

Pastoral and Ministry Director Staff Handbook 2008

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WELCOME!

Welcome to the staff of Pikes Peak Christian Church! We believe God has called you to serve on the leadership team at this place and time for His purposes. We are excited not only about what God will do through you to further His Kingdom, but what He will do in you as you seek first His kingdom. You are a gifted individual with a special divine calling upon our lives. We desire to help you reach your full potential in employing your gifts faithfully.

As a member of the church staff, you represent the Lord and this ministry in your work and private life. As you conduct yourself in a Christlike manner, you will influence people both in the church and in the community. We believe that serving on a church staff is far more than a job—it is a calling and a privilege. The church is not a business, but a movement of people whose lives have been touched by the grace of God and who have joined Him in His redemptive mission. Your devotion and passion for the Lord and His work will motivate your service.

This handbook provides guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct for all Pastoral and Ministry Staff. It is important that you read, understand, and become familiar with this handbook and comply with the standards that have been established. Please talk with the Executive Director if you have any questions or need additional clarification or information.

In this handbook, we have not addressed every situation that may arise in the workplace or answer every possible question. As a result, the Eldership reserves the right to modify, supplement, rescind, or revise any policy or provision as it deems necessary or appropriate in order to improve working conditions and/or increase the ministry effectiveness of the staff. An updated version of this handbook will be available in an accessible location and employees will be notified when changes are made.

SECTION I: CHURCH STATEMENTS

1:1 Statement of Faith

Staff are expected to hold to and teach the following core biblical beliefs:

- We believe there is one God, eternally existing in three persons—Father, Son and Holy Spirit.
- We believe in the deity of the Lord Jesus Christ—His virgin birth, His sinless life, His miracles, His reconciling death for all people, His resurrection from the dead, His ascension to heaven, and His return in power and glory.
- We believe the Bible is without error and the authority for all we believe and practice.
- We believe salvation is by the grace of God, apart from any personal merit, and is the common need of all people, who have sinned and fallen short of God’s standards. Salvation is through faith in Christ alone.
- We believe the appropriate response of faith to the grace of God is that we repent of sin, confess Christ as Lord, are baptized (immersed) in His Name, and continue to grow in the grace and knowledge of the Lord.
- We believe in the ministry of the Holy Spirit, Whose indwelling presence empowers and directs the Christian to live a godly life.
- We believe in the resurrection from the dead, with believers inheriting eternal life with Christ in heaven and unbelievers facing judgment and the punishment of hell.
- We believe in the spiritual unity of all believers in our Lord Jesus Christ.

1:2 Guiding Principles

The Elders have selected these as the foremost guiding principles of Scripture for determining the direction and priorities of the church:

- **The Church belongs to Christ and serves His purposes.**
The Church was not man’s idea, but God’s. Jesus established the church to function as His Body on this earth. It is missional in nature, called to spread the message of forgiveness and new life to all people. We must avoid seeing the church as belonging to the senior pastor, the elders, or even the congregation. The Church, composed of all true believers everywhere, belongs to Christ, who allows us to be a part of it. The New Testament, particularly the Book of Acts, gives a good picture of the priorities, practices and passions of the early church, which serves as a model for us today.

“And on this rock I will build my church, and the gates of Hades will not overcome it.” (Matthew 16:18)

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.” (Matthew 28:19,20)

- **The Bible is our ultimate authority for faith and practice.**

Church history has benefited from many significant reformers, theologians and teachers. However, as important as they are, we must always look to the Scriptures for the authoritative Word from God. The Bible is described as milk and meat, essential for spiritual growth. We believe in the power of God’s Word to change lives. That is why we take advantage of every opportunity to expose people to the teachings of the Bible.

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” (2 Timothy 3:16,17)

“Do not let this Book of the Law depart from your mouth; meditate on it day and night, so that you may be careful to do everything written in it. Then you will be prosperous and successful.” (Joshua 1:8)

- **We are directed and empowered by the Holy Spirit and prayer.**

The Christian life is not simply a matter of following the instructions in the handbook (the Bible). The gift of Pentecost was the indwelling presence of the Holy Spirit in the lives of believers. The Holy Spirit is a living Guide that empowers and directs us to live a God-pleasing life. God has also given believers the incredibly powerful communication tool called prayer. Through prayer we access the wisdom and power of God in our lives and in the lives of those we intercede for. Believers must grow in intimacy with the Heavenly Father through speaking to Him in prayer and responding to the promptings of the Spirit.

“But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, in all Judea and Samaria, and to the ends of the earth.” (Acts 1:8)

“If you remain in me and my words remain in you, ask whatever you wish, and it will be given you.” (John 15:7)

- **We grow toward spiritual maturity through fellowship and unity with other believers.**

The Christian journey is not a solo adventure. God designed us for community. From the beginning of time, God saw that it was not good for man to be alone. Through significant relationships with other believers, we grow strong in our faith. We are encouraged by seeing God at work in one another’s lives. We hear God speaking to us through their wise counsel and correction. We experience God His power at work through us as we minister to the needs of others. Your greatest spiritual growth will be found in the context of regular gatherings with a small group of believers.

“Let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together...but let us encourage one another—and all the more as you see the Day approaching.” (Hebrews 10:25)

“Let us therefore make every effort to do what leads to peace and mutual edification.” (Romans 14:19)

- **By faith we sacrifice for the kingdom.**

Following Jesus is costly. While salvation is free, we must continually die to ourselves and let God reign in us. Throughout your spiritual journey, you will be challenged by God to trade temporary, worldly values for lasting, kingdom values. How you spend

your energy, your time, your finances—your life—is really an offering to God. We are called to serve Him and His purpose with everything we are and everything we have. We are not really giving anything up; we are making investments in eternity!

“Do not store up for yourselves treasures on earth, where moth and rust destroy, and where thieves break in and steal. But store up for yourselves treasures in heaven, where moth and rust do not destroy, and where thieves do not break in and steal. For where your treasure is, there your heart will be also.”
(Matthew 6:19-21)

“Therefore, my brothers, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain.” (1 Corinthians 15:58)

1:3 Our Mission

To help more people, more often say “Yes!” to God.

1:4 Our Strategy

What does it mean to help someone say “Yes” to God? Our spiritual growth path is marked by four significant mile-markers which we call the 4 L’s:

1) LORDSHIP of Christ

A believer is someone who confesses Jesus not only as Savior but as Lord. When Jesus is Lord, we recognize Him as first in our lives. We are committed to worshiping Him and following His commands. “In your hearts set apart Christ as Lord.” (1 Peter 3:15)

2) LIVING the Word

The Lord speaks into our lives through His Spirit and through His Word. The Bible is essential for our spiritual growth. It is food for the soul. In order to grow in our faith, we not only need to learn the Word—we have to practice it. “Do not merely listen to the word, and so deceive yourselves. Do what it says.” (James 1:22)

3) LOVING relationships

We show love for God by loving others. Love is not a feeling, though it carries with it a heartfelt affection. Love is revealed in action, through praying for one another, showing hospitality, listening to each other’s joys and sorrows, through encouraging one another and forgiving sins. The success of the early church was based on a deep love for each other. “They were devoted...to the fellowship.” (Acts 2:42)

4) LEGACY of Service

We will all give an account to God for how we used all that He’s given us—our time, our talents, our treasures and our testimonies. He wants us to manage them well for His eternal purposes. When we stand before God, we want to hear those words, “Well done, good and faithful servant.”

1:5 Our Vision

We envision a church that invites and welcomes people seeking God, guides them in their spiritual journey and firmly connects them to a biblically functioning community,

to God’s Word and to His work in the world. We see parents and children walking this journey with Christ together, fostering a multi-generational heritage of faith.

1:6 Critical Success Factors

1) Integration of Guests, New Believers and New Members

We will establish, implement and sustain an assimilation process for guests, new members and believers by clearly identifying and communicating expectations and next steps. We will also guide those persons along their spiritual journey as they become active participants in the Lord’s church.

2. Growing Believers

We will mature believers by identifying a spiritual growth map for each person, by joining them to a mid-size group, serving as a “church-within-the-church”, by taking them deeper in their understanding of the Bible, and by encouraging faithful service both inside and outside the church. A greater knowledge of Christ and His Word will be seen as believers live out biblical truths

3. Building God-Honoring Families

We will develop God-honoring families by building and sustaining healthy marriage relationships, by equipping parents to effectively disciple their children in Christ-likeness and by helping family members understand and fulfill God’s expectations for their lives. We will create a “family-friendly” atmosphere both in the church facility and within the culture of our church as well as provide biblical resources to better serve the family with children at home.

1:7 Our Target

Due to the large number of parents with children at home in our community, we have chosen to give special attention to reaching this demographic group. This means that the needs of families with children at home will have heavy influence on our worship planning, sermon topics, and programs for children and youth. It will also call us to provide instruction and assistance to these families that are at such a critical in life.

SECTION II: EMPLOYMENT

2:1 Pastoral and Ministry Director Staff Covenant

The following are expectations of all staff. Failure to comply may result in termination of this contract.

- I will perform my duties as established by the Board of Elders and Senior Minister.
- I will seek daily direction through prayer and God’s Word for performance of my responsibilities and serve wholeheartedly as unto the Lord Jesus Christ. (Col. 3:23-24)
- I will work to build up the body of Christ by equipping others for ministry. (Eph. 4:11-13)

- I will demonstrate a Christ-like attitude and example, bearing the fruit of the Spirit in my relationships with others and living a lifestyle that is above reproach. (Gal. 5:22,23; 1 Tim. 4:12)
- I will live out the basic expectations of believers, which include:
 1. Faithfully attending weekend worship. If classes or meetings are conducted during my normal worship time, I will make every attempt to attend one of the other services.
 2. Observing daily quiet times for prayer, Scripture reading and meditation and a monthly Prayer Day.
 3. Participating in a small group, ministry team, or accountability partnership that meets regularly for edification.
 4. Consistently giving at least 10% of my personal income to God's work through Pikes Peak Christian Church, and even striving to give offerings above and beyond the tithe to other projects and ministries. I believe one of the greatest expressions of my gratitude and faith is reflected through generous giving (2 Corinthians 8:6-11).
 5. Serving in areas outside of my normal job duties.
- I will consistently work to maintain the unity of the Spirit in the bond of peace. (Ephesians 4:3) I recognize that the overall ministry of Pikes Peak Christian Church is greater than the individual ministry for which I am personally responsible and I am willing to work toward the effectiveness of the church as a whole. I will always speak positively of the staff and congregation.
- I will maintain strict confidentiality with personal and ministry matters discussed among staff and agreed upon as confidential. I will discuss salary issues only with my supervisor and not among fellow staff members.
- I will conduct personal ministry in accordance with the church and government expectations and requirements, particularly in the area of purchases and business expense reimbursements.
- If I am married or dating, I will conduct that relationship in a way that honors the sanctity of marriage. In other relationships with the opposite sex, particularly when working for the church, I will avoid flirting, inappropriate physical contact and sexual humor. I will seek approval from my supervisor to counsel a member of the opposite gender outside normal business hours. Traveling alone with a member of the opposite sex should be avoided. Approval from my supervisor is needed for exceptions.
- I will uphold Pikes Peak Christian Church's Statement of Faith in my preaching and teaching.

- Pastors, managers, directors and coordinators must be members of Pikes Peak Christian Church.

2:2 Staff Mission Statement

The purpose of the PPCC Management Team is to prepare and empower God’s people for service by faithfully administering His Word, His gifts, and His resources in an environment of trust, grace, and joy where all are inspired, challenged and motivated to fulfill their God given potential, valuing Christ-like love, godly integrity, diligent leadership, unity of purpose, peer accountability and protecting the priorities of God, family, and ministry.

2:3 Staff Values

These values govern how the staff relates to one another in ministry. Although we have different gifts and job responsibilities, the strength of the staff is developed as a team.

- **Growth:** As ones called to minister as our vocation, it is imperative that we continue to grow deeper spiritually and professionally so that we will have both the character and the competency for our ministry.
- **Team Ministry:** As a staff, we are all members of the same team and therefore do not see our ministries as competing for resources but instead cooperating with one another for the sake of the kingdom. Sometimes we might help lead a fellow staff member’s program, but in all cases we will support one another in prayer.
- **Integrity:** As leaders, it is vital that we set an example by practicing the very things we teach and preach. Our motto ought to be the same as the Apostle Paul, who said, “Follow me as I follow Christ.”
- **Guarding Time:** Hard work is commendable, but workaholism is a sin. We need to fulfill our job responsibilities, yet at the same time be careful to protect our own and one another’s time off. Calls should not be directed to a staff member’s home unless it is requested by the staff person or in an emergency.
- **Prayer.** Prayer is the foundation of any significant ministry that happens in this church. Because of the attacks of the enemy on those in leadership roles, we need to pray for and with one another.
- **Communication:** The interaction among staff must be open and honest, free from buried feelings and questions. There must be an atmosphere where it is safe to ask difficult questions. Decisions that impact others must be communicated and discussed before implemented. We must be careful to listen well and not react defensively to healthy criticism.
- **Excellence:** We believe God is honored when we give our best. This includes thorough preparation and follow-through on details. We must continually raise the bar for those in leadership to levels of excellence.

- **Simplicity:** People have limited time and resources. So we must be careful not to duplicate programs and keep ministry simple. As Rick Warren says, we want to “minimize meetings and maximize ministry.”
- **Servanthood:** Jesus calls leaders to serve others. Our volunteers don’t work for us; we work for them. Our job is to equip (serve) others and enable them to carry out the work of the ministry. This calls for patience, humility and sacrifice—the same things Jesus gives us.
- **Flexibility:** In a growing church, we will always be making adjustments and improvements. Nothing is sacred outside the gospel message. Times of services, room locations, etc. can and will change as the church grows. Get used to it.
- **Loyalty:** The staff is a special group that requires a deep sense of commitment to one another. Issues are discussed with one another and not behind one’s back. When concerns are raised in the congregation, we must always think best of our fellow staff members and defend them publicly.
- **Solution-Oriented:** The staff is a talented group, and God is One who delights in solving great problems. Therefore when challenges arise, we must look optimistically at the challenge as an opportunity for God to reveal His wisdom and power and not to let the challenges set us back. With creative collaboration and prayer, we believe God will guide us to a solution.

2:4 Employment At Will

Employment is with the mutual consent of you and the Eldership. Consequently, both you and the Eldership have the right to terminate the employment relationship with a 30-day written notice, unless otherwise agreed upon by both parties. This employment at will relationship may not be modified by any oral or implied agreement.

2:5 Equal Employment Opportunity

The church is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, marital status, physical disability, or age to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary actions, and termination. We expect everyone to show respect and sensitivity toward all other personnel, and to demonstrate a commitment to the church’s equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to the Executive Director.

2:6 Immigration Control Act and Reform of 1986

The church is committed to full compliance with the federal immigration laws and will not knowingly hire **or** continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

2:7 Employment of Relatives

Relatives of the staff will receive the same consideration as any other applicant for a job opening and will not be given preferential treatment in employment matters. However, immediate family members may not normally be permitted to work together in a subordinate working relationship because of morale, security, or other legitimate business reasons unless approved by the Elders. In addition, the church may require a related employee to transfer or resign if there is a conflict of interest or management issue that cannot be resolved.

2:8 Employment of Minors

If you are not at least 18 years old, you are required by law to provide a valid Work Permit, High School diploma, or Certificate of Proficiency, before you will be allowed to work.

The employment of minors is restricted by the terms and conditions of the Work Permit, as well as the provisions of state and federal law.

2:9 Personnel Classifications

Exempt Staff are not covered by the overtime provisions of state and federal law and are therefore not eligible for overtime pay. Non-exempt Staff positions fall under these classifications:

- **Full-time** -- you are considered to be a full-time employee if your average weekly hours of work are 35 or more. Full-time employees are eligible for benefits that will be negotiated according to the salary package.
- **Part-time** -- you are considered to be a part-time employee if your average weekly hours of work are less than 35 hours.

2:10 Overtime

Non-exempt staff may from time to time, be asked to work beyond the normally scheduled hours or on a scheduled non-work day. However, you are not allowed to work overtime unless it has been approved in advance by a supervisor. When you are asked to work overtime, you will receive overtime pay if you have worked more than a 40 hour work week, in accordance with state and federal law.

SECTION III: TIME AWAY

This section explains the various ways staff may be excused from work for business and/or personal reasons.

3:1 Days Off

Staff are entitled to take two days off each week—either two full days or one full day and two half days. A full day is considered 8 hours or more and a half day 4 hours or more. Here's a couple examples of how one might schedule days off:

Example #1

Example #2

Mon-Thurs = 4 full work days
 Friday = 1 full day off
 Saturday = ½ day off
 Sunday = ½ day off

Mon-Wed = 3 full work days
 Thurs-Fri = 2 full days off
 Sat-Sun = 2 full work days

Sunday mornings cannot be taken as part of one’s “day off” as these are primary ministry times. Adult Ministry staff are expected to be on duty Saturday evenings three times a month, unless excused. Generally, Staff Meeting days are not be taken off unless given special permission from the Executive Director or direct supervisor.

3:2 Prayer Day

One day should be taken each month to be away from the church campus in order to focus on spiritual renewal. Consider that day an appointment with God. Staff may plan that day according to their own spiritual needs. Some like to fast, journal, listen to worship music, go on prayer walks, read the Bible, etc. Because ministry demands can wear a person down emotionally and spiritually, reconnecting with God in a place of solitude is vital for hearing from God about one’s life and ministry.

3:3 Vacation Days

Full time staff will earn vacation based on their years of service with the church as of September 1st of the contract year:

Years of Employment	Weeks of Vacation
1 st year	2 weeks (Pro-rated)
2 nd - 5 th year	2 weeks
6 th - 14 th year	3 weeks
15 years and beyond	4 weeks

For full-time staff, a week of vacation is considered five (5) days, the same as a working week. Vacation is based on the agreement when hired or per the chart above. Consideration will be given to previous years of experience. Since Sundays are our heaviest ministry days, only one Sunday may be taken as off per week of vacation. Requests for vacation time must be submitted on a Time Away Form to the Executive Director for approval ten (10) working days in advance. Vacation requests will be approved on a first come, first served basis, and only if the time off will not interfere with the ministry of the church. Vacation time must be used within four months after the end of the approved contract. A maximum of two weeks of vacation may be taken at one time.

3:4 Holidays

Full-time employees will receive pay for the following holidays off:

New Year’s Day	Labor Day	Christmas
Memorial Day	Thanksgiving	New Year’s Eve (1/2)
Independence Day	Christmas Eve (1/2)	

If a holiday falls on a Sunday, Monday will be considered a holiday.

3:5 Conference, Education and Ministry Time

Full-time staff can take up to 4 weeks (20 workdays—no more than 4 Sundays) annually for any of the combination of purposes below.

- Out-of-state conferences and church visitation (up to 2 weeks)
- Education (up to 4 weeks)
- Ministry Time (up to 2 weeks)

These times are not guaranteed. Requests must demonstrate the value to the Kingdom work, fit within the church calendar and receive approval from the Executive Director or direct supervisor. Additional weeks must either be taken out vacation time or unpaid leave. The staff member is responsible to line up coverage for ministry duties while away.

Conferences and Church Visitation: Staff are encouraged to continue to grow in the knowledge of their field and skills by attending conferences (or seminars, conventions and classes) or visiting churches for research. Full-time staff expenses will be covered under the individual's Professional Development account up to the budgeted amount. (Expenses over that amount must be covered by one's personal business expense account. Expenses must be necessary to attendance at the event and are not to be used for personal time. The per diem rate for meals and incidental expenses not covered by the conference is not to exceed the amount of \$45 per day, for example: \$10 for Breakfast, \$15 for Lunch, and \$20 for dinner, and must be verified by the submission of records and receipts (when provided). Staff are encouraged to bargain shop for airfare, car rental and hotel rates when scheduling conferences.

Education: The Professional Development account can also be used to pay for formal education in pursuit of a ministry degree or certificate. A maximum of four weeks per calendar year can be taken. Homework for classes should be completed primarily during one's personal time and should not interfere with work responsibilities.

Ministry Time: The management staff may take up to two weeks per contract year (no more than two Sundays) for speaking, mission trips, etc. for the purpose of serving other churches or ministries. Ministry Time will only count if the primary purpose of the trip is ministry, and not personal. (Performing family weddings or funerals and speaking at one's home church will not be considered ministry time).

3:6 Sick Days/Personal Leave

Full-time staff will be granted sick leave of one day for each month of the year for a total of twelve (12) days per year for full-time (pro-rated for part-time) staff. Up to five (5) days of sick leave may be used as Personal Days (pro-rated for part-time staff). Sick days may be taken for personal illness, injury or medical attention or for that of an immediate family member. If a staff member must work at home during Sick Leave, up to a half day per day will be credited as work (upon prior approval of one's supervisor). In such cases the staff member must be accessible to the management staff.

If an illness is longer than three days, verification of medical care should be brought in. Personal and Sick Days do not accumulate or carry over into the next contract year. Your Supervisor and the office should be notified when a Sick Day is taken. In cases of illnesses beyond one day, keep your Supervisor updated. A Time Away form must be completed upon returning to work.

Personal Days should be requested on a Time Away form in advance of the date(s) desired. Requests for personal leave longer than the five (5) days will be granted, without pay, at the sole discretion of the Eldership or Executive Director, based on the facts and circumstances surrounding the individual's request.

3:7 Compensatory Time

Compensatory time must be requested and cleared in advance with the Executive Director. It will be considered primarily for weeks when staff serve in camps or mission trips. Comp time will not be given for Education or Ministry Time. It may be considered in times where staff are leading mission trips or camp for a week or more. It will not be considered for conferences, education or ministry time. Comp time must be used within a month following the week approved. A Time Away form must be submitted to use Compensatory Time.

3:8 Funeral Leave

A leave of absence will be granted in the event of the death of an immediate family member. Immediate family is defined as a spouse, child, mother, father, brother, sister, in-laws, stepparent or stepchildren, grandmother, grandfather. Paid funeral leaves will be limited to a maximum of three (3) days paid for travel outside the area. (Part-time personnel are allowed 2-1/2 days paid funeral leave). Local funeral leaves are limited to the day of the death and the day of service. Staff may use Personal Days or Days Off in conjunction with a Funeral Leave. A Time Away form must be submitted for Funeral Leave.

3:9 Medical/Pregnancy Leave

Staff may request an unpaid leave of absence for a disability related to an employee's pregnancy, childbirth, or related medical condition up to a maximum of sixty-five (65) days.

3:10 Worker's Compensation Leave

The church complies with all applicable state and federal laws concerning leaves for work-related illness or injury. Personnel on Worker's Compensation will be reviewed on an individual basis by the church.

3:11 Unpaid Hardship Leave

Staff may take an unpaid leave for family or health reasons, as approved by the Executive Director and Eldership.

3:12 Jury Duty

Full-time staff who serve on jury duty or appear as witnesses in court (excluding appearances as plaintiff or defendant) will receive their regular rate of pay for the first three working days of court service. Employees who are dismissed from jury duty early should report to work for the remainder of the day, if it is a work day.

SECTION IV: EMPLOYEE BENEFITS

4:1 Worker's Compensation Insurance

All church personnel are automatically covered by Workers' compensation Insurance at the time they are hired. The church pays 100% of the premiums for this important coverage. The following benefits are provided to personnel who sustain a work-related injury or illness:

- partial wage replacement for periods of work-related injury;*
- medical care, including medicine, hospital, doctor, X-rays, crutches, etc.;*
- rehabilitation services, if necessary.*

It is important that you report any work-related injury or illness to your supervisor, when it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention immediately.

4:2 Health Reimbursement Agreement

The Pikes Peak Christian Church of Security, Colorado, enters into a Health Reimbursement Arrangement with all Full-time employees under the following terms:

- The employee is considered full-time (contracted for a minimum of 35 hours per week.) In case the employee's hours are reduced below the minimum requirement, the employee will no longer qualify for the HRA plan.
- Year long, full time, interns can be included under this provision once a contract has been offered and accepted. (Summer or part time (less than 35 hours) interns are excluded.)
- The employee has been employed a minimum of 90 days and has successfully completed the evaluation process and initial probation period.
- Employees are required to provide proof of major medical coverage or high deductible coverage for themselves and their families (as opposed to self-insurance).
- Health Reimbursement Arrangement is solely funded by the church and not through salary reduction.
- The HRA funds do not represent and are not reported as taxable income.
- Cash or any other benefit may not be elected in lieu of medical expense reimbursements.
- Reimbursements will not be made for expenses incurred before the date this arrangement became effective or prior to the date an employee first becomes enrolled under the HRA.
- HRA amounts will be reviewed annually and if deemed necessary adjusted at the beginning of each new budget year.
- HRA amounts set for Fiscal Year 2007-2008, starting September 1, 2007, will be \$450 a month for each qualifying employee.

- Expenses must be submitted by the 25th of each month. Expenses covered by other plans will not be reimbursed. Exceptions to this policy will be made in case of Hospitalization or long-term care.
- Payments will be pro-rated in order not to exceed accumulated funds.
- Any unused portion of the maximum dollar amount at the end of a coverage period will be carried forward to increase the maximum reimbursement amount in future coverage periods.
- In case the employer/employee relationship is severed (discontinued,) all accumulated funds will revert back to the church (employer).
- Employees who have been in service for a period of at least one year and leave on good standing may access those accumulated funds for up to 3 months, or until funds are exhausted, whichever comes first.
- Reimbursable Medical Expenses will be made in accordance with IRS Publication #502.

Either party can terminate this agreement with 30 days written notice.

4:3 Life Insurance

A small policy is provided for full-time staff.

4:4 Professional Development Account.

An amount has been designated for each programming staff for personal, professional development. Staff are encouraged to use this account for training conferences, key lunch appointments, critical books, and anything else that will help one excel in ministry. Funds should be used responsibly. We discourage any use of the account for expenses that would call into question one's motives—such as expensive dinners or entertainment. On occasion, a staff person may wish to have a spouse accompany him/her for a training event. This is encouraged as long as it can be afforded by the account. (Staff are not permitted to augment the Professional Development account by shifting funds from other budget areas.) Staff are able to use the church van for business when it is available.

4:5 Cell Phone Reimbursement

Management team members who can document the use of a cell phone will be reimbursed at a flat rate of \$25 a month to assist with the cost of maintaining a cell phone. Request for payment must be included in the monthly reimbursement request submitted to the Business Administrator by the 10th of each month.

4:6 Accountable Reimbursement Plan

Employees may choose to designate a portion of their salary for personal business expenses (mileage, books, meals, etc.). Employees must submit accurate records and receipts in order to receive reimbursement. This amount is not considered taxable salary. One cannot be reimbursed beyond the amount designated; however, if the amount set aside is larger than the reimbursement requests by the end of the contract year, the difference does not carry forward nor belong to the employee. Therefore, great care must be taken to designate accurately.

Expenses must be those required by the job itself, and not determined by one's family or

economic situation. For instance, hiring daycare in order for the employee to work is not considered a business expense. While it may be required for a specific individual in order to hold the position, it is not required by the job description. Likewise, the purchase of a car in order to work is not reimbursable. Similarly, one can deduct a basic personal cell phone if it is required by the job, but cannot deduct a cell phone as a business expense when the primary purpose is family communication. (In family plans, only the employee's phone can be considered as business usage). Documentation is required for all reimbursements and must be turned in by the 10th of the month. Expenses in excess of \$25 will be reimbursed within five working days of turning in the reimbursement request. When unsure on whether or not an item is reimbursable, please speak with the Business Administrator.

SECTION V: WORK GUIDELINES

5:1 Work Hours

Church office hours are 8:30 a.m. to 4:30 p.m., Monday through Thursday and 8:00 a.m. to 3:00p.m. on Fridays. Hours of work for Pastoral and Ministry Director positions are at the designation of each staff member and the Executive Director. A weekly schedule is to be turned in to the Executive Director each week designating work hours and time off. Staff must mark the board in the main office when they are in or out of the office.

Programming staff are salaried and not paid hourly, with the expectation of 40+ hours of work per week, which does not include time for private spiritual habits, worship and service. (Simply attending a worship service or small group is not considered work time, unless the staff member has a required leadership role).

Staff not leading programs or classes during the weekend worship are encouraged to use the time not in worship to greet and meet people, pray for needs and conduct counseling, recruiting and ministry appointments.

5:2 Staff Meetings

Weekly Staff Meetings are essential for keeping the lines of communication open and to listen to God's voice as a Team. All Management Staff are expected to participate in these meetings, not only through attendance but active involvement. PDAs and notebook computers may be used in staff meetings only so far as they are critical to accessing information or recording information from the meeting. Cell phones should be turned off or on mute, unless a critical or emergency call is anticipated.

5:3 Weather Closings

In the event of severe weather conditions where safety is a concern, staff are not be expected to report to the office. It will be the responsibility of the Administrative Ministry Director and/or the Senior Pastor to notify all personnel of a weather-related closing. Every attempt will be made to notify all personnel an hour before the scheduled workday.

5:4 Outside Employment

Full-time personnel are prohibited from engaging in outside employment without the prior approval of the Executive Director. In addition, all personnel are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with the church. Solicitation of the church membership for business purposes is strictly prohibited.

5:5 Personal Appearance

Your appearance reflects not only on you as an individual, but on the church as well. Take pride in your appearance and strive to achieve a positive business-like image when representing the church. Seek to dress at the same level or above the leaders you serve with. (This speaks to the formality of the attire, not the price!)

5:6 Church Computers

Church computers are provided to assist you in ministry and should be used for ministry purposes. Please check with the IT Director before loading any new software to assure compatibility with existing programs. Game software should not be installed on church computers. Screen savers and wallpaper should be loaded with caution as it can create problems with our network and could slow down all of the systems. Email is intended for ministry use and not personal correspondence. The internet should be accessed only for ministry purposes. Improper use of the internet—such as visiting chat rooms, playing online games and accessing pornography—may result in termination of one's employment contract.

5:7 Church Credit Card Usage

Any purchase over \$500 has to be pre-approved by the Executive Director. Administrative Coordinators can sign off on all transactions made by Department Heads, unless otherwise specified by the Department Head. Administrative Coordinator's transactions over \$100 must be signed by Supervisor. Be discreet in handling the credit card number. Receipts for purchases with the church credit card must be turned in and assigned to the budgeted line item to be charged.

5:8 Church Budget

Each department works in the Spring to submit a proposed budget for the coming fiscal year. Once a budget is approved, funds are accessible as long as the giving is at budget level and funds are available at that time. Be sure to communicate with the Executive Director when larger purchases are planned. Staff should strive to keep within the budget categories and use the funds for the goals indicated during the proposal period. Unused funds do not carry over to the next fiscal year.

5:9 Church Property

It is important that the church leaders have access at all times to church property, as well as other records, documents, and files. As a result, the Senior Pastor and Elder Board reserves the

right to access employee offices, work stations, filing cabinets, desks, and any other church property at its discretion, with or without advance notice or consent. Telephones, computers, and copiers should be used for ministry only and not for personal use. Purchases made from one's personal business expense account and/or the Professional Development account belong to the staff member. However, purchases made with ministry funds become the property of that ministry and should be labeled with the church's name. These items remain with the ministry when a staff person leaves. This includes equipment, software, subscriptions and teaching resources.

Church property that is lost or damaged due to the negligence on the part of the staff member may require personal payment for the repair and or replacement of that property.

Church staff must be cautious and selective in using church vehicles, equipment or other property for personal, non-ministry use. In most cases, this should be avoided. Use good judgment and ask a supervisor if in doubt.

5:10 Church Telephones

From time to time it may be necessary for personnel to make and receive personal calls on church phones. However, these calls should be limited to no more than five minutes in length. Personnel are expected to use good judgment and common sense when it comes to personal phone calls.

5:11 Church Parking

Personnel park at their own risk and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Also, the church will not be responsible for personal property left in vehicles that is either lost, damaged, stolen, or destroyed. During worship times, staff should park away from the main building. During the week, staff may park next to the building, with consideration for daytime volunteers and programs.

5:12 Children at Work

We want the church to be a friendly place for our families. However, we hired you—not your children! On occasion, it may be necessary to have one's child(ren) present for a short period of time at the office, such as after school or in an emergency. When child(ren) are in the work environment, it is your responsibility to watch for their safety and keep them from distracting other staff from their work.

SECTION VI: PERSONNEL POLICIES

6:1 Tardiness and Absence

It is important that everyone work their assigned schedules as consistently as possible. However, the church understands that because of illness or emergency you may be unable to come to work. It is your responsibility to keep the church informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

A tardy or absence is considered “*excused*” only when you call ahead of time and the tardy or absence is for a compelling reason. The church reserves the right, at its sole discretion, to determine what constitutes a compelling reason. A tardy or absence for a non-compelling reason, and failing to call in according to church policy, will be considered “*unexcused*.”

The church considers “*unexcused*” tardiness and absence to be a serious problem. However, personnel who are tardy or absent excessively or show a consistent pattern of absence, whether “*excused*” or “*unexcused*”, will be subject to disciplinary action, up to and including possible termination. If you do not call in or report to work for two consecutive workdays, you may be considered to have voluntarily quit.

6:2 Time Records

Hourly personnel are required to accurately record the hours worked daily, according to the following guidelines:

- RECORD the time you report to work at the beginning of the day;
- RECORD time taken from your day for lunch, appointments, extended personal conversations (either by way of the phone or drop-in visitors).
- RECORD the time you leave work at the end of the day.

6:3 Personnel Records

The church office should always have current information about the staff. Notify the office for changes in address, phone number, or marital status, etc. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

6:4 Termination

- **Voluntary Termination:** A voluntary termination may be initiated in writing by the employee at least 30 days prior to the desired end of employment.
- **Involuntary Termination:** An involuntary termination is initiated by the Eldership for reasons other than changing business conditions. Thirty days notice must be provided before the desired end of employment, unless the employee is unable to perform job duties.
- **Layoff:** A layoff is a termination of employment that results from changing business conditions which necessitate a reduction in staff. The staff member may or may not be reinstated when conditions improve.

6:5 Pay Day

Paydays are the 15th and 30th (or last day) of each month, whichever falls first. Personnel may opt to be paid only once a month with the pay period beginning the first of the month and ending on the last day of the month. The church is not able to cash paychecks for personnel.

6:6 Business Expense Reporting

Personnel will be reimbursed for all appropriate business-related expenses up to the amount designated in the individual's contract. Expense and mileage reports and receipts must be submitted by the 10th of the month to ensure proper accounting and prompt reimbursement.

6:7 Payroll Deductions

The church complies with applicable state and federal laws regarding the garnishment and assignment of wages. Various payroll deductions are required by law, such as federal income tax, state income tax, state disability insurance, and social security taxes. Any other deductions from a paycheck must be authorized in writing by the staff member. Paycheck stubs will itemize amounts withheld. Keep this information for tax purposes. Questions about deductions should be directed to the Finance Manager.

6:8 Wage and Salary Reviews

Wage and salary reviews are conducted annually for all personnel. Salary guidelines for Pastoral and Ministry Director Staff are developed by the Executive Director and Elders. National averages, budget considerations, cost of living, years of experience and performance evaluations are figured into the guidelines. Your immediate supervisor or Executive Director will review your evaluation and salary annually.

SECTION VII: JOB PERFORMANCE

7:1 Job Descriptions

Personnel should be provided a job description before they start to work. The job description summarizes your duties and responsibilities about your new job. It will be used as a basis for your evaluation. Know your job's description and discuss any questions or concerns with your supervisor. The Executive Director and the Eldership reserve the right to revise and update your job description from time to time, as it deems necessary and appropriate.

7:2 Performance Evaluations

The Pastoral and Ministry Director Staff will receive a written performance evaluation annually (after approximately one (1) year of service, and approximately every year thereafter). Interns will be evaluated near the end of their assignment. The purpose of the performance evaluation is to review progress in meeting goals, team contribution, personal growth and leadership development. Written performance evaluations will include commendation for good work, as well as specific recommendations for improvement.

Staff will have the opportunity to discuss the performance evaluation with their supervisor. This is a good time to ask questions and clarify important points. Performance evaluations help the Eldership and the Senior Pastor make decisions about job description, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the at-will employment relationship. Staff will also be asked

to provide an evaluation of their supervisor in order to identify areas of appreciation and concern.

7:3 Work Rules and Performance Standards

It is not possible to provide a complete list of every work rule or performance standard. As a result, the following are presented only as examples. You are responsible for understanding and following these standards and work rules. Personnel who do not comply may be subject to disciplinary action, up to and including possible termination.

- **Job Performance:** Personnel may be disciplined, up to and including possible termination, for poor job performance, as determined by the church. Some indications of poor job performance are:
 - below-average work quality or quantity;
 - attitudes that are destructive to the staff team;
 - excessive absenteeism, tardiness, or abuse of break and meal privileges;
 - failure to follow church policies and procedures;
 - mismanagement of work that is harmful to one's family and/or your walk with the Lord

- **Misconduct:** Personnel may also be disciplined, up to and including possible termination, for misconduct. Some examples of misconduct are:
 - insubordination and failure to live up to the Pastoral and Management Team Covenant;
 - abuse, misuse, theft, or the unauthorized possession or removal of church property or the personal property of others;
 - falsifying or making a material omission on church records, reports, or other documents, including payroll, personnel, and employment records; misuse of the church tax exemption status for personal gain.
 - divulging confidential church information to unauthorized persons; this includes the discussion of staff salaries.
 - -disorderly conduct on church property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon;
 - violation of any law adversely affecting the church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment;
 - violation of the church's alcohol, drugs, and controlled substances policy.

- **Sexual Harassment**

The Eldership is committed to providing a work environment that is free of harassment. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful discrimination or harassment due to race, color, sex, national origin, age, disability or appearance. It is important to understand that jokes, stories, cartoons, nicknames, and comments about any these may be offensive to others.

Sexual harassment of personnel by supervisors, co-workers, or vendors is prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

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

Examples of sexual harassment include unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

If you believe that you are being, or have been, harassed in any way, please report the facts of the incident(s) to your supervisor or Executive Director immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

- **Use of Tobacco, Alcohol, Drugs and/or Controlled Substances**

Smoking is not permitted at work. The use, sale, transfer, possession or being "*under the influence*" of alcohol, drugs, or controlled substances when on duty, on church property, or in church vehicles is prohibited. In addition, off duty conduct that may adversely affect the reputation or interests of the church is prohibited. "*Under the influence*" 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.

SECTION VIII: GENERAL INFORMATION

8:1 Attendance at Special Events

There are frequent special events that take place at the church, and sometimes off campus. Staff are not expected to attend every event. However, staff must take seriously the magnitude of such events in the lives of the people who perceive them as significant, particularly those in one's area of ministry. The following are some examples when it is important that you make a visit or appearance:

- Surgeries (including the surgery of a ministry member's child)
- Birth of a baby

- Milestone anniversaries or birthdays (when you've been invited)
- Graduations and promotions
- Weddings
- Funerals

8:2 Lost and Found

Personnel should not bring large sums of money, jewelry, or other valuables to work. The church will not be responsible for personal property that is lost, damaged, stolen, or destroyed. If you find personal belongings that have been lost by another person, please turn them in to the church office or the lost and found.

8:3 Promotions

A church bulletin board is provided for the advertisement of business-related information from the church body. The placement of posters will be limited to church sponsored programs, events or ministries or approved events outside PPCC. Sales of tapes, cds or videos will be limited to those produced by the church or provided by special ministry guests that are endorsed by the church. All ministry fundraising must comply with the Elders Fundraising Policy. (see next item)

8:4 Fundraising Policy

We will try to budget for essential needs for every ministry area. However, there are times when additional funds are needed to support a ministry. Because the members of our congregation are encouraged and asked to give their tithes and special offerings (Faith Promise/Building Funds), we want to see fundraising kept to a minimum. This flows from a desire to see balance between supporting legitimate needs while not appearing to always “be asking for money.” The following guidelines should be followed by groups seeking to raise funds:

- Fundraising activities must be approved by department leaders and coordinated with the staff. The staff will work together to keep fundraisers from becoming a conflict or burden on the church calendar. Fundraising can fall under two major categories:
 - a. On Campus
 - i. Limited: Limited fundraisers are those that provide a service, or product, to the congregation for a specific period of time (up to three weeks). These services, or products, might come in the form of meals, auction items, gift baskets, gift cards, etc. We prefer not to support fundraising companies.
 - ii. Ongoing: On-going fundraisers are those which continue for an indefinite period of time and provide funds for ministries in the congregation. Examples would be a donut table, cappuccino/espresso bar, soda machine, etc. These fundraisers are limited in scope and must be approved and set in place by the staff. They are to provide a service or item generally consumed by people in everyday living. Ongoing fundraisers will be shared by all interested departments of the church, based on priorities determined by the staff. This will keep these fundraisers from becoming “monopolies” for any one group.

All On Campus fundraisers should be conducted in a manner in which people do not feel pressured to participate. Furthermore, they should not interfere with church programming or prohibit people from participating in worship.

- b. Off Campus: Off campus fundraisers must be conducted in a way that is reflective of the values of the church. They also must not interfere with any major programming of the church. Off campus fundraisers must not include the sale of alcohol by individuals or groups.
- All funds must be directly deposited into a designated account within the business accounting department. Those leading fundraisers are encouraged to have the funds paid directly to the church whenever possible.
- All fund raised by any group may be used to supplement one of the following areas in conjunction with the church's purpose statement:
 - a. Missions Trips or Service Projects: Monies needed that are not covered by short-term missions funds of the church.
 - b. Trips: Would include events such as camps, CIY, Bible Bowl tournaments, training conferences, etc.
 - c. Special Equipment: Major ministry needs not covered by budgeted expenses, but deemed as essential to the ministry area for the purpose of fulfilling the mission of the church.
- Funds raised may not be used to cover the following items:
 - a. Personal items, including passports, shots, medical exams.
 - b. Personal spending money, entertainment or amusement.

STATEMENT OF ACKNOWLEDGMENT

(employee copy)

I acknowledge that I have received and read Pikes Peak Christian Church's *Personnel Policies and Procedures Handbook*. I understand that it provides guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to comply with the standards that have been established. I further understand that the Eldership reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that the Eldership and I have the right to terminate the employment relationship at any time, with 30 days advance written notice, unless otherwise agreed upon by both parties. This employment-at-will relationship will remain in effect throughout my employment with the church unless it is specifically modified by an express written agreement signed by the Elders and myself. I further acknowledge that this employment-at-will relationship may not be modified by any oral or implied agreement.

Name (print clearly)

Signature

Date

STATEMENT OF ACKNOWLEDGMENT

I affirm my agreement with the Church Statements and will abide by the doctrines set forth in Section I. I acknowledge that I have received and read Pikes Peak Christian Church's *Personnel Policies and Procedures Handbook*. I understand that it provides guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to comply with the standards that have been established. I further understand that the Eldership reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

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Name (print clearly)

Signature

Date