) Designation of FMLA Leave by the Church

Life Community Church also has the right to designate an absence as Family and Medical Leave on its own volition, consistent with applicable laws and regulations even if the employee does not request it. If an employee also requested Extended Sick Leave, he or she must take advantage of the paid leave in connection with any leave under this policy. If such paid leave does not apply or had been exhausted, leave under this policy will be without pay, unless the employee chooses to use earned Personal Leave or Vacation. Employees who are absent and receiving benefits under worker's compensation insurance are not required to substitute accrued Personal Leave or Extended Sick Leave. Nonetheless worker's compensation or other disability absences qualifying as serious health conditions may be designated by Life Community Church as Family and Medical Leave and the leave would be counted as running concurrently for purposes of both worker's comp/long-term disability and FMLA.

(d) When a Husband and Wife Both Work for the Church

When a husband and wife are both employed by Life Community Church, they are limited to a combined total of twelve (12) workweeks during any rolling twelve (12) month period if leave is taken for the birth or placement of a child for adoption or foster care. This limitation does not apply, however, to leave taken by either spouse to care for the other who is seriously ill and unable to work, to care for a child with a serious health condition, to care for his or her own parent with a serious health condition (but not one's parent-in-law), or for his or her own serious illness.

(e) Leave for Birth or Placement of a Child

An employee taking FMLA leave for birth or because of placement of a child for adoption or foster care is permitted to take leave intermittently or by working a reduced workweek only with the approval of the employee's immediate supervisor, the Business Administrator and Human Resources. However, leave to care for a seriously ill family member or because of the employee's own serious health condition may be taken whenever medically necessary. Actual time taken should be reported as FMLA Leave on the employee's time sheet.

(f) FMLA and Relationship to Other Employee Benefits

Employees on FMLA Leave will continue to be covered under Life Community Church's benefits program.

(g) Return to Work from FMLA Leave

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On return to work from FMLA Leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

Ordinarily an employee will be restored to the same position the employee held prior to the leave, with the same pay and benefits, if the position remains available. However, an employee has no guaranteed right to return to the same position.

If an employee is certified as able to return to work in a light duty job, the employee has the option of declining to return and remaining on FMLA Leave until fully released or the twelve (12) week entitlement period is exhausted, whichever occurs earlier. The decision not to accept light duty, however, may result in the loss of worker's compensation benefits, at which point the provision for substitution of paid Personal Leave and Extended Sick Leave would apply. Voluntary acceptance of light duty does not waive an employee's right to restoration to the same or an equivalent position if he or she becomes able to do that job before the end of the twelve (12) week period he or she could have had in FMLA Leave.

Under the FMLA, Life Community Church retains the right to deny reinstatement to "Key Employees" upon its determination that substantial and grievous economic injury will result. The employee will be given notice that he or she is considered a "Key Employee" as soon as practicable after receipt of a request or designation by Life Community Church of an absence as FMLA Leave. If a determination is made of substantial and grievous economic injury, the employee will be notified in writing, with such notice being served in person or by certified mail. FMLA Leave cannot be denied, but reinstatement can.

(h) Working While of FMLA Leave

Employees may not engage in work for another employer during employee's normal business hours, whether full or part-time, while on FMLA Leave from Life Community Church. Any violation of this provision may jeopardize the employee's right to return to work. Life Community Church will also require both periodic reports during the course of the FMLA Leave of an employee's status and his or her projected date of return to work and a written release from his or her physician to return to work.

3. Definitions Under the FMLA

As used in this policy under the federal FMLA regulations, the following terms are defined below:

(a) "Continuing Treatment"

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A serious health condition involving continuing treatment by a health care provider includes any one or more of the following: (i) A period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from) or more than three (3) consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves: (a) Treatment two (2) or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or (b) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervisions of the health care provider; (ii) Any period of incapacity due to pregnancy, or for prenatal care; (iii) Any period of incapacity or treatment for such incapacity due to chronic serious health conditions; (iv) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continued supervision of a health care provider (e.g. Alzheimer's, severe stroke, etc.); and (v) Any period of absence to receive multiple treatments (or to recover from same) conducted or ordered by a health care provider for a condition which, if untreated, would result in a serious health condition.

(b) "Equivalent Position"

An equivalent position must have the same pay, benefits and working conditions, including privileges, prerequisites and status. It must involve the same or substantially similar duties and responsibilities, which must entail substantially equivalent skill, effort, responsibility and authority.

(c) "Health Care Provider"

A health care provider is (i) A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices; or (ii) Any other person determined by the Secretary of Labor to be capable of providing health care services. These include podiatrists, dentists, clinical psychologists, clinical social workers, optometrists, chiropractors, nurse practitioners and nurse-midwives who are authorized to practice by the State.

(d) "Key Employee"

A key employee is a salaried employee who is among the highest paid ten (10) percent of all the employees employed by Life Community Church within seventy-five (75) miles of the employee's worksite.

(e) "Parent"

Parent means a biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child. The term does not include parents "in-law."

(f) “Serious Health Condition”

A serious health condition is an illness, injury, impairment or physical or mental condition that involves: (1) inpatient care and any corresponding period of incapacity or subsequent treatment, or (2) continuing treatment by a health care provider.

(g) “Son” or “Daughter”

Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis, who is either under age eighteen (18), or age eighteen (18) or older and “incapable of self-care because of a mental or physical disability.”

(h) “Spouse”

Spouse means a husband or wife as defined or recognized under state law for purposes of marriage, including common law marriage in states where it is recognized.

R. Special Leave of Absence

Any regular full time employee who has successfully completed the Introductory Period may be eligible for a special leave of absence, at a Church’s discretion depending on the circumstances. No employee has an absolute right to a special leave of absence, as it is defined within this section of the Handbook (for absences qualifying as Family Medical Leave, see the previous section concerning FMLA leave). A special leave of absence is an unpaid leave, not to exceed six months, which allows an employee to maintain benefits and seniority upon return to work if such position is available. The employee’s benefits will be maintained at the employee’s expense during the special leave of absence.

All special leaves of absence must be approved in advance by the employee’s supervisor, the Business Administrator or the Senior Pastor. An approved special leave of absence signifies sincere intent on the part of both the employee and the Church to renew a pre-existing employment relationship within a specific time, not to exceed six months. If the leave is not requested in writing prior to the beginning date, the leave may be refused and the employee terminated. After review and approval or disapproval of the request, the written request must be forwarded to Human Resources for the employee’s personnel file.

After completion of the special leave of absence, the employee must notify his or her supervisor and Human Resources at least two weeks prior to the anticipated date for returning to work. If the employee does not return to work or apply for an extension at the end of the leave term, the employee will be considered as having voluntarily resigned.

Employees who desire to return from a leave will be considered for either their original position, if vacant, or other at a similar level of responsibility and salary, if available. The Church cannot guarantee, however, that an opening will be available. If an opening is available, but the employee does not accept the position offered, the refusal will constitute a resignation.

S. Jury Duty

It is the policy of Life Community Church to encourage employees to perform their civic duties. If you are summoned and selected for jury duty, you will be granted paid leave for up to 10 working days in order to comply with the summons. Jury duty extending beyond 10 working days will be treated as an unpaid leave of absence with full continuation of benefits. When you are selected for jury duty, you are entitled to keep the jury duty fees given by the courts.

T. Personal Court Business

Personal Court business is defined as a personal obligation to fulfill a legal commitment other than Church business or state or federal jury duty. You must use your Vacation or Personal Leave time and/or take time off without pay for leave for Personal Court Business.

U. Military Leave

If you are a member of the National Guard or Military Reserve, you will be provided with up to two weeks of leave for your annual military training commitments. This two-week period will be treated as an unpaid leave of absence with full continuation of benefits. You may use your earned Personal Leave or Vacation if you prefer. Your supervisor and Human Resources should be notified in writing of your training commitments as early as possible in advance of your Military Leave.

V. Other Unpaid Leaves

Life Community Church believes that the Church provides ample leave for most situations in which employees may need time off. The Church recognizes, however, that other unusual circumstances not covered by our leave policies may arise. Therefore, while leaves other than those specifically described in this Handbook are generally discouraged, Human Resources and the Church Business Administrator will review special requests for unpaid leave for reasons other than those discussed in this Handbook on a case-by-case basis. Whether the Church grants or denies a request for leave will be within the Church's sole discretion. An excessive amount of absences without leave or docked time may lead to disciplinary actions which could result in termination.

W. Absence due to Inclement Weather

Employees should listen to local television and/or radio stations in order to determine if area roads are closed due to inclement weather. Employees should call their supervisor or Security to learn if the Church offices will be closed when the weather is bad and the roads are icy. If the Church officially closes the office, employees will be paid for the hours they missed, but were scheduled to work that day.

However, if the office is open, but attendance is “optional” due to inclement weather, employees who do not work will not be paid for their time off from work unless they use Vacation or Personal Leave time. Employees will not be allowed to “make up” the hours they miss due to inclement weather if the Church office is open for business as usual.

V. JOB DUTIES AND PERSONNEL STATUS

A. Reference Checking Policy and Employment Information Requests

To ensure that employees hired by Life Community Church are well qualified and have the potential to be responsible, productive and successful in the completion of their job duties, it is the policy of the Church to check the employment references of all applicants. The Church’s application for employment requests the applicant’s authorization for the inquiries.

Regarding outside inquiries concerning a particular employee or former employee, Life Community Church will not provide any employee information in response a reference request other than confirmation of the name, job title, employment date and date of separation. Additional information concerning an employee will be provided only if pursuant to federal or state law, a valid court order or the employee/former employee’s written request. Telephone inquiries for information other than the individual’s name, job title employment date and date of separation will not be answered. All requests for additional information must be in writing, signed by the person seeking the information. If a Church employee or supervisor receives an employee information request, it must be forwarded to Human Resources immediately. The employee’s supervisor or coworkers are not permitted to respond to a reference request without first obtaining permission from Human Resources. Any employee violating this policy will be subject to discipline, up to and including immediate termination.

B. Employment and Personnel Records

A confidential personnel file for each employee is maintained by the Church. Any information contained in your personnel file is only shared with those management-level employees who need to know it contents in the context of normal business operations. Each Human Resources employee who has access to personnel files is trained regarding the protection of privacy and confidentiality. No health or medical claims information is stored in your personnel file.

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It is important that up-to-date records be maintained for employment and benefits administration purposes. Therefore, you are required to notify the Finance Department and Human Resources immediately if there is a change in your employment status or in personnel profile information such as marital status, legal name, number of dependents, address, telephone number, emergency contact, beneficiary or withholding information.

All information contained in the personnel files is Church property and is not available for review by anyone other than Human Resources, the employee or the employee's supervisor (with the Human Resources Director present), or Executive Management staff on a strictly need-to-know basis. Requests for the release of information regarding your employment status must be approved by Executive Management. Employees are given copies of Disciplinary Warnings and Counseling Forms at the time of the warning or counseling session. Terminating employees will not be allowed to obtain copies of their personnel file.

C. Personnel Status or Data Changes

It is the responsibility of each employee to promptly notify Life Community Church of any changes in his/her personnel data, including any change in marital status, tax exemptions, address, telephone number, emergency contact information or number and names of dependents. Therefore, you must report any personnel data changes to Human Resources in order to keep your personnel records correct. In addition, a new Form W-4 must be completed for any changes to an employee's name, address, marital status or number of dependents.

D. Job Duties

Employees are generally given a job description or a list of expected job duties before they start to work. If you did not receive a written job description before your commencement of employment, you may request one without fear of reprisal. If a written job description is provided which summarizes your duties and responsibilities, the Church reserves the right to revise and update your job duties from time-to-time, orally or in writing, as it deems necessary and appropriate. If you are unsure as to your job duties, please see your immediate supervisor or Human Resources.

E. Annual Performance Evaluations

It is the policy of the Church to conduct regular, periodic Performance Evaluations for employees. The performance of a new employee is reviewed by the employee's supervisor(s) after satisfactory completion of the three-month or six-month Introductory Period in order to determine whether continued employment with the Church is appropriate. Thereafter, performance of a full time employee is generally reviewed at least annually, usually in conjunction with an employee's anniversary date. However, the implementation of performance evaluations may be performed in any given year, or they may be required more than once in a given year.

Performance Evaluations are designed to present a concise summary of the employee's job performance, accomplishments, strengths, character and developmental priorities for review by management. During Performance Evaluations, each employee's merits are considered on an individual basis. When performed, a Performance Evaluation Review does not imply an automatic increase in salary or responsibility; rather, it implies you are eligible for consideration based upon your job performance, the needs of the Church and economic considerations. Salary increases may not coincide with an employee's Performance Evaluation date or the employee's anniversary date.

Life Community Church does not offer "automatic" pay raises based upon tenure or performance, and wage increases may or may not be implemented in a given year. Rather, it is the economic climate, the Church's financial stability and the employee's attitude, productivity and level of responsibility, length of employment, overall contribution to the Church and willingness to go the "extra mile" which dictate salary increases.

F. Promotion, Demotion and Transfer

It is the policy of Life Community Church to give qualified Church employees preference over others when filing job openings within the Church. Qualified Church employees, who have expressed an interest in a job opening, may be given consideration before selecting an outside candidate. If you are interested in a particular job position and meet the established criteria, you should notify your supervisor. However, because of the specialized experience, skills and educational requirements of certain positions, promotions or transfers from within the Church are not always possible.

An employee's past performance, experience, attitude, qualifications and proven potential are important factors that will be considered when making promotion and transfer decisions. The Church reserves the right to promote, transfer and demote employees, at its sole discretion, with or without cause or advance notice. At all time your employment relationship with the Church remains strictly at will.

G. Termination of Employment

1. Reasons for Employment Termination

Termination of employment relationship is inevitable within any organization, and there are many reasons for employment termination. Below are examples of some of the most common circumstances under which the employment relationship may be terminated:

- Resignation – Voluntary employment termination initiated by an employee.
- Discharge – Involuntary employment termination initiated by the Church.
- Layoff – Involuntary employment termination initiated by the Church for non-disciplinary reasons.
- Retirement – Voluntary employment termination initiated by the employee for retirement from the organization and from the workforce in general.

2. Voluntary Resignation or Retirement

Since employment with Life Community Church is based on mutual consent, both the employee and the Church have the right to terminate employment at will, with or without cause, at any time. If you are voluntarily terminating your employment with the Church, you are asked to give written notice at least two weeks before your last day of active employment to your supervisor and Human Resources. The notice should include the reason for the resignation and the date. You are responsible for scheduling an exit interview with your supervisor and Human Resources and for returning all Church property before your separation.

3. Discharge

Because the employment relationship is at will, Life Community Church may discharge an employee at any time with or without cause. However, some of the situations that can result in discharge include the following:

- Misconduct such as insubordination, fraud or dishonesty, intoxication, substance abuse, theft, falsifying records, intentional waste, harassment, violent or inappropriate behavior, violation of Church policies, excessive negativity, etc.
- Performance-related reasons such as inefficiency, high rate of error, poor quality or quantity of work, lack of cooperation, frequent non-excused absences, habitual tardiness, excessive leave, leaving work before quitting time or without your supervisor's permission, etc.

Without waiving its right to terminate an employee at will, Life Community Church may follow a practice of counseling and/or progressive discipline when it believes circumstances warrant that approach. Through progressive discipline, Life Community Church attempts to provide employees with notice of deficiencies and an opportunity to improve. Life Community Church always retains the right to administer verbal or written warnings and discipline, up to and including immediate dismissal, in any matter it deems appropriate and in its sole discretion.

4. Layoffs

If conditions ever demand that a reduction be made in the staff of Life Community Church, the order in which employees are released will be determined will be determined by a variety of factors, including the employee's length of service, past performance, special skills, qualifications for work and flexibility. Seniority will be considered, but will not be absolute determinative factor.

5. Benefits Upon Termination of Employment

Upon termination of the employment relationship, all fully vested benefits will paid within two weeks following the employee's termination date. Terminating employees will be paid for their unused vacation, but will not be paid for unused personal leave. Please be advised that the Church is not subject to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Therefore, a terminating employee's health

insurance benefits will cease at the time of termination, unless an existing employee makes special arrangements with the Church in order to continue coverage at their own expense.

VI. WORK ENVIRONMENT AND EMPLOYEE RESPONSIBILITIES

A. The Church's Staff Values and Work Philosophy

1. Staff Values

To fully understand and incorporate staff values, you must first understand our Church Purpose Statement (Reaching Up, Reaching Out and Reaching In) which is stated in the Introduction of this Handbook. As Christ-followers and employees of Life Community Church, we strive to:

- Model a whole life commitment to the Church's vision and values.
- Lead a spiritually surrendered life.
- Maintain an infectious, optimistic and enthusiastic attitude.
- Engage co-workers in honest communication.
- Honor and value Life Community staff and volunteers.
- Approach our work with intensity and integrity.
- Manage your life challenges with prayer and thanksgiving.

Have you modeled a whole life commitment to the Life Community Church Staff Values? How can you increase your effectiveness in modeling a whole life commitment?

2. Work Philosophy

Life Community Church realizes that its level of success and future growth directly upon the contribution made by each person within the Church. Life Community also understands that productivity and efficiency is directly tied to employee job satisfaction and each employee's commitment to his or her own individual self-development. Life Community strives to provide its employees an atmosphere where each employee has the opportunity to experience the pleasure of working; the strength of knowledge; the influence of dependability; the power of truth; the obligation of duty; the wisdom of character; the growth of integrity and the satisfaction of accomplishment.

To this end, Life Community believes it is essential that the following resolutions be an active part of both your professional and daily life:

- To do the right thing because it is the right thing to do.
- To recognize that every adversity carries with it the seed of an equivalent or greater benefit.
- To strive for self-development as a Christ-follower, employee and citizen.
- To treat everyone with love and respect.

- To cultivate the characteristics of loyalty, initiative, efficiency, integrity, honesty, cooperation, dedication, courtesy and pride in one's work and one's self.

B. Open Employee Communication

Life Community Church will make every effort to maintain a working environment that will enable employees to relate to the successful operations of the Church by encouraging Church employees to share opinions, express ideas and make suggestions. Creativity and the exchange of ideas within our Church organization is considered by management to be an asset and is strongly encouraged. As a valuable part of the Life Community Church team, you can contribute to the Church's success! Your thoughts concerning ways of increasing productivity or improving the quality of our work, safety and other related matters are welcome.

If you have an idea for improving the way that we work, please share your idea with your supervisor or Human Resources. Conversely, if you have a question, concern, problem or constructive comment regarding any aspect of your job or the Church's operations, we encourage you to discuss this with your supervisor as well. If you are not satisfied with the response you receive from your supervisor, you may discuss any of your concerns with Human Resources without fear of reprisal.

C. Policy Against Harassment

Life Community Church will not tolerate sexual harassment, or any other type of harassment due to some characteristic of another, such as their race, nationality, disability, religion, etc.

1. Who Is Covered

Any person you encounter as you perform your job at Life Community Church is covered by this non-harassment policy. This includes all applicants and employees regardless of position, title, grade, seniority or function, as well as temporaries, visitors, independent contractors, vendors and Church members. No one is immune from this policy.

2. What Is Sexual Harassment?

"Sexual harassment" has been defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either made explicitly or implicitly a term or condition of employment (in other words the person harassed is led to believe that he or she must "give in" because the term or condition is part of the job requirements);
- Submission to rejection of such conduct is used as the basis for employment decisions (an example would be: "If you don't sleep with me, you'll never be promoted."); or

- Such conduct has the purpose or effect of unreasonably interfering with the work environment or creating an intimidating, hostile or offensive work environment.

Sexual harassment can be subtle or direct. It usually involves different genders, but may be committed by someone of the same gender.

Sexually harassing behavior may include intentional physical conduct that is sexual in nature, sexual jokes and innuendo (innuendos include sexual comments), sexual advances or requests for sexual favors, propositions, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, leering, touching, sexually-based obscene comments or gestures, displays of sexually suggestive objects or pictures and any other type of physical, verbal or visual conduct of a sexual nature.

Sexual harassment may occur through various communication methods, including personal contact, in writing, over the telephone, through email and on the Internet. In addition, "faxing" or emailing sexually explicit or suggestive materials (including cartoons) can constitute sexual harassment if the one who receives it is offended, or if someone who whom you do not intend to see it does see it, and is offended. The means by which sexually harassing behavior is conducted does not change its inappropriateness. If you are in doubt about whether some type of conduct or comment is harassment, DON'T DO IT!

3. Other Types of Conduct Which is Prohibited Harassment

Harassment occurs when one person does something for the purpose of annoying someone else. For example, if one employee engages in conduct intended to get a "rise" out of someone else, or makes inappropriate comments about the person's race, sex, age, disability, nationality, accent, speech impediment, or the like, that constitutes harassment, and violates the Church's Policy Against Harassment. In short, if one employee picks on another person, that conduct constitutes harassment. Harassment of any sort will not be tolerated.

4. Obligations of All Employees for a Harassment Free Workplace

It is a crucial responsibility for every employee to report any incidents of actual or perceived sexual harassment or other harassment to the employee's supervisor and/or Human Resources. This includes harassment directly involving the employee, or where the employee is only a witness. Every employee must consider the obligation to report harassment as an essential function of his or her job.

5. Professional Environment

Our work environment at the Church is such that many individuals interact with each other every day. Despite the fact that Life Community strives for a positive, professional working environment, differences of opinion, discomfort with personality traits and even anger are inevitable at times. Please understand that those types of reactions do not

generally amount to sexual harassment or other harassment. However, such an angry response should give fair warning that the other person does not appreciate the conduct or statements, and may serve as a good reason to think about what was said or done to be sure it did not violate this Policy. We want our workplace to be a professional environment that is in keeping with our Christian principles. Tolerance of others will be an important ingredient for your success, the success of your co-workers and Life Community Church.

6. How to Report Sexual and Other Harassment

You may report allegations of sexual or other harassment to your supervisor and/or Human Resources. Allegations of sexual and other harassment may be reported in any manner that effectively communicates the allegations. This includes reporting in writing, orally, by email, letter, memo or note or any other reasonable means. Life Community Church encourages all reports to be made in writing in order to have a clear and complete account of your perception of the situation. The most beneficial written reports will include at least:

- The dates and times of all incidents of harassment;
- The names of all harassers and victims;
- A detailed factual description of the harassment; and
- The names of all individuals present during the challenged conduct or who otherwise could corroborate or refute the facts alleged.

You should also remember that a good first step in resolving a problem of harassment is to directly confront the person you feel is harassing you, clearly communicating what behavior you deem unacceptable. In many instances, this alone will stop the undesirable behavior because the harasser does not realize the inappropriateness of the conduct. If you do not feel that such a step is appropriate, however, you may report the problem elsewhere, as discussed below.

7. Where to Report Harassment

We ask that any reports of sexual harassment be made first to your supervisor or any member of the Church's Executive Team. If you would prefer to make your report elsewhere, you may notify the Human Resources Director.

8. When to Report Harassment

Immediately. The quicker an issue is raised, the more likely an appropriate resolution can be reached. Untimely reporting significantly increases the difficulty in conducting an investigation because memories tend to fade with the passage of time, and witnesses tend to scatter.

9. Investigation of Harassment Claims

In most cases, a prompt investigation will immediately follow the reporting of behavior believed to constitute harassment in violation of this policy. Any such investigation will be designed to address the allegations made, but will usually include detailed interviews

of the persons directly involved, witnesses, and review of any documentary items that tend to support or refute the allegations. Investigations will be kept as confidential as practical, but confidentiality cannot be absolutely guaranteed.

10. Determination

In instances where sufficient information is readily available, Life Community Church will promptly make factual and disciplinary determinations about the challenged conduct. However, you should keep in mind that some inappropriate behavior might not be reflected in documents or witnessed by other people. In those situations, individual credibility determinations will have to be made by the Church. Life Community Church will do its best to determine the facts. These credibility issues should not discourage you from reporting harassment, but should illustrate the importance of having documentation, witnesses and other information available if at all possible in order to assist Life Community Church in reaching its determination. All determinations will be based upon a totality of the circumstances then known to Life Community Church.

11. Discipline

Harassment is a serious offense. Any employee engaged in sexual harassment or other types of harassment will be subject to discipline, up to and including immediate discharge. This includes first-time offenders. All disciplinary decisions will be made on a case-by-case basis, at the Church's sole discretion based upon the facts presented.

12. Retaliation

Any act of retaliation against an employee who reports or participates in an investigation of sexual or other harassment (or is otherwise involved in such an inquiry) is strictly forbidden. Any employee determined to have retaliated against another person to discipline, up to and including immediate discharge.

13. False Claims of Harassment

Harassment claims are very serious, in part because of the way they can affect people, their reputation and their careers. Accordingly, while all legitimate claims of harassment must be reported, such claims must never be fabricated or lodged without the utmost sincerity. Any person found to have intentionally falsified a claim of harassment, or who lodges a claim for malicious or improper reasons, is subject to immediate discipline, up to and including immediate discharge.

14. Knowledge of This Policy Against Harassment

It is important to Life Community Church to have a well-trained and educated staff. If at any time you do not believe you are sufficiently aware of what is considered acceptable behavior, do not understand this policy well enough, or simply need another copy of Life Community Church's Policy Against Harassment, please contact the Human Resources Director. The Human Resources Director can explain the Church's policy to you. In addition, you may also view the latest version of the Church's video/DVD on "Sexual

Harassment Awareness.” Each new employee is required to watch the “Sexual Harassment Awareness” video as part of the new hire orientation process and sign an acknowledgment stating that he/she has viewed the video and understands the policy against harassment described in this Handbook.

D. Use of Church Communications Systems – Acceptable Use and Electronic Monitoring Policy

1. Use of Church Telephone Systems

(a) Professional Behavior When Using the Telephone and Voicemail Systems

Life Community Church strive for effective communication and a friendly work environment. Therefore, all Life Community employees are expected to exhibit courteous, professional behavior when addressing others on the telephone. Please use the approved greeting and speak in a clear manner. Confirm information received from the caller and hang up only after caller has done so. A voice mail account may be established for your business use. If so, the Technology Department will provide the instructions to activate and operate your voice mail on a regular basis and promptly return all business-related calls.

(b) Personal Calls

From time to time, it may be necessary for employees to make and receive personal calls on Church telephones. Life Community Church does not wish to prevent employees from taking care of necessary personal business that cannot be completed outside of office hours. However, these calls should be made before/after working hours or during the lunch hour whenever possible or limited to approximately five minutes in length. Employees are expected to use good judgment and common sense when it comes to personal phone calls. Personal phone calls should not interfere with an employee’s work responsibilities, nor should personal use of the phones be a distraction or annoyance to other co-workers. Any personal use that delays or threatens to delay the timely accomplishment of Church business will be curtailed and may subject the employee to appropriate discipline.

No personal long distance calls are to be charged to the office telephone. Employee’s are required to reimburse Life Community Church for any charges resulting from their personal use of the telephone. Repeated personal long distance calls will subject the employee to immediate discipline, up to and including termination.

2. Use of Church Mail and Postal System

Mail/Postage machines are provided in the Church copy centers for business use only. Mailing an employee’s personal mail using the Church postage meters is strongly discouraged. Employees caught using the Church postage meter for personal use will be required to reimburse Life Community Church for any

postage. Employees who violate the Church's policy regarding the use of the mail system may be subject to disciplinary action, up to and including termination.

(a) No Privacy Interest in Personal Mail and Deliveries to the Church Campus

Life Community Church employees have no privacy in personal deliveries or mail sent to or from the Life Community Church campus. As a part of Life Community's efforts to protect its employees, members and visitors against security threats and as an additional measure to ensure compliance with other internal policies, including its safety and drug free workplace policies, Life Community Church has implemented the following policies regarding personal mail and deliveries to Church property:

- Life Community Church employees shall have no expectation of privacy when using the Church's postal mail systems or the Church's address when sending or receiving mail and deliveries of a personal nature.
- When the Church accepts personal packages and deliveries for an employee, it does so as a matter of convenience, not an obligation. Therefore, Life Community Church reserves the right to refuse delivery of any mail or package, and all mail or packages that are sent to or from the Church campus are subject to being opened and inspected by the Church, whether the packages are mailed or delivered by U.S. postal service, UPS, Fed Ex, courier, messenger or any other means. Inspections of personal mail, deliveries and packages may be conducted at any time at the discretion of Life Community Church.

(b) Reasonable Screening Procedures for Deliveries

The Church has implemented reasonable screening procedures for incoming deliveries designed to identify possible dangerous devices or materials that the possession of which is contrary to or in violation of any of our internal policies. Also, couriers and messengers have restricted access to the Church buildings during normal business hours. Couriers, messengers and all other persons delivering items for Life Community Church employees must first report to the LCC Receiving Department. Couriers, messengers and other delivery persons may be asked to present a picture ID and sign a visitor log. All items delivered by courier or messenger are subject to search according to the same screening procedures as items which are delivered by U.S. postal service, UPS, Fed Ex or other means.

3. Use of Church Computers and Software

(a) Overview of Computer Use Policies

Life Community Church's intentions for publishing acceptable use policies for the proper use of Church computers, network systems and software is not to impose restrictions that are contrary to the Church's establish culture of openness, trust and integrity. Nevertheless, the Church is committed to protecting its employees, volunteers, members and business associates from illegal or damaging actions by individuals, whether such actions are

knowingly or unknowingly committed. Effective security is a team effort involving the participation and support of every Life Community employee and affiliate who deals with information and/or information systems. Inappropriate use exposes Life Community Church to risks including virus attacks, compromise of network systems and services, and legal compliance issues. Therefore, it is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

(b) Scope of Computer Use Policies

This policy applies to employees, volunteers, consultants, temporaries, interns, and all other workers at Life Community Church, including all personnel affiliated with third parties. This policy applies to all electronic equipment that is owned or leased by Life Community Church, including Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing and FTP (collectively referred to as "electronic media").

(c) Business Use Versus Personal Use of Computers and Software

Life Community Church prides itself on its use of technology. To better serve our members and to give our talented workforce the best tools to do their job, Life Community has provided access to several types of electronic media and services. Computers on a networked system that are Internet capable are provided for the majority of the Church staff in order to facilitate work tasks and communication. Although limited, occasional or incidental use of electronic media for personal use is understandable, the use of the computers and Internet access are intended to be used for Church business for the majority of the business day. Computers and Internet access are provided to further the Church's mission and goals, not to provide a communication tool for employee's personal business or avocation. Consequently, computer and Internet access should not be used for non-job related solicitations or research or be used to engage in any activity which is contrary to Church policy or illegal under local, state, federal or international law. The following activities are examples (not an exhaustive or complete list) of inappropriate or illegal uses of Church computers and network systems which are strictly prohibited:

- Using Life Community Church computers to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws or Church policies;
- Making Fraudulent offers of products, items or services originating from any Church account;
- Making statements about warranty, expressly or implied, unless it is part of normal job duties and it has been approved by Church management;
- Providing information about, or lists of, Life Community Church employees to parties outside the Church.

Employees are expected to demonstrate a sense of responsibility by not abusing these privileges. Any personal use that delays the timely accomplishment of Church business will be curtailed. Employees who abuse their personal use privileges are subject to appropriate discipline, up to and including termination.

(d) Church Ownership of Computer Systems and Electronic Media

Computers and all computer equipment, including software, operating systems storage media, network accounts providing electronic mail, Internet/Intranet/Extranet-related systems, web browsing and FTP are the exclusive property of Life Community Church. These systems are to be used for business purposes in serving the interests of the Church and to help facilitate the needs of our ministry in the course of normal operations. All use of Church computer systems and electronic media is regulated by Technology Department's acceptable use policies and this Employee Handbook. If you have any questions regarding what is acceptable use of Church computers, please see the Information Technology Manager or Human Resources.

(e) No Personal Privacy Interest in the Use Church Computer Network Systems

Limited personal use of Church computers, email and the Internet is permitted. However, employees are reminded that any and all Life Community Church property is primarily for business use. Employees are responsible for exercising good judgment regarding the reasonableness of personal use of the Church computer systems and the Church reserves the right to limit personal use. Users should be aware that the data they create on the Church systems remains exclusively the property of Life Community Church. Because of the need to protect Life Community Church's network, management cannot guarantee the confidentiality of information stored on any network device belonging to Life Community Church. Life Community Church reserves the right to audit networks and systems on a periodic basis to ensure compliance with our computer use policies.

(f) Electronic Media Monitoring Policy

To ensure compliance with the Church's policies and for security and network maintenance purposes, the Church retains the right to monitor all use of the Church's computer facilities, including all documents, email and Internet use, whether initiated through the Church from our offices or a remote locations, including a home location. Therefore, authorized individuals within the Church may monitor equipment, systems and network traffic at any time, with or without notice. This means that the Church has the right to examine, audit, intercept, access and disclose email, personal file directories and other business or personal information created, stored, sent or received on Church computers.

(g) Use of Church Software

The Church provides various types of software for employee use for business applications. In order to maintain the appropriate number of software copyright licenses required by copyright law, only the Technology Department may authorize the addition of software to computer system and to individual computers. For the same reason stated above, the Information Technology Officer must authorize the copying of software from the Church's computer system for use on another system. Suggestions for software to be added to the Church's computer facilities should be submitted to the Technology Department, along with an explanation of compelling business reason why the software is needed.

(h) Downloading Software from the Internet

Church computers may not be used to download any software from the Internet, including games and screen savers. If an employee believes software that is available on the Internet may be useful to the Church's employees, the employee should contact the Information Technology Officer to discuss the software. An employee may not use his/her personal computer to download software from the Internet in violation of applicable licensing requirements with the intent of bringing such software to the Church for use the Church's computer facilities. The Church reserves the right to audit the software on all of its computers and remove any unauthorized software. Use of unauthorized software may subject the employee to appropriate discipline, up to and including termination.

(i) Copyright Violations and Use of Pirated Software

Employees are strictly prohibited from violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations. Unauthorized copying of copyrighted material, including but not limited to digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, or the installation of copyrighted software, which is not appropriately licensed for use by Life Community Church, is strictly prohibited. In addition, exporting software, technical information, or encryption software or technology in violation of international or regional export control laws is illegal. The Information Technology Officer should be consulted prior export of any material that is in question.

The Church reserves the right to audit the software on all of its computers and remove any unauthorized software. If an employee downloads software which has not been authorized by the Technology Department, it could be grounds for discipline, up to and including termination.

(j) Computer Configuration and Computer Passwords

Only those individuals authorized by the Technology Department may change the computer configuration of an employee's computer. Well-meaning staff members or volunteers may not change the computer

configuration without the specific authorization of the Information Technology Officer. Employees and all users of Church computer systems are expected to respect password protected information and not gain access, or attempt to gain access, to information protected in this way. Authorized users are responsible for the security of their passwords and should never share accounts. Revealing your account password to others (including family and other household members). Sharing passwords or using others' passwords is not permitted and may subject the authorized user to disciplinary action, up to and including termination. Employees are also expected to use passwords that are difficult for an intruder to identify. To assure that the Church has an accurate and complete list of passwords, employees are expected to always notify the Technology Department when a new password is implemented. When it is suspected that password protection has been compromised, a new password shall be implemented and reported to the Technology Department as quickly as possible.

(k) Screensavers

All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 5 minutes or less, or by logging-off (control-alt-delete for Win2K and WinXP users) when the host will be unattended. If your computer workstation does not have this feature, alert the Information Technology Officer for assistance.

(l) Laptop Security

Some Church employees have been issued laptop computers for their use. If you have been issued a Church laptop computer, never assume your laptop will be safe just sitting around. Treat as if it were \$1,000 in cash lying around. Laptops are commonplace today and so is their theft. Get into the habit of locking your laptop up when you're working with it, or when storing it. Use common sense when traveling and try to stay in physical contact with your laptop at all times. If you are traveling with trusted friends or business associates use the "buddy system" to watch each other's laptops.

Although we all need to be diligent in protecting the Church's property, often losing the computer does not matter as much as losing the data it contains. Because information contained on portable computers is especially vulnerable, special care should be exercised. If you have been issued a laptop computer, request a copy of the Technology Department's "Laptop Security Tips" form from the Information Technology Manager. If Church Confidential Information is stored on your laptop computer, you will be held responsible for following all of these security guidelines.

(m) Virus Protection and Virus Scanning Software

Intentional introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email bombs, etc.) is strictly prohibited and will result in immediate serious consequences, up to and including

termination of employment. All hosts used by the employee that are connected to the Life Community Church Internet/Intranet/Extranet, whether owned by the employee or Life Community Church shall be continually executing approved virus-scanning software with a current virus database. Employees must use extreme caution when opening email attachments received from unknown senders, which may contain viruses, email bombs or Trojan horse code. When in doubt about the origin of an email, it is best to delete it without opening the attachment. All hosts used by the employee that are connected to the Life Community Church Internet/Intranet/extranet, whether owned by the employee Life Community Church, shall be continually executing approved virus-scanning software with a current virus database.

(n) Outside Business Use of FC Computer Systems and Moonlighting

All employees are absolutely prohibited from using the Church's computers and other electronic media to set up or operate a personal business. Employees are expected to refrain from using the Church's computers and electronic media for any kind of outside business use unrelated to Church business. These policies governing the use of electronic media cover all employees of the Church. Church personnel who log into the Church's network from their personal computer facilities are governed by these policies governing the use of electronic media, to the extent they utilize the Church's network, just as though they were working on the Church's facilities. Failure to adhere to these policies related to computer and Internet usage will result in employee discipline up to and including termination.

(o) Computer Use and Church Confidential Information

All employees are required to maintain confidentiality of Church communications and materials. The Church's computer facilities may not be used to disclose any confidential information to unauthorized third parties. Unauthorized messages or discussion regarding the Church's business, employees or members of the Church is strictly prohibited.

During the course of your relationship with the Church, you may become privy, either accidentally or necessarily as a result of your employment relationship, to information, which the Church deems to be highly confidential, and/or in some circumstances proprietary. Those affected by confidential information trust and expect the Church to protect against any disclosure to third parties. Your obligations to protect the Church's confidential information include any proprietary information learned or revealed while using the Church's computers, software, telephone systems or other equipment or systems. All employees must agree to keep all confidential information strictly confidential and be especially careful not to purposefully or accidentally forward emails or use the Church computer systems to transmit confidential information in violation of our policies

regarding confidentiality. Violation of the Church's confidentiality policies could result in discipline, up to and including immediate termination.

4. Use of Internet

(a) Internet Use is an Employee Privilege, Not a Right

Access to the Internet through the Church's network is a privilege and carries responsibilities reflecting responsible and ethical use. Internet usage is intended to be primarily for Church business-related purposes. Access to the Internet is based upon an employee's job duties and responsibilities, so not every Church employee will be entitled to access. Internet access must be approved and granted through the Technology Department.

(b) Knowledge and Acceptance of Internet Policies

Employee-users are expected to be knowledgeable of all Church policies, and use of the Internet through the Church's network constitutes your acceptance of the Church's Internet Use Policies. Any questions should be directed to the Information Technology Manager, the Chief Technology Officer or Human Resources. Violations of Internet Use Policies may subject the user to immediate revocation of system privileges and may result in further disciplinary action, up to and including termination.

(c) Personal Use of the Internet Through the Church Network Systems

Limited personal use of the Internet is allowed, as long as the privilege is not abused or used in any way which is contrary to our Church policies. Please keep in mind that use of any and all Church property, including the Internet through our network system, is the exclusive property of Life Community Church and should be used primarily for Church business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the person's job responsibilities. At any time, at the Church's complete discretion, the Church may curtail any personal use. Excessive disciplinary action, up to and including termination.

(d) Internet Use Must Not Harm or Threaten the Church's Reputation or Violate the Law

The Church's computer facilities may not be used to access or transmit any content or material that could threaten or harm the business or reputation of Life Community Church. Therefore, the Church's computer facilities may not be used to access or transmit any content or material of an offensive nature, including pornographic or obscene material that otherwise may reasonably be considered inappropriate or offensive by Church personnel.

(e) Internet Use and the Church's Policy Against Harassment

The Church is dedicated to providing a work environment that is free from unlawful harassment. Sexual harassment or any other type of intimidation is a serious violation of the Church's non-harassment policy. Accessing or transmitting offensive material may be viewed as creating a hostile work environment, thereby exposing the Church and individuals to liability. Accordingly, it is imperative that the Church's computer and Internet facilities not be used to access or transmit other inappropriate material, such as material that is defamatory, discriminatory, threatening, profane, slanderous, libelous or otherwise offensive. Materials covered by this restriction include documents, messages, jokes, images, cartoons, programs and software. If you believe you have been the subject of harassment, or if you have knowledge of harassing behavior, you have the right to have such activity cease immediately. Any concerns that a violation of our non-harassment policy has occurred, or any violation of our computer/internet policy should be communicated to your supervisor or the Human Resource Department immediately, without fear of reprisal, so that appropriate action can be taken.

(f) Ethical Internet Use and the Church's Electronic Monitoring Policy

At any time and without prior notice, the Church management reserves the right to examine and monitor an employee's Internet activity when the Internet is accessed through the Church's network system. This examination helps to ensure compliance with internal policies, supports the performance of internal investigations, and assists in the management of information systems. As such, authorized personnel may monitor access to the Internet and employees should not have any expectation of privacy with regard to their Internet use at Life Community Church.

This policy should be read and interpreted in conjunction with all other Church policies, including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Employees are prohibited from accessing the Internet for any unethical purposes, including pornography, violence, gambling, harassment, or any illegal activity. Employees are forbidden from using profanity or vulgarity when posting electronic mail via the Internet Abuse of Internet privileges or attempts to access unacceptable, pornographic or obscene sites may result in an employee being blocked from using the Internet permanently and disciplinary action, up to and including termination.

(g) Internet Sites Requesting Employee Email Addresses

Some Internet sites may request a user's email address. Employee should not provide their email addresses to such sites, unless the user can reasonably trust that the site is legitimate and there is a reason for the site to have the user's email address. Other Internet sites may be able to detect a user's email address without the user's knowledge. Accordingly, employees should carefully consider the Internet sites they visit.

(h) Copyrighted Materials on the Internet

Certain materials found on the Internet, may be protected by copyrights, including articles, images and software. Employees are prohibited from downloading copyrighted materials, including text, image and multimedia materials, from the Internet. Employees are prohibited from any trademark infringement with respect to materials on the Internet, including infringement by are uncertain of what might be deemed trademark, and infringement via news servers. If you are uncertain of what might be deemed trademark infringement, ask the Chief Technology Officer before you engage in any activity that might be prohibited.

5. Use of Electronic Mail

(a) Business Use of Church Email

Email is provided to Church staff primarily for business use and the computer use policies contained in this Handbook also apply to the use of email.

(b) Quality of Email Messages

Every form of communication Life Community employees have with the public or with other Life Community employees should be of the highest possible quality. Remember that communications sent over the Church email system reflect on the Church's reputation. Consequently, employees are expected to pay close attention to any electronic mail ("email") message sent internally or externally. Email messages sent externally should receive the same attention to detail as a professional letter. All email transmissions are to be made in a professional and accurate manner, including grammar and spelling checks before transmission.

(c) Reliability of Emails

Employees are also reminded that they should not assume their emails are being received by the recipient. Emails are not always delivered within a short time frame. Employees should check on a recipient's receipt of emails by other means if they do not receive confirmation within a reasonable time. It may be necessary to send time-critical information by other means in addition to Internet email. Unless instructed otherwise by your supervisor, all external Email transmissions, including attachments, are to be immediately saved or printed and filed in the appropriate hard-paper file. Employees should promptly delete any unnecessary internal or external Emails files.

(d) No Privacy or Ownership Interest in Emails

Electronic messages composed, sent or received on the Church email system are the property of the Church, and not the private property of any

employee, whether initiated through the Church from our offices or a remote location (including a home location). Therefore, employees must remember that they have no personal privacy interest in any messages sent over the Church's email system. Any communications created, sent or retrieved using Church email may be read by individuals other than the recipient. As such, messages may be reviewed or inspected authorized management of Life Community Church at any time. The use of passwords does not indicate that a message is confidential, or that the Church will not retrieve it.

Personal email usage is a privilege of employment, not an entitlement, and email usage may be limited in any manner by the Church. All personal email usage, whether internal or external, should be incidental and brief. Employees are also reminded that they should respect the confidentiality of co-workers in their email communications.

(e) Confidential Messages or Attachments

Employees should be mindful that when Email messages are exchanged with persons outside the Church, through the Internet or otherwise, the privacy of the messages depends upon the policies and practices of service providers and network managers not within the control of the Church. Therefore, confidential information should not be transferred via electronic means.

In addition, the confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further the use of passwords for security does not guarantee confidentiality. Notwithstanding the Church's right to have authorized management retrieve and read any email messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not to retrieve or read any email messages that are not sent to them, unless given prior permission and approval by their immediate supervisor and the Chief Technology Officer.

(f) Email and Other Communications Tools and Policy Against Harassment

Communications that are (1) are offensive or obscene, (2) discriminatory, (3) derogatory or defamatory to any individual or group, (4) threatening, (5) illegal or (6) contrary to any Church policy are strictly prohibited. Even if an email message is sent only within the Church, it should never contain sexually explicit images, inappropriate messages or cartoons. Nor should it contain any ethnic slurs, racial epithets or any other material that could be construed as harassment or disparagement of others based upon their race, national origin, gender, age, disability or religious or political beliefs. The Church's policy against sexual and employee harassment strictly prohibits this type of information in any form.

(g) Guard Against Viruses

Before opening any attachment to an email that employees receive via the Internet, employees must consider the source of the email. This is vitally important to guard against viruses damaging the Church's computer facilities and interfering with the Church's business. If the email is from a person that is known to the employee receiving the email, the employee may open the attachment. However, if the sender of the email is unknown to the employee receiving the email, the employee is required to refrain from opening the attachment, or promptly contact the Chief Technology Officer concerning the email. If any employee is suspicious of any email or attachment he or she receives, the employee should immediately contact the Technology Department before opening the email or attachment.

(h) Use of Email Distribution Lists to "ALL LCC Users"

Email distribution lists are provided for our employee's convenience when sending out Church business-related emails or Church announcements to all users or certain categories of users. Unless special permission is specifically granted by the Chief Technology Officer, these mass email distribution lists should never be used to forward e-invitations, jokes, chain letters, political or religious statements, personal announcements, or anything of a personal, rather than business, nature. Violations of this policy could result in a warning, termination of email privileges, or other discipline, up to and including termination.

(i) Email "Spam," Posting Messages to Newsgroups and Expressing Political/Personal Opinions in Email

Personal use of your Church email address should be used with caution and common sense, with special care to protect the reputation and integrity of Life Community Church. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email "spam") is strictly prohibited. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type is strictly prohibited. Employees should not use unsolicited email originating from within Life Community Church's networks of other Internet/Intranet/Extranet service providers on behalf of or to advertise any service hosted by Life Community Church or connected via the Church's network.

In addition, employees should not post non-business-related messages to large numbers of newsgroups ("newsgroup spam"). If you use your Church email address to post personal information or opinions to a newsgroup or use your Church email address to forward political or personal statements, the message must also contain the following disclaimer:

"The opinions expressed in this message are strictly those of the individual and not necessarily those of Life Community Church."

(j) Other Rules Concerning Email Usage

The following email and communication activities are strictly prohibited: Employees are not permitted to subscribe to non-business related email lists, subscriptions or other services, or participate in non-business related Usenet, chat or discussion groups. Employees are also forbidden to use the Church email system to create or distribute chain letters. Employees are prohibited from sending anonymous email messages or using another's emails and these rules apply for attachments. These rules also apply to resending or forwarding emails and attachments.

7. Use of Church Bulletin Boards

Posted information on Church bulletin boards is for the benefit of all employees. You will find posters that explain state and federal law, as well as updated information about Church policy and procedures. You are responsible for checking Church bulletin boards on a regular basis and for reading all posted materials. To prevent workplace disruptions, we ask that employees refrain from soliciting or distributing non-Church related literature on the Church premises or posting such materials on Church bulletin boards.

E. Conflicts of Interest

All employees of Life Community Church have the responsibility to protect the assets of the Church. The highest standard of business ethics requires that every employee conduct himself and his affairs in a manner that will avoid any conflict with the Church's interest. As an employee of the Church, you must agree to refrain from using your influence as an employee to receive personal gain. Further, you must make certain that all transactions with the Church involving financial gain to yourself or your relatives are arms-length transactions. Each employee must agree to notify the Church of any relationships by blood or marriage to individuals, owners or executives of companies with which Life Community does business. Any questions pertaining to a potential conflict of interest should immediately be reported to the Executive staff or Human Resources.

In order to avoid any conflicts of interest, the Church has adopted the following policy:

- No employee is permitted to work in any capacity for another church during his/her employment at Life Community Church.
- Executives, as well as other management or supervisory personnel, shall not have any financial interest, direct or indirect, in any of the Church's suppliers.
- Executives and other management or supervisory personnel should not request or accept gifts, discounts, or other gratuities of any nature from the Church's suppliers.

- Should the Church become involved in any negotiations in which executives, key or supervisory personnel have any interest (other than a minority stock ownership of public companies acquired prior to the time such negotiations were instituted), the extent of such interest should immediately be disclosed to the Life Community Executive staff.

Because there is a wide range of activities performed by various members of the Church, it is difficult to list every act that may be considered a gift, gratuity or conflict of interest. Employees are expected to use common sense and, when in doubt, report potential conflicts to the Executive staff. Most invitations to lunch, dinner, or other such minor or nominal favors will not be considered as giving rise to a conflict of interest.

F. Confidential Information and Employee Confidentiality Agreements

As an employee of Life Community Church, you will be exposed to confidential information or materials daily. It is important that any information which you may read, hear, or see be kept confidential from others, except from other Church employees on a need-to-know basis during the course of normal Church business operations. You have a duty to refrain from disclosing confidential information during the course of your employment, as well as any time after you terminate your employment relationship with the Church. If it is discovered that any employee has improperly used confidential information or has discussed or provided any confidential matters to someone who is not a Church employee, that employee will be subject to disciplinary action, up to and including immediate termination of employment.

As a condition of your employment with the Church, you will be asked to sign a Confidentiality Agreement. By signing this agreement, you agree not to divulge information which you may become privy to, whether accidentally or in the natural course of your employment, that the Church deems confidential in nature, except to other Church employees or authorized parties during the normal performance of your required job duties at the Church. This duty to keep information confidential applies during the course of your employment, as well as any time after the termination of your employment relationship with the Church. Your executed Confidentiality Agreement is a binding contract enforceable by and under the laws of the state of Texas.

Confidential information may include, but is not limited to:

- The names, social security numbers, addresses (email and postal) and telephone numbers of any of the Church's members, visitors, employees, volunteers, contributors or others with whom the Church has a religious or business relationship;
- Any other information concerning contributions (either amounts or the fact that contributions have been pledged or made) to the Church of time, money or other things of value;

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- Any information of a financial, funding or business nature, including the salaries or compensation of any Church employee, or any contract, agreement or expenditure with or by the Church;
- Any proprietary information learned or revealed while using the Church's computers, software, telephone systems or other equipment or systems, whether they are provided to the Church by outside sources or otherwise;
- Any proprietary information pertaining to the Church's development of machinery, computer or telephone equipment, software or other systems; and
- Any other information which may reasonably be deemed to be confidential by the Church, or any other party affected.

To ensure that sensitive information remains confidential, you are reminded to:

- Clear your desk of all Church business-related paperwork when you leave work;
- Lock sensitive documents in desks or files cabinets in accordance with proper departmental procedures;
- Control access to file cabinets and file rooms;
- Control access to offices or rooms that contain sensitive information; and
- Ensure that discussions of a confidential nature are not conducted in public areas or in front of other employees who do not need to know the confidential information in order to successfully complete their job functions.

G. Your Safety, Security and Reporting of Accidents and Incidents

1. Your Safety and the Reporting of Accidents

Life Community Church is committed to providing a safe work environment. Keeping our working conditions safe and reporting potentially unsafe conditions and accidents are everyone's responsibility. You have the right to know about materials that may be a potential health hazards, as well as how to work with them safely. Before you work with any new material, be sure you know how to handle the material safely to protect yourself and co-workers. Any unsafe work conditions, accidents or injuries should immediately be reported to your immediate supervisor and Human Resources.

The Church has established procedures for emergency conditions and may require your participation in periodic evacuation drills. You should take the time to locate and become familiar with the location of fire extinguishers and exits.

2. Security and Rules

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Due to the size of our Church campus and the need to protect the safety of our members, employees and property, Life Community Church must implement and enforce important security measures. All Life Community employees are responsible for learning and following the Life Community Church Security Procedures. Any employee found to be violating security procedures will be subject to discipline, up to and including immediate termination. Any concerns, suspicions or potential breaches in security should immediately be reported to your supervisor or Human Resources and the Church Security Coordinator.

To contact the Security Office, call extension 6758 or (214)458-8509. You may also contact Security over the radios on Channel 3.

- (a) Access to Buildings
Each employee will be assigned a key or an electronic security access keyfob that will allow access to certain buildings during specified hours according to the employee's needs and job description. Each employee's access needs must be arranged by the employee's supervisor and the Church Security Coordinator.
- (b) Employee Name Badges
Each new employee will receive a name badge during his or her first week of employment at Life Community Church. An employee's name badge must be ordered by the employee's supervisor by contacting the receptionist or Security Office. For security reasons, all staff members and volunteers must wear their name badges at all times while in the Church buildings.
- (c) Access-Controlled Doors and Security Alarm
As a security measure, a security alarm and monitoring system has been installed in all of the buildings on the Life Community Church campus. Electronic access keys (currently keyfobs) are issued by the Security Office to full or part-time paid employees of the Church who have completed a criminal background check. Each full or part-time employee's background check will be filed in the Security Office and in the employee's personnel file. Mechanical keys will only be issued should electronic access control not be available.

During the weekdays and during non-public times, certain doors must remain locked, including all exterior doors to the Apex, Preschool, Main Building or C3 building. In addition, certain interior doors will remain locked. During Church functions, Security will unlock the appropriate doors to provide access to the public. If you find that this is not happening, please call the Security Office. If the Security Office issues you any alarm codes used to set and disarm any of the security systems, the codes are for your work-related use only. Likewise, access keys and your access key fob are assigned to you for your work-related use only. Do not tell anyone your access code or let anyone use your keyfob or keys. You will be held directly responsible for any problems or incidents

that directly relate to your negligence or misuse of your alarm code or keys.

Protecting the security of our Church campus is everyone's responsibility. Immediately report any potential compromise of security alarm codes or the loss of keys or keyfobs to the Life Community Church Security Office. Security will reissue new codes or keyfobs to you and deactivate the compromised ones. When using your keyfob to obtain access to areas which are not open to the public, do not let anyone who is not a member of Life Community Church staff into any door that is typically locked. Remember, all Life Community Church staff must be wearing a name badge identifying themselves as staff. To contact the Security Office, call (214)458-8509. You may also contact Security over the radios on channel 3.

(d) Visitors to the Church Campus

Except during times when Life Community Church is open to the public for worship services and other Church sponsored activities, all visitors or members who are not employees of the Church must sign in at the Guest Services kiosk in the main church building or the reception area of the Business Administration Office of the Apex Building. At that time, the member or visitor will be issued a "Visitor" name badge that must be worn at all times while on Church grounds. This security procedure applies to all vendors, contractors, friends, relatives, acquaintances and anyone who is not a member of the Church staff.

No one is allowed to wonder around the Church buildings without an escort and a Visitor badge during non-public times. Therefore, when not attending a public Life Community Church function, all visitors must be escorted at all times while in any of the Church's buildings or the surrounding grounds. This means that if you have a visitor or scheduled a meeting with a vendor, you must retrieve the person(s) from the reception areas, escort the visitor/vendor to your office, and then escort the visitor/vendor back to the reception area when the meeting has ended. Unescorted visitors not allowed to be "buzzed in" by the receptionist through the access-controlled doors. Similarly, visitors, friends and family members are not allowed to find their way to your office area without you or another Life Community Church employee as an escort.

Although the visitation procedures might seem inconvenient, the full cooperation of all Life Community employees is necessary to ensure the security of our buildings and the safety of our employees.

If you see any non-staff wondering around the Church buildings or grounds, call the Security Office or politely ask them to follow you to the proper reception or Guest Services area to sign in.

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- (e) Tours of the Church Campus
In order to protect the safety and security of our members, employees and visitors, all tours of the Life Community Church campus must be arranged in advance, by appointment only. Tours are permitted by appointment between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday. Without exception, tours will not be scheduled on the weekends. No one is allowed to wonder around the Church buildings without a Security escort during non-public times.
- (f) Photographs and Video
Visitors of Life Community Church will not be allowed to use photography equipment on the Life Community Campus without written approval from the Security Coordinator or the Church's Director of Communications. If a visitor does not produce written documentation of such approval, Security must ask the visitor to leave the premises. Photography and video will be allowed during certain special worship services (such as Baptism, Child Dedication, etc.) if arrangements are made in advance with the Security Office.
- (g) Strangers on Campus
A safe and secure Church campus is every employee's responsibility. Please immediately report any strangers or suspicious persons found wondering around campus during non-event times to Security.
To contact the Security Office, call extension 6758 or (214) 458-8509. You may also contact Security over the radios on Channel 3.
- (h) Church Campus Hours
The Church main campus gates are opened daily at approximately 6:00 AM and closed at 10:00 PM, unless specified Church activities are scheduled. The lake trail is open the same hours as the main campus.
- (i) Life Community Church Lake
The Life Community Church Lake and the surrounding trails were created for the enjoyment of Church members and employees. However, there are certain restrictions: no swimming, fishing, bike-riding, skating, or skateboarding. If you have any questions concerning activities permitted by the lake, please contact the Security Office.
- (j) Parking and Deliveries
Due to the events of September 11, 2001, security measures were heightened at Life Community Church, including the security for our parking lots and our procedures for on-campus deliveries.

No vehicles are to be parked or left unattended in front of Life Community Church Main Building, designated drop off areas in front of the CCC Building, or in any of the designated Fire Lanes for any purpose or for any amount of time. Violations of this policy will result in your vehicle being immediately towed away at your cost.

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Due to the necessity of increasing security measures and prohibiting unattended vehicles at the front entry of the Life Community Church Main Building, there are some rules ALL staff members need to know and abide by:

- Location of Deliveries. If you normally received deliveries at the Main Building in the past, please let your suppliers know that ALL deliveries must go to either the Apex dock or the Main Building dock. Deliveries at all other locations will be refused.
- Front Entry Access. If you are a Church staff member wanting to unload at the front entry, this is strongly discouraged. However, if the unloading of materials at the front entry is absolutely necessary, you must make arrangements with the Security Coordinator ahead of time. DO NOT leave your vehicle at the front entry. If you receive prior permission to unload at the front area, you must unload your materials and leave the front drive immediately.
- Special Arrangements for Direct Access. If a delivery or construction person absolutely requires direct access to the Main Building, you must make advance arrangements with the Security Coordinator so that a Security officer can be present and allow access.
- Weekend Deliveries. On weekends, if a service provider or vendor (such as a caterer, print courier, etc.) needs to make a delivery, you must make prior arrangements with the Security Office so that a Security officer can meet them. The vendor, delivery person or service provider must not leave their vehicle unattended. Note: On weekdays deliveries at the main entry are strictly prohibited.
- Marked Parking Slots. Park on in marked spaces. Do not park on sidewalks, over curbs, on grass, etc.
- Apex Parking. At the Apex building, please leave the front parking spaces available for visitors and do not park in lanes labeled “visitor.” Do not park behind the Apex building; this is a loading zone for large trucks delivering to the loading dock at the rear of the Apex. Also, do not park in the fire lanes or between the fire lanes and the building. Park in marked parking spaces only.
- Fire Lanes. No vehicles are to be parked or left unattended in any of the designated fire lanes for any purpose or for any amount of time.
- Overnight Parking. There is no overnight parking on the Church campus without prior authorization from Security. If you must leave your vehicle overnight, please contact the Security Department to make parking arrangements.
- Parking Stickers. Every paid staff member will be issued a parking sticker for each of the staff member’s vehicles. Please place the sticker on your front windshield for proper identification purposes.
- Violations of Parking/Delivery Policies. Violations of the above guidelines will result in the vehicle being towed away at the owner’s

cost. Repeated violations of the above policies will result in employee discipline, up to and including termination.

(k) Medical Emergencies

If you have a medical emergency during church worship services or event, please make these calls to report the emergency in the following order:

- Call LCC Security via radio Channel 3 or by phone at (214) 458-8509
- Call Chuck Chadwick, Security Manager, at (214) 458-8510
- Call Craig Stovall, CFO and Business Administrator, at (214) 802-0719

If you have a medical emergency during the workday, Monday through Friday, please make these calls in the following order:

- Call 911 and report the emergency and the location of the emergency
- Call LCC Security via radio Channel 3 or by phone at (214) 458-8509
- Call Chuck Chadwick, Security Manager, at (214) 458-8510
- Call Craig Stovall, CFO and Business Administrator, at (214) 802-0719

It is imperative that you call 911 first to get help started on its way. However you also need to call our onsite emergency response personnel. If possible, have one person stay with the individual experiencing the medical emergency and send someone else out of the building to flag down the emergency response vehicle. Life Community Church has a large church campus and sometimes it hard for an emergency response team to locate a particular building quickly.

3. Fellowship Church Evacuation Plan

In order to protect the health and welfare of Life Community Church employees, members, volunteers, visitors, contractors/vendors (and their various representatives), the Life Community Church Security Department has designed and implemented an Emergency Response Program to identify, evaluate, control and maintain health and safety in response to various emergency conditions. The Emergency Response Program will be periodically updated and made available to all affected employees, contractors and subcontractors. The Church will inform all employees, contractors and subcontractors (or their representatives) of any potential safety and health hazards or fire/explosion hazards before they enter the work site. The Life Community Church Security Department and the Emergency Response Coordinator shall have the authority to make decisions and implement changes to the LCC Emergency Response Program when necessary and is responsible for identifying all individuals/teams who will participate in emergency response.

The LCC Emergency Response Program defines persons who have control and decision-making power, as well as designated alternates. The Emergency Response Leader shall have the authority to resolve all disputes about health and safety requirements and precautions, is authorized to seek and purchase supplies as necessary, and has control over activities and access to the site, including access by

contractors, fire departments, and police. Because immediate, informed response is essential to respond to an emergency, Emergency Response Leaders will receive specific emergency response training on a frequent basis. In addition, Church personnel will participate in fire drill and site-specific mock rescue operation. Personnel without defined emergency response roles will be required to receive training that may include hazard recognition, standard operating procedures, how to signal an emergency alarm, how to summon help, evacuation routes, and the person or station to report to when an alarm sounds. All personnel are expected to cooperate with emergency response procedures and drills.

When an alarm sounds, you must leave the Church premises at once by the safest, shortest route, unless you have emergency response duties that require otherwise. Do not try to complete what you are doing, perform any additional Church operations or try to save anything. Things can be replaced – people can't. After leaving the premises, you must move away from the exit doors and avoid congregating in any area where it may hamper emergency operations. As soon as you have successfully escaped harm, make sure that your supervisor knows that fact (that will aid in accountability and avoid unnecessary rescue operations).

Everyone on the premises must be familiar with our emergency escape routes, and must use them when an emergency occurs. They are well marked in full compliance with applicable regulations. They are prominently posted throughout the facility. Everyone who works here now or in the future will be instructed in the location and use of the emergency escape routes before beginning work. There are no less than two emergency escape routes from every workstation. If fire or any other hazard prevents the use of one such route, use one of the others. Once the evacuation is complete, all employees must be accounted for. That is the only way missing persons that may need to be rescued can be identified. Each supervisor is responsible for obtaining a head count of all employees in his unit as soon as an evacuation occurs, and Making a report on the results to the next higher level of authority. If there is any possibility that an employee who is missing or unaccounted for may still be in a danger area, the on-site rescue people must be notified at once.

The brief description of the Emergency Response Program contained in this Handbook is merely a summary overview of the program is not intended to be a complete description of all the policies and procedures that must be followed in response to an emergency. Therefore, all employees must obtain a written notice of employee roles, policies and procedures from the Life Community Church Security Department. All personnel, whether directly involved in emergency response or not, should know their own responsibilities in the case of an emergency. They must also know the names of those in authority, and the extent of that authority. To learn about your role in responding to an emergency, or for answers to questions concerning the LCC Emergency Response Program, please see the Security Manager/Emergency Response Coordinator.

H. Alcohol, Drugs and Controlled Substances

1. Drug Free Workplace Policy Overview

Fellowship Church recognizes that its future is dependent upon the spiritual, physical and psychological health of all its employees. It is the responsibility of both the Church and its employees to maintain a safe, healthful and efficient-working environment. Allowing employees to attempt to work while under the influence of alcohol and/or drugs not only lowers employee morale and productivity, it also increases the probability that serious accidents and/or mistakes could occur which could result in harm to a fellow employee, our members or our Church facilities. In recognition of the nationwide problem of drug and alcohol abuse, Life Community Church wants to maintain, with the cooperation and assistance of its employees, a **drug and alcohol-free work environment**. In order to achieve this goal, the Church has adopted the following policies with regard to the use, possession, transfer and sale of drugs or alcohol by its employees.

2. Use, Possession, Transfer or Sale of Drugs or Alcohol

(a) Illegal Drugs

The use, possession, transfer or sale of an illegal drug by an employee of the Church is strictly prohibited. Being under the influence of an illegal drug is our prohibited. The term "illegal drug" means any drug that is: (a) not legally obtainable without a prescription, or (b) legally obtainable but has not been legally obtained. The term, therefore, includes, but is not limited to, the non-prescribed use of marijuana, cocaine, narcotics, opiates, opium derivatives, hallucinogenic substances, inhalants and any other substances that have either a stimulant or depressant effect on the central nervous system such as amphetamines or barbiturates. The term "under the influence" for the purpose of this policy is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public or Church property. Any employee who violates this policy is subject to discipline, including immediate discharge.

(b) Alcohol

Employees of Life Community Church are asked to abstain from the use of all alcoholic beverages. Consumption or possession of alcohol on Church premises is strictly prohibited. Being under the influence of alcohol while engaged in the performance of Church business, on Church property or in Church vehicles is also strictly prohibited. If an employee is found to be under the influence of alcohol or to have consumed or possessed alcoholic beverages on the Church campus grounds, while using Church property or while attending a Church function, the employee will be subject to discipline, including immediate discharge.

(c) Drug and Alcohol Screening

The Church may require a blood test, urinalysis or other drug/alcohol screening of employees at random (either at the staff-wide or

departmental level or individually) or those employees suspected of using or being under the influence of a drug or alcohol or where circumstances or workplace conditions otherwise justify the drug and alcohol screening. An employee's consent to submit to such testing is required as a condition of employment. During your employee orientation process, you will be asked to sign an acknowledgement stating that you understand Life Community Church's drug and alcohol policies. You will also be asked to sign an authorization to submit to a drug or alcohol urine screen if asked to do so. These signed authorization forms will be kept in your personnel records. If an employee refuses to consent to such drug and alcohol testing, it is grounds for immediate discharge.

(d) Drug or Alcohol Searches

The Church may conduct unannounced searches for illegal drugs or alcohol on the Church premises at any time and for any reason. Employees are expected to cooperate in the conducting of each search. The Church may conduct searches of employees and their personal property when there is reasonable suspicion to believe that an employee is in violation of the drug and alcohol policy.

An employee's consent to a search for illegal drugs is required as a condition of employment and the employee's refusal to consent to a search is grounds for immediate discharge.

I. Workplace Violence and Weapons in the Workplace

The safety and security of Church personnel, members and visitors is of vital importance. Life Community Church will use its best efforts to provide a workplace free from acts of threats of violence. Acts or threats of physical violence, including intimidation, harassment or coercion, will not be tolerated. This prohibition against threats and acts of violence applies to all persons on Church property, including but not limited to Church personnel, members and visitors. If you witness any violent behavior by employees, guests or strangers on Church premises, immediately report the behavior to your supervisor or Security. A full investigation will be conducted and subsequent corrective action will be taken, including legal action as appropriate.

At no time will firearms or other deadly weapons be allowed on the Church campus. This prohibition includes any device, which has the usual function of causing bodily injury. Weapons of all types are prohibited in the workplace, including, but not limited to: handguns, rifles, shotguns, explosive weapons, machine guns, short-barrel firearms, silencers, knives, switchblade knives, knuckles, zip guns, black jacks, night sticks, mace and employment and possible criminal prosecution.

The Church reserves the right, in its discretion and as dictated by the circumstances, to conduct reasonable searches of an employee's property or work area if there is a valid suspicion that the employee is in possession of a weapon while on the Church campus or while attending a Church function. Any employee who refuses to consent to a

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reasonable search of his or her property or work area will be subject to discipline, up to and including termination.

J. Smoking Policy

In the spirit of providing a safe, healthful and productive working environment and area for worship, Life Community Church has established a completely smoke-free environment. Therefore, the smoking of cigarettes, cigars or pipes is not permitted anywhere on the Church campus, including public areas such as hallways, restrooms, elevators, conference rooms, service/reception areas, the Church bookstore or café or the Church grounds. Life Community Church's non-smoking policy applies equally to all employees, members, vendors, salespersons or visitors. Any employee who fails to comply with this non-smoking policy will be subject to disciplinary action.

K. Office Hours and Meal Times

Since Church operations are conducted on weekends as well as weekdays, office hours will not be the same for all employees. Many employees will work weekend hours and may have a day off during the week. Full time employees shall work at least 40 hours per week. If an employee works less than 40 hours per week or 2080 hours per year, the employee will be considered part time.

Office hours for most, but not all, "non-exempt" employees are from 8:00 a.m. until 5:00 p.m. daily, five days per week, with one hour off for lunch. Nonexempt employees will be paid at the rate of one and one half times their base hourly rate for approved overtime work exceeding the scheduled 40-hour week, in accordance with State and Federal law. All paid overtime work must be approved in advance by the nonexempt employee's supervisor and reported to the Finance Department on the employee's time sheet.

Office hours for employees who are considered "exempt" from the Fair Labor Standards Act will begin at 8:00 a.m. weekdays, and will not necessarily end at 5:00 p.m. Instead, office hours will be determined according to the exempt employee's job description and the needs of the Church. Exempt employees are not eligible to receive overtime compensation. If you are unsure as to your "exempt" or "nonexempt" status or your hours, please see your supervisor or Human Resources.

Employees who work more than five hours in a workday will receive an unpaid meal period of one hour. The meal period is to be completed, as a rule, between 11:00 a.m. and 2:00 p.m. The established time for lunch breaks will be determined by your supervisor and/or the demands of your regular job duties. Lunch breaks taken outside of this timeframe should be approved in advance by your supervisor. All time taken for lunch must be properly recorded on the employee's time sheet.

L. Attendance

It is important that Life Community Church employees work their assigned schedules as consistently as possible. Therefore, you should be conscientious about your punctuality and attendance. However, the Church understands that because of illness or other emergency you may not be able to come to work. If you are unable to timely report to work for any reason, you must contact your supervisor or Human Resources within 30 minutes of your normal starting time to inform him/her that you will not be in attendance due to illness or unavoidable emergency. It is your responsibility to keep the Church informed of your status daily during a short-term absence. Upon returning to work, it is your responsibility to complete a "Time Out of the Office Notification Form." The completed form must be turned into your supervisor for his/her signature and then forwarded to Human Resources for your personnel records.

Employees are expected to be at their workstations ready to work at the beginning of their scheduled shift, and at the end of their meal period. Except in an emergency, nonexempt employees must have their supervisor's permission to leave work before they are regularly scheduled to do so.

An absence is considered "excused" only when you notify your supervisor ahead of time and the absence is for a compelling reason or when the absence is in keeping with Life Community's vacation and personal leave policies. The Church reserves the right, at its sole discretion, to determine what constitutes a compelling reason. An absence for a non-compelling reason or failing to notify your supervisor of an impending absence prior to your scheduled starting time will result in an absence being classified as "unexcused." Attendance on the job is an important part of the performance record each employee builds from the day he or she is hired. The Church considers unexcused absences to be a serious problem. Employees who are absent excessively or show a consistent pattern of absence, whether "excused" or "unexcused", will be subject to disciplinary action, up to and including termination. If you have been absent for two consecutive scheduled workdays and have not notified your supervisor, you will be considered to have voluntarily terminated.

Each employee is responsible for notifying the Human Resources Department office of the absence for personnel files. Upon return to work, the employee must complete a "Time Out of the Office Notification Form," which must be signed by his/her supervisor, and turn in the form to the Human Resource Department. A "Time Out of the Office Notification Form" can be found on the LCC Network Public Drive.

M. Tardiness

As an employee of Life Community Church, you should be conscientious about your punctuality at work. Whenever an employee is late for work or leaves early, it causes hardships on other employees and prevents efficient operation of Church routines. You are an important part of our team, and our success as a Church depends on everyone's cooperation and dependability. If you are going to be late for work, return to work late from a lunch break, or leave early at the end of the day, you must contact your supervisor as soon as possible and have a compelling reason for your tardiness. Time

lost may not be made-up without approval from your supervisor. Leave time may not be taken for time away due to tardiness.

If you have established a good record of punctuality and making up time off, you will not be penalized for an occasional tardiness due to a genuine emergency or factors beyond your control. Habitual tardiness, however, will result in disciplinary action, including a verbal or written disciplinary report being placed in your permanent personnel file or a pay deduction. Repeated tardiness or the failure to notify the appropriate supervisor of an impending tardiness may result in immediate discharge. Time-keeping abuses and falsification of any arrival or departure times on any time sheet may also result in immediate termination.

Each supervisor is responsible for notifying Human Resources of employee tardiness for the employee's personnel files.

N. Pride and Care of Office Area and Equipment and Church Grounds

Computers and other office equipment are provided to employees by the Church to further the Church's mission and goals. Office space, computers, equipment and supplies are the sole property of the Church. Due care and proper operation is expected when you are asked to share this property. Church property is not to be removed at any time for personal use.

All computers and office equipment must be properly cared for as follows:

- Always turn off all equipment when you leave for the day
- Make sure there is adequate ventilation for computer monitors and CPU
- Avoid having liquids around the computer, keyboard or CPU
- Make sure all computer equipment is plugged into a surge protector
- Keep equipment free of dust
- Do not drop or expose equipment vibration
- Desks must be left clean and neat at the end of the day

Cleanliness of surroundings is also to be enjoyed by all employees. Housekeeping and maintaining an orderly workplace is every employee's job. Each employee is expected to police his/her workstation and the immediate area surrounding the workstation. In addition, each employee is expected to help maintain the cleanliness and organization of all communal areas, including:

- Kitchen and dining areas (including dish washers, microwaves and refrigerators)
- Restroom facilities
- Water fountains
- Workroom and copy machine areas
- The reception area and front desk
- Conference rooms and class rooms
- Hallways and open areas

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- Church parking lot and grounds

Each employee is expected to clean up communal areas after each use. Out of respect for your co-workers, please keep countertops wiped clean and workrooms organized and maintained properly. If you find something out of place, please put it where it belongs. If the fax machines, copy machines or shared printers run out of paper after your use, out of respect for your co-workers, load the machine with paper. Report all office supplies shortages to Hospitality for reordering. If the copier, facsimile or postage machines are malfunctioning, contact the Technology Department.

Break rooms are to be enjoyed and maintained by all employees. All employees are responsible for wiping countertops and tabletops after preparing or consuming coffee or food items. In addition, all employees are responsible for cleaning out the refrigerator, microwave, toaster or coffeemakers. Before storing food items in the refrigerator, mark all food containers with your name and the date. On a designated cleaning day, food containers or condiments left in the refrigerator will be thrown out.

Since reception areas are open to the public and seen by our guests, these areas must be kept neat and orderly at all times. In order to avoid excess clutter, employees are not to accept or store deliveries on or behind the reception desk when working the telephones.

Any deliberate action by an employee resulting in damage to the Church's property or the loss of Church property is considered impermissible. Deliberate damage to Church property is cause for disciplinary action, up to and including immediate termination.

O. Business Expense Reimbursement and Reporting and Reimbursement

As Christians and employees of Life Community Church, we are expected to be responsible stewards of our finances. Also, the Internal Revenue Service (IRS) requires the Church to follow certain regulations regarding business expenses in order to maintain our nonprofit, tax-exempt status. For this reason, all employees are expected to follow the Life Community Church Business Expense Policy and cooperate with the Finance Department in maintaining accurate financial records. If an employee submits any expenses for reimbursement that the Accounts Payable Clerk and Business Administrator consider to be disallowable under IRS regulations, the request for reimbursement will be denied. Therefore, employees are encouraged to become familiar with the rules and regulations and be reasonable with their spending. Blatantly excessive spending and abuses of our Business Expense Policy will not be tolerated.

1. Business Expense Reporting Procedure:

Fellowship Church will reimburse an employee for an actual business expense in an amount equal to 100% of the business expenditure if:

- The expense is a "bona fide business expense,"
- If the expense is for entertainment, meals, travel or transportation, the expense is "ordinary and necessary" to our Church's business,

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- The business expense is reasonable,
- The employee provides adequate substantiation of his/her expenditure, and
- Receipts and a written check request or an expense report is provided to the Finance Department within a reasonable period of time (no more than 60 days after the date of the expenditure).

Substantial business expenses will be reimbursed in the form of a check that will be paid separately from other funds, such as wages, paid to employees. According to the Internal Revenue Code, the amounts an employee receives for such a reimbursement will not be included in the employee's income since the reimbursements are made pursuant to an accountable plan. Thus, the reimbursement for the business expense will not be subject to income tax or the social security tax withholding rules. Fellowship Church refers to these "bona fide business expenses" as "allowable expenses."

An employee must substantiate the business expenditure by providing all of the following information, in the form of a written check request or expense report, to the Accounts Payable Clerk of the Finance Department:

- Name and LCC department of the employee submitting the expenditure for reimbursement
- Date the check request or expense report is submitted to Accounts Payable
- The type of expenditure
- Date and time of the expenditure
- The name(s) of the person(s) involved
- If applicable, the location of the activity, meal or entertainment
- If the expenditure is an activity, meal or entertainment, the business purpose of the activity or an explanation of how the activity is "associated" with business
- The duration of the business discussion associated with the activity, meal or entertainment (not just the timeframe for the entire activity, but the duration of the business discussion at the activity).
- The amount of the expense
- Receipt for the expenditure

Entertainment, meals, travel and local transportation expenses are common expenditures for all businesses, as well as nonprofit organizations and churches. For example, ministers and employees must attend church conventions and workshops, lodging and meals must be provided for guest speakers and performers, and current and potential business associates may need to be entertained in order to maintain beneficial relations. The Internal Revenue Service ("IRS") regards these costs as "bona fide business expenses" as long as they are "ordinary and necessary" to the organization's business. Thus, churches and other tax-exempt organizations can incur legitimate costs of entertainment, travel and transportation without subjecting employees to penalty excise taxes or jeopardizing their exempt status.

2. Meals and Entertainment Expenses

According to IRS regulations, the cost of meals or entertainment is considered an allowable expense for business expense reimbursement only if the meal or entertainment is “directly related to” or “associated with” the active conduct of business. For a church or other tax-exempt organization, the costs must be directly related to, or associated with, its exempt function in order to be considered an allowable expense. Therefore, the expenditures for meals and entertainment must be directly related to valid Church business. In addition, these expenses must be fully documented and supported by receipts and a written explanation of the purpose of the expenditure, in keeping with Life Community church’s Business Expense Policy.

(a) “Directly Related to Business”

What constitutes an activity being considered “directly related” to business? Business meals and entertainment are considered directly related to the active conduct of business in all the following conditions are met:

- There is more than a general expectation of deriving income or specific business benefit from the meal or entertainment,
- Business is discussed during the meal or entertainment,
- The principal purpose of the expense is the active conduct of business,
- The meal or entertainment is attended by employee(s) of the Church and business associates (spouses may also be included).

Food and beverages consumed by pastors and other Church employees while on travel status are automatically considered business meals directly related to Life Community Church business.

(b) “Associated with Business”

Meals and entertainment are “associated with business” if they directly precede or follow a substantial and bona fide business-related discussion. The business discussion must be substantial in relation to the meal or entertainment. If the business guest is from out of town, allowable expenses may include the cost of meals or entertainment that take place the day before or the day after the business discussion.

(c) Routine Lunches

If a Life Community Church employee regularly meets for a routine lunch to discuss business, the cost of each participant’s meal must be paid out of pocket or included in his/her taxable compensation. For non-ministerial employees, the organization must also withhold federal income tax and Social Security tax

(d) Expense Substantiation Requirements

In order to ensure that the costs of meals and entertainment are allowable expenses, Life Community Church and its employees must comply with strict

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substantiation rules. The documentation for meals and entertainment expenses must include all of the following items:

- Name of employee submitting the information and Life Community Church department
- The amount of the meal/entertainment expense
- Location of the meal/entertainment expense
- The date of the meal/entertainment expense
- Receipt for the meal/entertainment expense
- Explanation of how the meal or entertainment is “directly related to” business (the business reason for the meal/entertainment and the benefit derived or expected to be derived)
- If the meal/entertainment directly precedes or follow bona fide business discussion, the duration of the business discussion that the expense is “associated with.”
- The business relationship of the person(s) attending the meal or entertainment.

This information must be recorded in a written Life Community Business Expense Report or Check Request. The documentation must be completed within a reasonable amount of time of the date of the meal or entertainment (no more than 60 days).

3. Business Gifts

Churches and other nonprofit, tax-exempt organizations must be careful that gifts are considered to be a business expenditure for an “exempt purpose.” In order for a gift to be considered a reimbursable business expense, the following conditions must be met:

- Gift must be given to a business associate
- Gift must be given for a business purpose (i.e. to maintain goodwill)
- Gift must be ordinary and reasonable
- Gift must be for a de minimis amount (approximately \$25)
- Gift must be substantiated

To substantiate the gift, the following items must be provided to the Finance Department in a written check request:

- Cost of gift
- Date of gift
- Name of person receiving the gift
- Description of the gift
- Business reason for the gift
- Business relationship of the recipient

The IRS limits business gifts to any business associate to a de minimis (approximately \$25). Since the Church is a nonprofit organization, any excess spent above \$25 for a

business gift could be classified as “expenditure not for an exempt purpose” by the IRS, which could jeopardize the Church’s exempt status. Therefore, Life Community Church must use caution when purchasing such gifts and all gifts must be adequately substantiated for tax purposes.

Gifts to employees of more than a de minimis amount are taxable compensation to the employee and must be added to the employee’s wages. Any questions regarding the proper procedures for business gifts or gifts to employees should be directed to the Finance Department or the Chief Financial Officer.

4. Business Travel

All costs of travel, whether by plane, bus or taxicab, are allowable expenses if the travel is directed associated with the Church’s business or exempt purpose. Allowable expenses also include reasonable tips. Although the employee does not have to travel by the cheapest possible method, the costs must be reasonable.

Travel costs are allowable only if the travel is by an employee of the Church. Spouse and family members who may accompany an employee must travel at the cost of the employee who is traveling for a bona fide business purpose. If the person traveling is not an employee, the travel must qualify as charitable travel in order for the Church to pay for the travel without causing taxable income for the volunteers or risking the exempt purpose.

Travel expenses must be substantiated in writing with the following information:

- The cost of the business travel
- The cost of lodging, meals and incidental expenses associated with the business travel
- A receipt is absolutely required for any expense of \$75 or more
- A receipt is also required for all lodging costs
- Date of departure and date of return
- Total time spent on business
- The destinations
- The business purpose of the trip

P. Dress Code and Personal Appearance

Life Community Church asks our employees to cooperate in maintaining a professional working environment. The Church’s policy with regard to appropriate “business casual office attire” requires that all managerial, pastoral and business office staff dress in a neat and professional manner suitable for a professional office environment while in the office during regular business hours and while representing the Church away from the office.

Appropriate dress, personal grooming and cleanliness not only affects the public image presented to our business associates, vendors, members and visitors, it contributes to

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the high morale of all Church employees. The personal appearance, quality of service and positive attitude of all of our employees are essential to creating and maintaining a favorable public image. Therefore, during business hours, Live Community employees are expected to be friendly and personable, “customer service” oriented, present a clean and neat appearance and to dress in appropriate attire.

Life Community Church employees should use common sense when dressing for work. Although Life Community Church wants its staff to be comfortable, “business casual office attire” is not the same as “casual weekend attire.” Attire suitable for a professional office can be trendy/fashionable, but should be clean, neat and tasteful. Employees should keep in mind the activity their job entails when dressing. For example, if your job involves bending over, please be mindful of this when you choose the shirts/blouses, skirts and pants that you wear. Those persons who are injured, pregnant, or have other medical disabilities may dress appropriately, including wearing necessary footwear, for the time period required.

While representing Life Community Church away from the office, employees are expected to meet or exceed the same standards regarding dress, appearance, and cleanliness. While away from the Church office, the nature of business, the location and the circumstances should be taken into consideration when determining appropriate dress, but employees should strive to always look neat and professional.

This Dress Code Policy applies to all business office employees, including part time and temporary help. The Church reserves the right to insist that employees who serve our members and associates dress professionally. Please keep in mind that we are a church as well as a professional business when dealing with business associates, vendors, members, and visitors. Our employees make one of the first impressions when these members and visitors enter our offices. If you are unsure what is appropriate office attire, please ask your immediate supervisor or Human Resources.

Q. “Telecommuting” and Working from Home

Some employee’s have made special arrangements with the Church in order to work from a home office, rather than the Church campus. Such employees may have remote access to the Church’s network computer systems. All work-from-home arrangements are considered a privilege, not an absolute right, and must be approved by the employee’s supervisor or the Business Administrator. Such an arrangement shall continue for as long as it continues to be beneficial to both the employee and the Church, and the Church may terminate such an arrangement at any time. To be given remote access to the Church’s network computer systems, an employee must first be given approval by the Chief Technology Officer. Whether working remotely, or on the Church campus, all employees policies outlined in this Handbook shall apply.

R. Special Policies for Pastors

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Due to the unique roles Pastors play in our Church, special rules regarding employee conduct apply:

- In order to avoid the appearance of impropriety, when meeting with or counseling a female alone in your office, never close the door. Similarly, if your office is not located in the Church Business Offices and there is no one else present in your building, do not counsel a female alone.
- If you are married, in order to avoid the appearance of impropriety, do not ride in an automobile alone with a female (other than your spouse).
- If you are married, in order to avoid the appearance of impropriety, do not eat alone in a restaurant with a female (other than your spouse).
- When counseling others, any confidential information you are entrusted with must remain confidential. Do not share this information with your assistant, other Life Community staff, or any other individuals, whether inside or outside of the Church.
- It is important that Pastors be accessible to others. If you are unable to be in the Church office by 9:00 AM, please let the Receptionist know where you will be, when you will return to the office and a phone number where you may be reached.
- Whenever you leave the office, let the Receptionist know where you are going, when you will return and a phone number where you may be reached until you return to the Church office.

S. Media Relations, Press Coverage and Contacts by the Media

Due to Life Community Church's rapid growth, creativity and high profile nature, Life Community Church is often a topic of interest in the media. From time to time, you may be contacted by outside agencies or members of the press or media seeking information about Life Community Church, our Church's programs and projects or our pastors. Life Community Church tries to cooperate with the media whenever possible, and is committed to providing accurate information in keeping with our stated vision and mission. Therefore, all inquiries from members of the press or other media must be directed to the Director of Communications. No employee or Life Community volunteer, other than Life Community Church's Communications Department, should give a quote or provide any information without first receiving express permission from the Director of Communications.

All calls from public agencies, members of the media or press, or any other publication must be immediately referred to the Director of Communications. Employees who disobey this policy may be subject to appropriate discipline.

T. Solicitation and Distribution of Materials

Out of respect for the private lives of our employees and our desire to receive the full benefit of your productivity, no person who is not an employee of this Church (except for commercial vendors and salespeople calling on the Church) may come onto the

property at any time during business hours to solicit for any cause or distribute material of any kind for any purpose without express permission from the Church Business Administrator and Human Resources.

Employees should avoid engaging in solicitation or in the distribution of non-Life Community Church materials of any type for any purpose during working time on Life Community Church property, except for that which is necessary to carry out their assigned duties. However, employees may engage in solicitation during their non-working time in non-working areas (i.e. the break room during lunch hour) as long as standards of neatness are maintained and the solicitation does not unreasonably interfere with normal Church operations.

U. Exit Procedures Upon Termination of Employment

As stated throughout this Handbook, your employment at Life Community Church is “at will.” This means you are free to leave your job at any time for any reason. Likewise, the Church is also free to terminate your employment at any time for any reason, with or without cause. If you resign from employment at Life Community Church, you are asked to provide at least two weeks written notice to your supervisor and Human Resources. All employees, regardless of the reason for separation, will be invited to participate in an exit interview with their immediate supervisor and Human Resources. During this interview, you may be asked to submit a final time sheet, complete an exit interview questionnaire and return all Church property. At that time, you will be asked to turn in your security name badge.

Additionally, Human Resources will provide you information regarding your benefits, the timing of your final paycheck, your vacation balance and answer any questions you may have. Depending on your circumstances, you may be asked to sign a separation agreement with the Church.

1. Termination of Benefits

Immediately upon the termination of your employment, your eligibility for life, accidental death and dismemberment, and disability insurance will end. As a religious nonprofit organization, Life Community Church is not subject to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Therefore, you will not receive a COBRA notice upon separation from employment, and your employee benefits, including your health insurance coverage, will terminate effective your last day of employment. Although Life Community Church is not required to do so, in some instances we allow our separating employees the opportunity to continue coverage in our group medical plans, as long as 100% of the cost of premiums are assumed by the separating employee, and the entire payment for premiums is received by the Human Resources Department on first day of each month. Continuation of coverage will not be permitted for a period longer than 12 months in duration, and if you are delinquent in your payment of premiums, your coverage will be terminated immediately.

Since the Church is exempt from COBRA legislation, you will not receive a COBRA notice in the mail. It is your sole responsibility to arrange for extended medical coverage with Human Resources prior to your last day of employment.

2. Return of Property

During the exit interview, you will be asked to return all Life Community Church property. Employees are responsible for items issued to them by Life Community Church or in their possession or control, such as the following:

- Documents and Employee Work Product
- Keys and Security Access Items
- Cell Phones and Pagers
- Computers, Software and Office Equipment
- Software and Equipment Manuals
- Passwords
- Office Supplies
- Music (including songbooks and compact disks)
- Credit cards
- Tools
- Vehicles
- Internal Employee Communications (including this Handbook)

All the Church's property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the Church may withhold from the employee's final paycheck the cost of any items that are not returned when required. Life Community Church may also take all action deemed appropriate to recover or protect its property.

V. RESOLVING EMPLOYEE PROBLEMS AND DISCIPLINARY/DISCHARGE PROCEDURES

A. Your Employment is "At Will"

Your employment with Life Community Church is strictly "at will" and is not for a stated or a definite period of time. The Church must have the flexibility to increase or decrease the work force in order to meet current conditions and serve the Church family. When an employee engages in inappropriate behavior or when an employee violates the Church's policies and procedures, the Church will take prompt, corrective action to resolve the problem.

B. Problems: How To Solve Them

We hope that all employees share a feeling of pride in the Church, and that your spirit of cooperation and enthusiasm in working for the good of the Church will be apparent in all

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your relations. We trust that employees will do their best to solve problems themselves, amicably and in a manner in keeping with our Christian principles. We realize, however, that valid differences occasionally arise. Here is how to appropriately handle these differences:

The following complaint procedures have been established. These procedures may be used by current employees or terminating employees:

- Step 1: Employee discusses the complaint or problem with his/her immediate supervisor. It is expected that every effort will be made to resolve the complaint in a fair and amicable manner at this level.
- Step 2: If the employee is not satisfied with this attempt to resolve the complaint or a response (written or verbal) is not received within ten working days, the employee may discuss the matter with the next management level or Human Resources.
- Step 3: If the problem has still not been resolved at the second level after a reasonable period of time, a formal written complaint may be submitted to Human Resources.

The Church may impose counseling or disciplinary action which, in its judgment, most effectively addresses the problem. You will be advised of such activities should they occur. We hope it will not be necessary to discipline or discharge employees. There may be times, however, when it becomes necessary to formally correct the performance of individuals and, in some cases, termination could occur. The Church reserves the right to make these decisions, including the right to terminate an employee at any time, for any reason, with or without progressive discipline or performance improvement plans.

C. Employee Disciplinary Procedure

Except in situations that require immediate, summary action, the disciplinary procedure generally shall consist of counseling or oral warnings, the goal of which is to resolve the problem. A repeated violation may be followed with a written record of counseling or disciplinary warning, which will be signed by the employee and Human Resources. Documentation concerning disciplinary action must be given to Human Resources to be filed in the employee's personnel file.

The following disciplinary guidelines may be utilized by Life Community Church, but will not be strictly followed in all instances. The Church's course of action will be at the sole discretion of the Church, upon careful consideration of all the circumstances. Certain violations are more serious in nature and may be grounds for immediate termination, without oral or written warning. No notice is absolutely required. Your employment at Life Community Church remains "at will" at all times. Accordingly, either the Church or the employee can terminate the employment relationship, with or without cause, at any

time. No employment contract, either express or implied, is created by the disciplinary procedures outlines in this Handbook.

1. Oral Counseling or Warnings

Unless the situation mandates immediate summary action, the first step is an oral discussion involving the supervisor and the employee. The purpose of this conversation is to make sure the employee fully understands the performance/job requirement or the Life Community Church rule or policy in question and the reasons the Church or the particular department or ministry requires its employees to meet certain standards. The supervisor shall explain to the employee what behavior or performance was unsatisfactory, as well as the type of improvement required or any future performance expectations. The supervisor may document in writing the date and nature of the oral discussion and give the documentation to the employee and Human Resources for the employee's personnel file. An Employee Counseling Record Form may be utilized during this process, but is not absolutely required. Supervisors should contact Human Resources before counseling the employee if the supervisor has any questions or requires assistance meeting the documentation requirements.

2. Written Warnings

Unless the situation mandate immediate summary action, the employee may be given a written warning in the event of further violation(s), and advised that recurrence will be grounds for discharge. The written warning should contain all of the facts leading to the warning, what corrective action is expected and what will happen if there are further violations. The supervisor will have the employee sign the warning and give the documentation to Human Resources for the employee's personnel file. The employee will be given a copy of the written warning and will be given an opportunity to comment orally and in writing.

3. Discharge

In the event of further violation(s) after previous counseling or warnings, the supervisor should discuss the matter with Human Resources and senior management and a decision will be made regarding whether the employee should be discharged.

When the circumstances permit, the above-described disciplinary procedure should be followed prior to discharge an employee. However, at times serious misconduct necessitates immediate summary action. The Church reserves the right to take immediate action without prior oral or written warnings in situations where an employee's conduct justifies immediate dismissal. Such a determination will be at the sole discretion of the Church, given the facts and circumstances surrounding the misconduct.

In cases in which the supervisor believes that immediate action should be taken, the supervisor may decide initially to send the employee home. This will enable the supervisor to investigate and consider the situation. The supervisor shall immediately report the incident to senior management and Human Resources, who shall conduct an

investigation and determine whether disciplinary action, including discharge, is appropriate. Supervisors are expected to make recommendations concerning the discharge of employees, and their recommendations shall be heavily weighed.

D. Employee Conduct Warranting Discipline or Discharge

The management of Life Community Church will use its reasonable judgment when determining whether a particular situation warrants employee discipline, given the specific facts and circumstances. Employees should remember that their employment at the Church remains subject to our “at will” employment policy and therefore, any employee may be discharged at any time and for any reason which, in the sole discretion of Life Community Church, warrants termination. The following is a list of examples of conduct that could give rise to discipline, up to or including immediate discharge. This list is for general information purposes only, and is not intended to be exhaustive or conclusive.

- Violation of the Church’s Alcohol and Drug Policy.
- Violation of the Church’s Policy Against Harassment or failure to report violations of our Policy Against Harassment. This includes harassment because of race, national origin, color, sex, age, disability or handicap or because of pursuit of worker’s compensation benefits.
- Violation of the Church’s Confidentiality Policy.
- Producing or publishing false, vicious or malicious statements concerning the Church or any Life Community employee, supervisor or program.
- Acts of violence, fighting or insubordination.
- Theft or misappropriation of property of the Church or employee of the Church.
- Providing false information on job application materials or falsifying any Church records.
- Absence without reasonable cause or failure to call your supervisor when absent or leaving during working hours without permission.
- Repeatedly reporting late for work or returning late from lunch.
- Incompetence or unsatisfactory performance.
- Refusal or failure to do job assignments or other acts of insubordination or neglect of duties.
- Dishonesty
- Discourteous treatment or abusive language (including profanity, racial or sexual slurs) to the public or other employees or supervisors
- Any failure of good behavior during working hours or outside your working hours which is of such a nature that it causes discredit or harm to the Church
- Disregard of safety rules or common safety practices
- Failure to report any accident involving a Church employee or equipment
- Acts of unlawful retaliation.

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- Disregard of a policy or policies as set forth in this Employee Policies and Procedure Handbook.

I. QUESTIONS REGARDING CHURCH POLICIES AND PROCEDURES

Employees of the Church are responsible for understanding and following the policies and procedures stated in this Employee Handbook. This Handbook is considered a guide, however, rather than a comprehensive list of employee policies or job duties. No Employee Handbook can address every expectation or circumstance. When an employee has a question regarding Church policy, his or her job duties, or any performance expectations, the employee should discuss these matters directly with his or her immediate supervisor. Employees are also encouraged to address questions about Church policies or procedures with Human Resources.

**ACKNOWLEDGMENT OF RECEIPT OF THE LIFE COMMUNITY CHURCH
EMPLOYEE HANDBOOK**

The Employee Policies and Procedures Handbook describes the highlights of Life Community Church policies, procedures and benefits. In all instances the official plan documents, trust agreements and master contracts are applicable are the governing documents for employee benefits. I understand that I should consult Human Resources regarding any questions not answered in this Handbook. Your employee handbook is not to be interpreted as a legal document or an employment contract. I have entered into my employment relationship with the Church voluntary and acknowledge that there is no specified length of employment. Accordingly, either the Church or I can terminate the relationship at will, with or without notice, at any time, so long as there is no violation of applicable federal or state law. Nothing in this Handbook constitutes an express or implied contract or assurance of continued employment or implies that just cause is required for termination.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to the Church's policy of employment-at will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Church Business Administrator or the Executive Leadership Team has the ability to adopt any revisions to the policies in this Handbook. I have received the handbook and have read it thoroughly, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Also, I understand that I am being employed by a Church, and that Churches are exempt from unemployment insurance regulations. Therefore, I may not be eligible to receive unemployment benefits for the period I am employed by the Church.

I further acknowledgment that at the request of Life Community Church, I may make the following copyrightable works ("the works"): Musical compositions, writings, skits, scripts, characters, characterizations, videos, audios, performances, and creative works of every kind and nature. In consideration of the payments made to me by Life Community Church, I hereby acknowledge such employment, and that under the terms of such employment such works and all rights pertaining to them are entirely the property of Life Community Church, its successors and assigns, absolutely and forever,

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for any and all copyrightable terms and all extension and renewal terms of copyright whether now known or hereafter created throughout the world, and for all users and purposes whatsoever and free from the payment of any royalty or compensation whatsoever, and credit may be given for said works to me in whole or in part, or not at all, at the sole discretion of Life Community Church.

To certify receipt of this Handbook, accept and agree to abide by the policies therein, including, but no limited to, the Confidentiality Policy and the Church's Policy Against Harassment, please sign this form and return to the Human Resources Director.

Understood and agreed:

Employee: _____ **Date:** _____

Human Resources: _____ **Date:** _____

LIFE COMMUNITY CHURCH CONFIDENTIALITY AGREEMENT

DATE: _____

Mr./Ms. _____ (Hereinafter "You" or "Employee")

During the course of your relationship with Life Community Church (the "Church"), whether it be as an employee of the Church, volunteer of the Church or one with whom the Church has a business or other relationship, you may become privy, either accidentally or necessarily as a result of such relationship, to information which the Church deems to be highly confidential and/or in some circumstances proprietary ("Confidential Information"). Those affected by Confidential Information trust and expect the Church to protect against any disclosure to third parties. You hereby acknowledge such responsibility and you hereby agree, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, to abide by the following covenants and agreements respecting the same:

1. The term "Confidential Information" shall include, but shall not be limited to (a) the names, addresses (e-mail and postal) and telephone numbers of any of the Church's members, visitors, web sit Internet participants, employees, volunteer, contributors or others with whom the Church has a religious or business relationship; (b) any personal information revealed in a background check application or report, such as the education, current or previous employment, or other information pertaining to or record concerning any Church employee or volunteer; (c) any information concerning contributions (either amounts or the fact that contributions have been pledged or made) to the Church of time, money or other things of value; (d) any information of a financial, finding or business nature, including any contract, agreement or expenditure with or by the Church; (e) any proprietary information or systems, whether the same are provided to the Church by outside sources or otherwise; (f) any proprietary information pertaining to the Church's development of machinery, computer or telephone equipment, software or other systems; and (g) any other information which may reasonably be deemed to be confidential or proprietary by any party affected.

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2. You agree to keep all Confidential Information strictly confidential, and (a) if you are a Church employee, you will not disclose any Confidential Information to any other Church employee unless directed to do so by Church authority, and then only to Church employees who have executed a confidentiality agreement similar to this agreement, and (b) whether or not you are a Church employee, you will not, without the prior written consent of the Church, disclose any Confidential Information to any other individual, corporation, company, partnership or group in any manner whatsoever, in whole or in part, or use any Confidential Information directly or indirectly for any purpose other than those directed by the Church. If you are an entity which employs others, you agree that you are responsible for any breach of this agreement by your employees or representatives.

3. Except as otherwise provided, this agreement shall remain effective indefinitely. This agreement shall not be applicable to any information which (a) is or becomes generally available to the public other than as a result of a disclosure by you or another party who to your knowledge has executed a confidentiality agreement similar to this agreement; (ii) becomes available to you on a non-confidential basis from a source, other than the Church or its employees, representatives, volunteers or others who have a business relationship with the Church, which has represented to you such source is entitled to disclose it; or (iii) is known to you on a non-confidential basis prior disclosure to you by the Church or its employees, representatives, volunteers other parties with a business relationship with the Church. It is understood and agreed that you have the burden of proof that the foregoing exceptions apply.

4. In the event you or to your knowledge anyone to whom you transmit Confidential Information pursuant to this agreement is requested or becomes legally compelled (by oral questions, interrogatories, request for information or documents, subpoena, civil investigative demand or similar process) to disclose any Confidential Information, you will provide the Church with prompt written notice so that the Church may seek a protective order or other appropriate remedy and/or waive compliance with the provisions of this agreement. In the event that such a protective order or other remedy is not obtained, or the Church waives compliance with the provisions of this agreement, you will furnish only that portion of the Confidential Information which you are advised by legal counsel is legally required and will exercise reasonable efforts to obtain reliable assurance that confidential treatment will be accorded the Confidential Information.

5. You agree that the Church shall be entitled to equitable relief, including injunction and specific performance, in the event of any breach of the provisions of this agreement. Such remedies shall not be deemed to be the exclusive remedies for a breach of this agreement by you, but shall be in addition to all other remedies available at law or equity. It is further understood and agreed that no failure or delay by the Church in exercising any right, power or privilege under this agreement shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise of any right, power or privilege hereunder.

6. THIS AGREEMENT SHALL BE GOVERNED AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS APPLICABLE TO AGREEMENTS MADE AND TO BE PERFORMED WITHIN SUCH A STATE.

Agreed to this _____ day of _____, 200__

Life Community Church:

By _____

Name: _____

Title: _____

Employee:

Name: _____

Title: _____

**LIFE COMMUNITY CHURCH
Employee Conflict of Interest Statement**

I, _____ {*Print Name*}, realize that it is my responsibility as an employee of Life Community Church, ("Church") to protect the interests and assets of the Church, including without limitation protecting the interests and assets of the Church in situations where my private activities might conflict with the activities of the Church or when my duties and responsibilities as an employee of the Church might conflict with my outside activities or relationships. While the existence of real or perceived conflicts of interest are not in and of themselves bad, I understand that, when a conflict of interest exists, I must not personally act or allow actions by others which would be or could be said to be detrimental to the Church's interests.

I understand and agree that a "conflict of interest", as it is defined in this policy statement, is a situation where an individual or an individual's immediate family member, or the organization he/she represents or has or appears to have an interest in, or has or my appear to have a director indirect competing interest with the activities of Life Community Church. This competing interest may result in the individual or the individual's family being in a position to benefit from the situation. This competing interest also may result in a detriment to the Church or the Church not being able to achieve an outcome in the best interest of the Church.

The following is a non-exhaustive list of situations which may give rise to a conflict of interest: I) an employee, in relation to an outside organization, is in the position to influence Church business, research or decisions that could lead directly or indirectly to financial gain for the employee or his or her family; (ii) an employee of the Church is a party to a contract with the Church or is related to a person or enterprise who is party to

I understand that it is my ongoing responsibility to reveal to the Church any conflicts of interest during the length of my employment with the Church. I agree to complete a new Conflict of Interest Statement should my circumstances change.

Understood and agreed:

Employee: _____ **Date:** _____

Human Resources: _____ **Date:** _____

**DRUG SCREEN
AUTHORIZATION FORM**

I, _____ {*Print Name*}, as an Employee of Life Community Church, hereby give consent to the Life Community Church to collect and conduct a urine drug screen and submit a sample of my urine for analysis to a laboratory selected by the Church prior to or at any time during my employment.

I further consent to and authorize the Laboratory to release the results of the analysis to the Church for the purpose of applying and enforcing the Life Community Church Drug and Alcohol Policy.

I understand that a urine drug-screening test will be administered to determine the presence of certain drugs and substances prohibited by Church policy. I further understand that the presence of one or more of such drugs or prohibited substances may cause me to be rejected for further consideration for employment, or return to active employment at the Life Community Church. I also understand that refusal to submit to the urine drug screening test will constitute voluntary withdrawal of my application for employment or termination of current employment.

I further give consent for the Church to conduct unannounced searches of my person and/or my personal property for illegal drugs or alcohol at any time during my employment.

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I fully understand that should I be put to work by Life Community Church prior to the results of my urine drug-screening test being known, my continued employment with the Church is conditioned upon my passing the urine drug-screening test. If I am now in active employment and I test positive on the urine drug-screening test, indicating the presence of a prohibited drug or substance, I acknowledge that I will be subject to immediate termination.

Understood and agreed:

Employee: _____ **Date:** _____

Human Resources: _____ **Date:** _____

**ACKNOWLEDGEMENT
OF THE LIFE COMMUNITY CHURCH
DRUG TESTING POLICY**

I, _____ {*Print Name*}, as an Employee of Life Community Church, understand that Life Community Church is a drug and alcohol free workplace. I have read the Drug Testing Policy in the Life Community Church Employee Policies and Procedures Handbook and have had the opportunity to ask questions regarding the policy.

I understand that the Church may require a blood test, urinalysis or other drug/alcohol screening of those persons suspected of using or being under the influence of a drug or alcohol or where circumstances or workplace conditions otherwise justify the drug and alcohol screening. I understand that my consent to submit to such testing is required as a condition of employment. I also understand that if I refuse to consent to such drug and alcohol testing, it is grounds for immediate discharge.

I also understand that Life Community Church may conduct unannounced searches for illegal drugs on the Church premises at any time and for any reason. I understand that I am expected to cooperate in the conducting of such searches. The Church may

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conduct searches of employee and their personal property when there is reasonable suspicion to believe than an employee is in violation of the drug alcohol policy.

I understand the Drug Testing policy and agree with the Church to maintain a drug-free workplace.

Understood and agreed:

Employee: _____ **Date:** _____

Human Resources: _____ **Date:** _____

**ACKNOWLEDGEMENT
OF THE LIFE COMMUNITY CHURCH
POLICY AGAINST HARASSMENT**

I, _____ {*Print Name*}, as an Employee of Life Community Church, have seen the Sexual Harassment Awareness training video tape/DVD and read the policy in the Life Community Church Employee Policies and Procedures Handbook forbidding sexual harassment of harassment of any kind. I have had the opportunity to ask Human Resources any questions I had regarding the Policy Against Harassment. I understand the information discussed in the training video/DVD and the Policy Against Church's Policy Against Harassment.

Understood and agreed:

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Employee: _____ **Date:** _____

Human Resource: _____ **Date:** _____