

STAFF HANDBOOK



**COMMUNITY
CHRISTIAN CHURCH**

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INTRODUCTION - EMPLOYMENT STATUS

Welcome to Community Christian Church (“COMMUNITY”). COMMUNITY is committed to helping people find their way back to God by reaching people who are far from God, restoring God’s dream for the world and reproducing the mission in others. COMMUNITY is governed by the Directional Leadership Team (“DLT”) and Leadership Commission.

The growth and reputation of COMMUNITY are the direct result of individual efforts and close cooperation by all of our employees. Our future success will depend upon continuation of those efforts, along with good work habits, and adherence to the missional practices and leadership expectations discussed below. Whether you are a new employee or have been with us for some time, you are our most important asset. We sincerely hope that your employment here will be personally and spiritually successful and rewarding.

COMMUNITY is pleased to provide you with this Staff Handbook. This Handbook is intended to provide you with general guidance about our current rules and operating procedures and the benefits we currently offer to eligible employees. We hope it will serve as a useful resource for you during your employment with us.

No employee handbook can answer every question or anticipate every situation. For that reason, COMMUNITY may reinterpret, change, supplement, or rescind any part of this Handbook or any of its other policies from time to time as it deems appropriate, with or without prior notice. This Handbook supersedes any earlier policy statements or protocols you may have seen or heard concerning the matters described in this Handbook. Nothing in this Handbook or in any of COMMUNITY’s policies, practices, or representations to or about its employees is an express or implied contract. The provisions contained in this Handbook may not be changed or added to without the express written approval of the DLT.

Sincerely,

Directional Leadership Team

BEFORE ANYTHING ELSE

On behalf of everyone on the COMMUNITY staff, welcome! We are delighted to have you on our team. And in an effort to help make you even more successful than you already are, we've included some important DNA stuff that we all strive to keep first and foremost in our line of work – things like: Mission, Leadership Expectations, and What We Believe.

MISSION

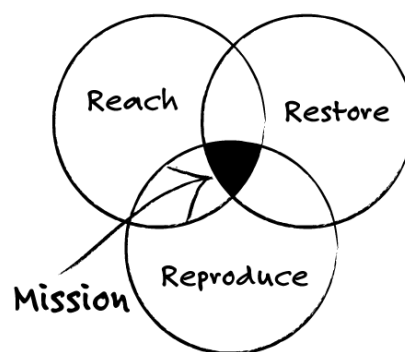
Helping people find their way back to God.

How the Mission Gets Done: The 3Rs

Reaching people who are far from God: Reaching out to the people that God has put into our lives to play a part in helping them find their way back to God.

Restoring God's dream for the world: Listening to the needs locally in our community and globally throughout the world, working to meet those needs and coming alongside people in those areas to mutually benefit each other.

Reproducing the mission in others: Consistently developing and releasing people as apprentices. We commit to apprentice others spiritually as they grow as followers of Jesus and apprentice them in leadership as they start new small groups.



Relationships: The 3Cs

Celebrate: Our relationship with God. We celebrate both privately through spiritual disciplines, and communally through small groups, celebration services and more.

Connect: Our relationship with the church. We connect by investing relationally in people and helping build community through small groups and in other ways.

Contribute: Our relationship with the world. We contribute to accomplishing the Jesus Mission by using our spiritual gifts, our time and our resources to serve in our church, in our community, and beyond.

Missional Practices: B.L.E.S.S.

- **Begin with Prayer:** We must begin by asking God to show us where He is calling us, to lead us every step of the way, and to be at work in the lives of the people we are reaching.
- **Listen:** Rather than begin with our own ideas of what serving or reaching someone looks like, we need to genuinely listen to where people are and what their needs are before we discern the best approach.
- **Eat:** Sharing meals with people is an important step towards building a genuine relationship with them. It's even better when we take the step to invite them into our homes to eat.
- **Serve:** Once we've listened to their needs and started building a relationship with them, we can serve them not as a "project" but as a friend, in a way that we "come alongside" them, and that models God's love in a tangible way.
- **Story:** We need to constantly listen for God to give us opportunities to share a Gospel story with people. This may involve sharing our own story of how God has changed us as well as sharing stories from God's Word.

LEADERSHIP EXPECTATIONS

"Come, follow me." (Matthew 4:19) When Jesus spoke these words to his first disciples, he made a simple yet profound statement about what it means to be in relationship with him. He calls us to be his companions, to imitate his way of life, to help carry out his mission of helping people find their way back to God. When we become Christ-followers, everything in our lives reorients around Jesus.

Here at COMMUNITY, we believe Celebrating, Connecting, and Contributing are three key experiences that help us grow in our relationship with Jesus. Jesus demonstrated the 3Cs in his own life when he walked here on earth. As we learn to imitate his ways, we should see ever-maturing expressions of the 3Cs in our own lives. And as we mature, God calls us to lead others in the ways of Jesus. We lead by demonstrating what it means to follow. We lead as Christ-followers.

The apostle Paul said, "Follow my example as I follow the example of Christ." (1 Corinthians 11:1). That, in essence, is what it means to be a leader. Whether you are leading adults, students, or kids; you are one who sets an example in the 3Cs for others as you follow the example of Christ. As such, the following are qualities that should characterize the lives of leaders at COMMUNITY. We hope that this resource can serve

as a source of encouragement, challenge, and accountability as we help one another become more like Jesus.

Celebrate – Our Relationship With God

Celebrating both in community and individually what God is doing in our lives and in our church. The focus of this “C” is growing our relationship with Jesus.

Personal Relationship with Jesus: A personal relationship with Jesus begins by responding to God’s offer of salvation by believing in Jesus for forgiveness of sin, eternal life, and the gift of the Holy Spirit. The response includes repenting of our old way of life and accepting our new call to follow Christ. And it includes the public act of baptism where we follow Jesus’ example and demonstrate our commitment to him by being immersed as an act of our own will. (*John 3:16, Acts 2:38, Romans 6, Mark 1:9-11*) As leaders, we have made this commitment.

Commitment to God’s Word: Jesus often quoted from the written Word of God. (*Matthew 4:1-11, Matthew 22:34-40*) He was familiar with the Scriptures and applied its values, principles, and ideals to everyday living. As leaders, we follow his example by continually increasing our understanding of Scripture through regular reading and study of the Bible. We strive to apply what we learn from God’s Word in our everyday lives. We let God’s principles and commands guide our ethics, sexuality, and relationships. (*2 Timothy 2:15, 2 Timothy 3:16-17*)

Communicate Consistently with Jesus: Jesus often withdrew to quiet places by himself where he could communicate with his Father through prayer and other spiritual disciplines. (*Mark 1:35, Luke 6:12*) As leaders, we pursue a closer connection to Jesus through prayer and spiritual disciplines such as journaling, fasting, meditating on God’s Word, silence, etc. We make this time with Jesus a priority in our lives and schedules. We strive to hear from God every day.

Participate in Weekly Celebration Services: Jesus’ custom was to attend Synagogue every week to participate in corporate teaching and worship. (*Luke 4:16*) As leaders, we participate in weekly Celebration Services at COMMUNITY where we join with other Christ-followers to celebrate God, receive teaching from God’s Word, and encourage one another as Christ-followers. (*Hebrews 10:25*)

Connect – Our Relationship With the Church

Connecting with other Christ-followers to grow spiritually, build friendships, and experience genuine community. The focus of this “C” is growing our relationship with others in the Church.

Connect in a Small Group: Jesus chose a small group of 12 men to be in his inner circle of relationships. (*Luke 6:12-16*) He spent lots of time with these men, shared important conversations and events with them, and just lived daily life with them. As leaders, we are committed to the type of genuine Biblical community the first Christians practiced as described in Acts 2:41-47. We believe this Biblical community is best lived out in the context of small groups. We actively participate in a small group and serve as catalysts to connect others into groups.

Invest in Followers: Jesus knew that God had entrusted followers to him. He prayed for them, taught them, encouraged them, challenged them, and protected them. (*John 17:6-19*) As leaders, God has entrusted us with followers. We have a responsibility to make sure our followers receive care (either from us or others) and are encouraged and challenged to grow in the 3Cs. (*1 Peter 5:1-4*)

Develop Apprentice Leader(s): Within Jesus' relational circle, he chose to invest more deeply in three men: Peter, James, and John. He included these three in some of the most personal parts of his life and ministry. (*Matthew 17:1-13, Mark 5:35-43, Mark 14:32-34*) He prepared them to be leaders in the church. (*Matthew 16:17-19*) He released them to do ministry in this world. (*John 17:18*) Early church leaders like Paul adopted this model of apprenticeship. (*2 Timothy 2:2*) As leaders, one of our greatest priorities is to invest in the lives of apprentice leaders, developing them as Christ-followers and leaders, so that they can be released into leadership roles and ministry can be multiplied.

Care for Family: As Jesus was dying on the cross, he asked one of his disciples to care for his mother as if she was his own. This touching act of love demonstrated Jesus' sense of responsibility for his own family. (*John 19:25-27*) As leaders, caring for family is a priority in our lives. We will never let the responsibilities of ministry compromise our relationships with our family members. We will model a God-honoring commitment to our families. (*Ephesians 5:21-6:4*)

Resolving Conflict: Conflict in human relationships is inevitable. Jesus outlined a process for addressing conflict directly through face-to-face conversations (*Matthew 18:15-17, Matthew 5:23-24*). As leaders, we will follow Jesus' instruction by addressing conflict lovingly through face-to-face conversations. We will not let conflict go unresolved and will not gossip to 3rd parties about our concerns or disputes.

Learn from Other Leaders: Jesus' disciples had the unspeakable privilege of sitting at his feet as he taught them. Jesus knew that if they were to carry out his mission, they needed to be inspired and equipped with knowledge, wisdom, and skills for the challenges that lie ahead. (*Luke 11:1-4, Mark 4:33-34*) As leaders, we take advantage of opportunities to be inspired and equipped for the mission Jesus has called us to. We consistently participate in monthly Leadership Community and take advantage of other

developmental opportunities. We have a teachable spirit recognizing our constant need to grow in our leadership ability.

Contribute - Our Relationship With the World

Contributing our talents, time, passions, and resources to further Jesus' mission in this world. The focus of this "C" is growing our relationship with those in our community and world who need to find their way back to God.

Reach Those Who Are Far From God: Jesus was often criticized by the religious leaders for spending time with "sinners." (*Matthew 9:9-13*) But Jesus didn't come to earth to huddle with religious people. He came to seek and save the lost. (*Luke 19:10*) As leaders, we follow Jesus' example by building friendships with the people who do not have a relationship with God. We share the story of how God is at work in our lives with them. We love them, encourage them, and pray for them. We invite them to participate in COMMUNITY. We take serious Jesus' command to go into the world and make disciples. (*Matthew 28:18-20*)

Restore God's Dreams for the World: Jesus cared about the forgotten people in his society: beggars, the diseased, outcasts. (*Luke 18:35-43, Luke 5:12-15*) He told parables urging his followers to care for the poor, the sick, and those in prison. (*Matthew 25:31-46*) As leaders, we follow his example by coming alongside people in our world who are overlooked and forgotten. We share our time and resources with those in need and use our influence to challenge other Christ-followers to help restore God's dreams for the world.

Give Generously: Jesus endorsed the Old Testament practice of tithing—giving God the first 10% of everything you have. (*Matthew 23:23*) But he went much farther challenging us to live financially generous lives. He cautioned against storing up wealth. (*Luke 12:13-21*) He challenged us to be wise stewards of what we've been given. (*Matthew 25:14-28*) He commended radical generosity. (*Luke 21:1-4*) As leaders, we seek to align ourselves with these Biblical principles by living financially generous lives starting with a tithe and moving toward a life of radical generosity.

Serve Others: Jesus served his disciples by washing their feet. He performed this lowly act to set an example for them that they were to serve one another. (*John 13:1-7*) God gives every Christ-follower spiritual gifts and talents that are to be used in service to others in order to build up his body, the church. (*I Corinthians 12, Romans 12, Ephesians 4*) As leaders, we follow Jesus' example of servant leadership by using our gifts and talents to serve others. We will also use our influence to challenge others to serve.

Speak Wisely: Jesus cautioned that the words we speak reveal the attitudes of our heart. (Luke 6:44-45) Paul warned us to be wise in the way we act towards outsiders, making sure our conversation is seasoned with grace. (*Colossians 4:5-6*) As leaders, we examine our words and hearts regularly. We will guard our speech carefully, being positive and encouraging, speaking the truth in love, protecting unity so that the church will be built up and we will earn a good reputation in our community (Ephesians 4:15, Titus 2:6-8)

WHAT WE BELIEVE

About God

We believe there is one divine being who has existed eternally. He exists and reveals Himself to man in three distinct, equally divine persons - Father, Son, and Holy Spirit. At the beginning of time, God created the entire universe and all its creatures. He continues to exercise His supreme power to sustain His creation. Throughout history He has expressed His desire to be our God and to have a personal, eternal relationship with us.

About Jesus

We believe that Jesus is the eternal divine Son of God. He chose voluntarily to be made in human likeness and was conceived by the Holy Spirit and born of a virgin. Although He lived a sinless life, He allowed Himself to be executed by crucifixion. However, as prophesied, He rose from the dead three days after His execution.

About the Holy Spirit

The third person of God is the Holy Spirit. We believe the Holy Spirit dwells in every Christ-follower. His indwelling presence gives spiritual life to believers and distinguishes them as children of God. The Holy Spirit guides Christ followers in applying God's principles, equips Christ followers with talents and abilities for the purpose of building up God's kingdom.

About man

God created mankind to live in relationship with Him. However, the first man and woman were deceived by Satan. They rebelled and chose to be wrongfully independent from God. We all fail to please God and are open to Satan's deception. Unless a relationship is re-established with Him, our failure to please God results in condemnation under God's judgment and would cause us to spend eternity in hell. Furthermore, there is nothing we can do on our own to reestablish our relationship with God.

About a Relationship with God

Our inability to re-establish our relationship with God leaves us dependent on God's mercy. God graciously provided the means to reconcile this relationship through faith in Jesus Christ. Our relationship is re-established when we make a commitment to accept Jesus as God's son and our Savior and Lord. We demonstrate our commitment privately by faith (acting upon our belief that God has the power to save us) and repentance (turning back to God and depending on Him to control our lives). At the same time, we publicly express our commitment by confessing our acceptance of God's salvation and submitting ourselves in Christian baptism.

About the Christian Life

Once our relationship is re-established with God, we naturally want to spend time with Him and know Him better. The Holy Spirit enlightens us as we read God's Word (the Bible), as we communicate with Him in prayer, and as we enter into loving relationships (Biblical community) with other Christ followers. In this way we begin to know God more intimately. The process of spiritual development motivates us to seek ways to serve God and prepares us to spend eternity in fellowship with Him.

About the Church

The Bible speaks of the church as Christ's body. It compares it to a living organism, where Jesus is the head. He gives each Christ follower special functions to perform for the good of the body. To remain healthy, the body's members must work together. Each part contributes to the growth and maturity of the body. For this reason it is important for Christ-followers to regularly gather together for the purpose of celebration. Celebration in this way enables believers to serve one another and the un-churched people in their sphere of influence.

About the Bible

God divinely inspired human authors to write the sixty-six books of the Bible. He communicated through these writers the values, principles, and ideals which please Him and are in our best interests. We believe the Bible is entirely accurate, complete, and reliable.

OUR RESPONSIBILITIES AS STAFF

Here's the deal. We only bring the best of the best on staff at COMMUNITY. Part of what makes this team great is your commitment to the high calling of your ministry, your acknowledgement that this is not "just a job." Great privilege comes with great responsibility. Here's what we mean...

Every staff person should:

- Exhibit a Christ-centered, servant attitude in their responsibilities.
- Agree to live by COMMUNITY's Leadership Expectations.
- Agree with COMMUNITY's What We Believe Statement.
- Be completely sold out to the Jesus Mission.
- Handle any staff conflict according to Matthew 18.
- Process decisions privately (one-on-ones, staff meetings, etc) and publicly support those decisions.
- Throw chairs at All Staff Meetings when a new staff member is announced.
- Be "above reproach" in all areas of physical contact with anyone other than your spouse.
- Have the highest standards of morality. In other words, guard against sexual sins and public sins. Although much care will be given on a personal level to restore a staff member if this occurs, consequences may involve termination.
- Value each other. Practical jokes, nicknames and other labels will always be a part of our staff community.
- Recognize that a good attitude is invaluable to staff morale and church momentum.
- Create and maintain a quote wall in their office.
- Acknowledge the unique pressures of public ministry on staff families and the need for family members to experience unity within COMMUNITY. To this end, staff spouses are expected to support their partner by their full participation as a COMMUNITY member.
- Recognize that their behavior affects the church's reputation and success. By using good judgment and following high ethical principles, we will make the best decisions.

EMPLOYMENT STATUS

It is important for you to understand that you are employed “at will,” which means that either you or COMMUNITY may end your employment at any time for any reason, with or without notice and with or without cause. No one except the Directional Lead Team (DLT) can change the at-will relationship or make any binding promises regarding the terms of employment, and any such change or promise must be in writing and signed by a member of the DLT or the Business Pastor to be effective.

Please keep in mind the fact that we do not want to end good employment relationships! One of our most important goals is to have a great team and this means having the best people on the team. Here’s a suggestion for you and your Direct Report – frequently ask each other, “*Where am I doing well? Where would you like to see me improve?*” Those two questions will go a long way towards maintaining a healthy relationship.

TERMINATION OF EMPLOYMENT

Resignation

Should a staff member desire to leave the employment of COMMUNITY, a written notice of resignation is requested two weeks in advance. The determination of the final date to report to work will be made by their Direct Report.

Termination

The decision to terminate a staff member ultimately rests with the DLT after consulting with the staff member’s Direct Report. Severance pay, if any, for personnel who have been terminated will be determined on an individual basis.

All staff, upon leaving the employment of COMMUNITY for any reason, must return all property and materials that belong to the church, including without limitation, vehicles, tools, keys/security cards, other access items, laptops, phones, identification cards and credit cards. Health insurance may be continued under applicable law (see ‘COBRA’ section below).

FUTA

As a church, COMMUNITY is not required to pay Federal Unemployment Tax (FUTA) which means that terminated employees are not eligible to receive unemployment benefits.

Accrued Vacation Pay

Vacation time will be tracked by your Direct Report. Unused vacation days cannot be carried into the next calendar year. In the case of termination (voluntary or involuntary), any accrued vacation will be paid at your rate of pay as of your separation date. Your health insurance may be continued under applicable law.

COMPENSATION

Pay Periods

Pay periods for all employees will be semi-monthly on the 15th and last day of each month, for a total of twenty-four (24) pay periods per year. The payroll period ends at midnight and direct deposit or issuance of your paycheck for each payroll period will occur on the final day of the pay period.

Direct deposit is strongly encouraged. If you choose to receive a paycheck instead of direct deposit, your paycheck will be available at the main office. Your paycheck may not be given to anyone other than you without your written consent. Please make arrangements to collect your paycheck if you are not scheduled to work on a payday. In the event of a lost paycheck, you must notify your supervisor as soon as possible before a replacement check can be issued.

COMMUNITY takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the event that you believe that there is an error on your paycheck, you should promptly bring the discrepancy to the attention of your supervisor so that corrections can be made as quickly as possible.

Payroll Deductions

Automatic payroll deductions will be made from each employee's paycheck for federal and state income tax purposes, Social Security, Medicare and any other item ordered by a court or required by applicable law. Voluntary deductions may be made for various elective programs. Please contact the Central Catalyst Team for information on payroll deductions. An employee's authorization will be required for any payroll deduction not required by law.

Overtime Compensation

Non-exempt employees are entitled to overtime compensation at the rate of one and one-half (1½) times their established pay rate for all hours worked in excess of forty (40) in a single workweek. The Fair Labor Standards Act (FLSA) does not require any leaves of absence such as vacation leave or sick leave or holiday time to be considered as hours worked for overtime purposes. Unless otherwise specified, for purposes of overtime calculation, “hours worked” shall not include any form of leave, or other non-working time, including lunch periods. Exempt employees are not eligible for overtime pay.

Because of the nature of COMMUNITY’s services, an employee may be required to work more than his or her standard hours per workweek. Administrative and supervisory employees often must attend work-related meetings and events in the evenings and on weekends. Employees are required to work overtime when necessary and any employee’s unwillingness or refusal to do so may be cause for disciplinary action, up to and including dismissal.

For all non-exempt employees, prior approval of the employee’s immediate supervisor is required before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action, up to and including dismissal.

Salary Increases

Annually, COMMUNITY will endeavor to budget for salary increases, which will take effect at the start of each fiscal year. Salary increases are not guaranteed, and are performance-based using the following measurements:

- **3C Staff:** Those who regularly Celebrate, Connect and Contribute their time, talents and tithes.
- **Direct Report Evaluation:** Comprised of Employee Key Objectives and Leadership Path reviews.

The actual percentage increase to an employee’s salary may be more or less than the percentage used for budgeting based on an individual’s performance as determined by their Direct Report. The inclusion of a percentage for salary increases in a budget shall not entitle any employee to any salary increase.

Other changes in compensation or benefits are based on a number of factors including overall budget, financial condition of the church, cost of living considerations, employee performance and value to the church. Normally, raises are not given until the beginning of

the fiscal year following at least 6 months of employment. For example, an employee hired prior to Apr 1 will be considered for a raise on Oct 1 when our fiscal year begins.

Fiscal Stewardship Award

Fiscal Stewardship Award (FSA) is not a guarantee. It is something every staff member at COMMUNITY will have an opportunity to achieve through teamwork and collaboration across the organization. Each fiscal year, an FSA may be awarded at the discretion of the DLT and on a graduated scale based on fiscal responsibility within the church. Each Network will contribute 50% of their operating margin towards the FSA. This pool will be capped at \$200,000 and will be distributed to staff based on FTEs.

Tithing

Tithing on an employee's gross household income in a recordable manner is a staff expectation. A tithe is 10%. We absolutely believe that honoring God with a tithe or more is Biblical and, unlike other Leadership Expectations, tithing is black and white. You are either tithing or you're not. And if you're not, you'll need to let your Direct Report know that you're not and work out a game plan to get back on track.

Again, please let your Direct Report know if you fall behind and work with him or her to put a game plan together that will bring you back to 10%. Please know that from time to time we review our staff's giving and you may be approached on this matter. Once discussed, an employee will have six months to take corrective action and resume tithing. Failure to tithe on your part is essentially a decision you're making that will preclude you from receiving a salary increase and/or bonus compensation and you will not be eligible for these benefits until the next review period.

Tithing is a Leadership Expectation and failure on your part to meet leadership expectations may result in termination.

Staff Development

COMMUNITY is committed to developing every staff member to his or her full potential. Clear and effective communication during consistent One-on-One meetings with your Direct Report is critical to your development. Both you and your Direct Report should regularly be asking each other questions that bring about growth and positive change. In addition to these consistent One-on-One meetings, these conversations include:

Quarterly Review of Key Objectives

Prior to the start of a new fiscal year, upon initial employment, or upon transfer to a new position, you will work with your Direct Report to create Key Objectives that can be measured and completed within the fiscal year. At least once a quarter you and your Direct Report will review these Key Objectives, discuss progress to date, and update the KO Summary form.

Annual Staff Review and Growth Plan

Near the end of the fiscal year, you and your Direct Report will complete a written Staff Review and Growth Plan and meet to discuss it. The Staff Review and Growth Plan provides an opportunity for you to give feedback to your Direct Report about your experience in your role, your learnings and successes, your challenges and needs, and your dreams for the future. It also provides an opportunity for you to receive feedback from your Direct Report about your performance, alignment with COMMUNITY's core values, and your potential next steps as a staff member.

The Annual Staff Review and Growth Plan assists COMMUNITY in making personnel decisions related to such matters as promotions, transfers, demotions, terminations and salary adjustments. These Reviews and Growth Plans are an essential part of an employee's personnel records. If an employee's job responsibilities change substantially after the review, another may be performed after the new assignment has begun.

BENEFITS

Retirement Benefits – 401k

We offer a 401k plan and encourage all eligible employees to participate to help secure their financial future. Full-time staff may make personal contributions upon their initial hire. You are required to work 1,000 hours in a calendar year to gain and maintain eligibility for our matching program. Open enrollment takes place each January and July.

Once you meet eligibility requirements, COMMUNITY will match up to 5% of your base salary. Each staff member must contribute to COMMUNITY's plan in order to receive a match. Matching funds are subject to a 5 year vesting schedule.

Contribution determinations need to be submitted in writing to the Central Catalyst Team for each new fiscal year by September 1 preceding the new fiscal year starting October 1.

The only changes that will be accepted to an employee's contribution mid-year will be for a reduction in an employee's match.

Cell Phone

All staff are eligible to join COMMUNITY's cell plan through Verizon which includes unlimited data/texting, shared minutes and device upgrades once a year. Devices are the employee's responsibility.

COMMUNITY will provide coverage for staff who work at least 20 hours/week. Staff working less than 20 hours/week may opt in and have line charges deducted from their paycheck. Members of the employee's immediate household are also eligible to join the plan; the cost for their lines and any additional features will be deducted from the employee's paycheck.

Medical Insurance

All full-time staff who work at least 40 hours weekly are eligible to participate in a group health insurance program through COMMUNITY. For staff choosing to participate, COMMUNITY currently pays the full health insurance premium for the staff person and immediate family. Specific details of the group medical insurance, including access to all insurance plan descriptions, are available from the Central Catalyst Team.

Dental Insurance

All staff who are full-time and work at least 40 hours weekly are eligible to participate in a dental insurance program through COMMUNITY. For staff choosing to participate, COMMUNITY currently pays the full premium for the staff person and immediate family. Specific details of the group dental insurance, including access to all insurance plan descriptions, are available from the Central Catalyst Team.

Life and Long Term Disability Insurance

We provide Life and Long Term Disability insurance to all employees that are 30+ hours. Details are available from the Central Catalyst Team.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) limits exclusions for preexisting conditions; prohibits discrimination against employees and their dependents based on their health status; guarantees renew-ability and availability of

health coverage to certain employers and individuals; and protects many workers who lose health coverage by providing better access to individual health insurance.

The special enrollment rights apply without regard to the dates on which an individual would otherwise be able to enroll under the plan. Special Enrollment periods apply to you and/or your dependent(s), if you have a new dependent as a result of marriage, birth, adoption or the placement for adoption (qualifying event). Under these rules, a group health plan is required to provide the opportunity for special enrollment for these individuals should they make the request within 30 days of the date the qualifying event occurred.

If you decline enrollment under COMMUNITY's plan for yourself or your dependents (including your spouse) and state in writing that you and/or your dependents have coverage under another group health plan or health insurance coverage as the reason for declining to enroll you may also have special enrollment rights. Special enrollment rights may apply to you and/or your dependents in the event that you and/or your dependents are no longer eligible for other coverage.

Your plan may offer an Annual Open Enrollment giving you the opportunity to enroll yourself and/or your dependents if you have previously declined/waived coverage for you and/or dependents.

TIME ON / TIME OFF

All Staff

Church office hours are 8:30 AM to 5 PM Monday through Friday – that's when the office is open, but as you know, ministry runs 24/7. Your regular hours will be determined by your Direct Report based on the specifics of your job. If, for any reason, you can't make it into the office when you are supposed to be, you are required to notify your Direct Report.

All staff should attend (not serving but sitting with your family or friends) at least one celebration service each week. We value our time together as staff and expect everyone to participate in our monthly All Staff meetings.

All staff should take a day off and a Sabbath every week. We love how passionate our staff is about the mission of COMMUNITY but working non-stop for extended periods of time is not a healthy practice. We value your health and know that you need time to recharge so that you can be at your best when you are at work.

Paid Holidays

New Year's Day *	Columbus Day
MLK Day	Veterans Day (observed)
Presidents Day	Thanksgiving
Day after Easter	Day after Thanksgiving
Memorial Day	Christmas Day *
Independence Day*	New Year's Eve*
Labor Day	St. Billshazzar's Day**

*These are paid holidays unless they happen to fall on a Sunday and your job responsibilities include Celebration Services.

**This is a floating holiday where individual staff are allowed a free day off at their discretion in honor of the patron saint of COMMUNITY.

Spiritual Retreat Day

Every 5th Wednesday will be set aside as a spiritual retreat day for our staff. This is a day for you to pray, reflect and connect with God.

Mission Time

All mission trips taken by staff are considered vacation unless approved by your Direct Report.

Vacation

We know you work hard and deserve time off to relax and recharge. And we know that some of you should take advantage of this time more than you do. We value you and hope you enjoy your time away from the office.

Vacation time is calculated beginning from date of employment and thereafter on a calendar year basis beginning January 1st. Additional vacation weeks given for years of service will be added in the calendar year following the anniversary date (see below).

Once a year, an employee is eligible for a vacation stipend for completely disconnecting from work for 7 consecutive days. The stipend amount will vary based on the employee's FTE status.

Approved holidays occurring during a vacation period are not counted as vacation days.

<i>Years of Service</i>	<i>Vacation</i>
0 – 1 year	10 days (2 weeks)
2 – 4 years	15 days (3 weeks)
5+ years	20 days (4 weeks)

LEAVE OF ABSENCE

With approval from your Direct Report and the Directional Lead Team, you can take leave without pay. Vacation pay does not accrue during an unpaid leave. To continue staff benefits, any employee on leave of absence must make prior arrangements for the direct payment of their share of the benefit costs. The church continues to pay its share of the benefit cost. Full-time employees may receive time off with or without pay for the following reasons:

Maternity/Paternity Leave

All employees are eligible for paid leave upon the birth or adoption of their new child. Moms may enjoy up to 4 weeks of paid leave to rest and recuperate from pregnancy, labor & delivery. Additionally, moms and dads may enjoy up to 2 weeks of paid leave while bonding and caring for the child. If you need additional time off, you may use available paid Sick Leave or take up to 6 weeks of unpaid time off under FLSA. Those details should be worked out with your direct report.

Sick Leave

Sick leave with pay applies to an illness or accident, not work-related and not covered under Worker's Compensation Laws of Illinois. Notify your Direct Report as soon as possible in the event of an absence from work due to illness.

Paid sick days will be prorated for your first year of employment. If you are full time, (40 hours/week) you will earn sick leave at the rate of one day each month; up to 12 sick days total. Part time employees earn sick leave on prorated basis in conjunction with the number of hours they work within a pay period. Unused sick leave cannot be carried into the next calendar year.

Accrued sick leave is for the actual illness of a staff member, spouse or dependent children only, and may be used when earned, but not in advance of being earned. All personnel absent on paid sick leave continue to accumulate further sick leave and vacation. If paid sick leave is exhausted, further absence due to illness is charged to vacation. After a person's paid sick leave and earned vacation are exhausted, that person may apply for an unpaid leave of absence. Approved holidays occurring during paid sick

leave are not charged to sick leave. No staff member will be paid for unused accrued sick leave at termination.

Bereavement

Full-time employees are eligible for 5 days of paid bereavement leave if a death occurs within the employee's immediate family, with exceptions being approved by Direct Reports for special situations. "Immediate family" includes spouses, parents, siblings, grandparents, grandchildren, parents-in-law, and siblings-in-law. Employees may use vacation time or personal time to attend any other funeral.

Jury Duty

An employee selected for jury duty or called as a witness for a trial or deposition is eligible to receive full compensation for the first two weeks they spend performing their civic duty. Subject to any contrary legal requirements, additional time off for jury duty beyond the first 10 working days may be unpaid, although an employee may choose to apply accrued (paid) vacation or personal days to the absence. The DLT has the discretion at any point after 10 working days to place the staff member on unpaid leave. Any absence for jury duty will be considered excused and the employee will be treated in the same manner as any other employee. COMMUNITY may require proof of court attendance, such as a jury summons or a subpoena.

Military Leave

COMMUNITY will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your Direct Report advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will not be paid for military leave. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you

are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

Family and Medical Leave Act

COMMUNITY recognizes that the arrival of a new child, a serious health condition of a family member, an employee's serious health condition or a family member's may warrant an extended period of time away from work. This policy is intended to provide employees with necessary leave when such situations arise.

This policy complies with the federal Family and Medical Leave Act of 1993 ("FMLA") and will be administered in accordance with that Act.

In general, the FMLA provides eligible employees with up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

Please refer to COMMUNITY's complete **Family and Medical Leave of Absence Policy** which is found in Appendix A of this Handbook. Please note that all requests for FMLA leaves of absence must be made to the Central Catalyst.

INFORMATION CHANGES

It is important that COMMUNITY have certain personal information about you in our records. Tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependent information, email and other related information. We also need to have information about who to contact in case of an emergency. To change your personal information, go ahead and update the database yourself but please also notify the Central Catalyst Team so that they can update your employee record.

COBRA

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

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

If you continue your insurance under COBRA, you will pay the full cost of the insurance at COMMUNITY's group rates plus an administration fee. When you become eligible for our health insurance plan, we will give you a written notice describing your COBRA rights. Because the notice contains important information about your rights and what to do if you need COBRA, be sure to read it carefully.

CHARACTER & CONDUCT

Personal Appearance

COMMUNITY requires dress in relation to the people you interact with and the job you have; sometimes this will dictate professional dress, sometimes casual. We are all leaders leading other leaders, and the way we dress should reflect who we are. We want you to be comfortable but we also want the people around you to be comfortable, too.

Drug and Alcohol Use

COMMUNITY is committed to being a drug-free, healthy and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily. That means no employee can use, possess, distribute, sell or be under the influence of alcohol or illegal drugs while at a campus or while conducting business related to the church off campus. Of course, you can use legally prescribed drugs on the job if they don't impair your ability to do your job effectively and safely without endangering yourself or others.

Violation will be grounds for dismissal. More than that, we just want you to take care of yourself. If you have questions about this policy, you can talk to your Direct Report.

Computer Use

We will provide you with the hardware and software to do your job, but it remains the property of COMMUNITY. And, yes, we reserve the right to monitor computer usage and find and read any data you write, send, or receive.

Conflict of Interest

We are diligent and careful in our consideration of transactions or arrangements that might benefit the private interest of a COMMUNITY staff team member and/or a member of their family. If you have direct or indirect (through business, investment, family, etc.) interest with any outreach or functions within the church (financial or other gifts compensation), you have a responsibility to disclose that information to your Direct Report. After exercising due diligence with the DLT, they'll determine next steps depending on whether or not the circumstance under review would give rise to a conflict of interest. Failure to disclose the existence and nature of your financial and material interest of any proposed transaction or arrangement puts your employment, your church and the third party in jeopardy. In simple terms, if it appears like you or someone you're related to could benefit from the church doing business with a third party, tell your Direct Report. They'll help you take the next step.

ANTI-HARASSMENT POLICY

COMMUNITY is committed to providing a work environment that is free of harassment, intimidation, and retaliation. Each of us should understand that incidents of inappropriate behavior will not be tolerated at COMMUNITY.

Harassing Conduct

Inappropriate actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, appearance, or any other legally protected status will not be tolerated. Conduct that creates an intimidating, hostile, or offensive work environment is unwelcome. Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communication that contain offensive name-calling, joking, slurs, negative stereotyping, or threats.
- Nonverbal conduct, such as staring, leering, and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings, or gestures whether they be in hard copy or electronic form.

Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, or unwelcome verbal conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender.

Some examples of sexual harassment include but are not limited to:

- Unwanted sexual advances.
- Requests for sexual favors.
- Making threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct such as sexual advances or propositions or making derogatory comments, epithets, slurs, sexually explicit jokes, or comments about a staff member’s body or dress.
- Physical conduct such as touching, assault, or impeding or blocking movement.
- Retaliation for reporting harassment or threatening to report harassment.

Inappropriate Behavior

Our goal is to have a work environment where we all treat each other respectfully and professionally. Any unprofessional or disrespectful behavior, even if it does not rise to the level of “harassment,” interferes with that goal and will not be tolerated. COMMUNITY reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended.

How to Report a Violation

Do not assume COMMUNITY is aware of the problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help resolve them. Any employee who believes he/she has experienced such conduct by anyone, including a supervisor, co-worker, or by persons doing business with or for COMMUNITY should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the employee is uncomfortable confronting the offender, the employee should immediately report such conduct to either:

- The employee’s supervisor.
- The HR Director.
- A third-party confidential reporting hotline accessible by phone at (844)-739-0080 or by web at communitychristian.ethicspoint.com.

Investigation and Response

All incidents of prohibited harassment will immediately be reported to the HR Director who will initiate an investigation with the appropriate parties. In situations where the HR Director is involved, the Executive Pastor will initiate the investigation. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including discharge, will be taken.

Retaliation Prohibited

This policy strictly prohibits any retaliation against an employee or other person who reports a concern about harassment or other inappropriate behavior.

SAFE PLACE

On a similar note, we take the safety and welfare of our children and students very seriously. If you are made aware of any incidents of sexual misconduct by a volunteer or attender, report it immediately to a member of the DLT. For more information, refer to COMMUNITY's complete **Safe Place Policy** which is found in Appendix B of this Handbook.

CONFIDENTIALITY

Your employment at COMMUNITY constitutes your agreement to never disclose information that is sensitive or personal in nature, which may or may not be included in the list below. If you are in a role where you have access to confidential information, we may ask you to sign a non-disclosure agreement as a condition of your employment.

Confidential information includes, but is not limited to, the following:

- Compensation data (including your personal salary)
- Attender lists
- Financial information including attender giving
- Passwords and security codes
- Pending projects and proposals
- Personal information about members or attendees received through counseling or private conversations

If you improperly use or disclose confidential church information, you will be subject to disciplinary action, up to and including termination of employment and legal action.

DISCIPLINARY STEPS

This policy describes the policy for administering fair and consistent discipline for unsatisfactory conduct at COMMUNITY.

We believe it is important that disciplinary actions are prompt, consistent and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent and both you and COMMUNITY have the right to terminate employment at will, with or without cause or advance notice, we may use progressive discipline at our discretion.

Disciplinary action may be any one or all of the following four steps in any sequence: 1) verbal warning; 2) written warning; 3) suspension with or without pay; or 4) termination of employment. We will look at how severe the problem is and how often it has happened when deciding which step to take. There may be circumstances when one or more steps are bypassed.

In most cases, progressive discipline means that we will normally take these steps in the following order: 1) a first offense may call for a verbal warning; 2) a next offense may be followed by a written warning; 3) another offense may lead to a suspension; and 4) still another offense may then lead to termination of employment.

In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and COMMUNITY.

EXPENSE REIMBURSEMENT

Leadership Commission approves a budget each year for the general operations of the church. This budget serves as a guideline for all COMMUNITY expenditures. In addition to the budget, the church has specific procedures that assist staff in the stewardship of the church resources that have been entrusted to us.

Spending Authorization

Each budget section is assigned to a person for primary authorization. Though this person may elect to delegate spending authorization to others, it is still their responsibility for signing requisitions, overseeing and reporting on the budget items assigned.

Staff Reimbursements

Reimbursements to staff members must be approved by the employee's Direct Report using an online approval process. If the Direct Report does not oversee an account that is being debited, they must confirm authorization with the staff member who is responsible for oversight of that account. Staff may not, under any circumstances, approve reimbursements for themselves or any family members.

Meal Reimbursements

There will be occasions when you submit a receipt for a meal reimbursement. However, at no time will COMMUNITY reimburse for alcoholic beverages.

Offerings

Paid staff will not be involved in the collection, sorting, handling or counting of any offerings in a private setting unless given permission in advance by the DLT or the Central Catalyst Team. However, there will be occasions when handling of monies from registrations, fees or sales will be necessary and is acceptable. Always have a second, non-related person involved in the counting of money.

THE LAST WORD

We are truly thrilled to have you as a part of this team. We believe our team will be better because you are on it.

APPENDIX A

FAMILY AND MEDICAL LEAVE OF ABSENCE POLICY

1. If you have been employed by COMMUNITY for at least twelve (12) months (with no break in service of seven (7) or more years except if related to USERRA covered military obligations and/or as otherwise provided in a CBA or written agreement, if applicable) and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and you work at or report to a work site which has fifty (50) or more COMMUNITY employees within a 75-mile radius of that work site, you are eligible for up to a total of twelve (12) workweeks of unpaid leave during any rolling twelve (12) month period for one or more of the following reasons:
 - Because of the birth of your child and in order to care for such child (within 12 months after the birth of the child);
 - Because of the placement of a child with you for adoption or foster care (within 12 months of the placement of the child);
 - In order to care for your spouse, child, or parents if they have a “serious health condition;”
 - Because of a “serious health condition” that makes you unable to perform the functions of your job; or
 - Because of any “qualifying exigency” (as defined by the Secretary of Labor) arising out of the fact that your spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces (retired member only), National Guard or Reserves in support of a contingency operation.
2. **Serious Health Condition.** For purposes of this policy, “serious health condition” means an illness, injury, impairment or physical or mental condition that involves one of the following:
 - Hospital Care. Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity relating to the same condition;
 - Absence Plus Treatment. A period of incapacity of more than three full consecutive calendar days (including any subsequent treatment or period of incapacity relating

to the same condition), that also involves either: (1) treatment two (2) or more times (within 30 days and provided the first visit takes place within seven (7) days of the first day of incapacity) 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 under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider (first visit to health care provider must take place within seven (7) days of the first day of incapacity);

- Pregnancy. Any period of incapacity due to pregnancy, or for prenatal care;
 - Chronic Conditions Requiring Treatment. A chronic condition which: requires at least two (2) periodic visits for treatment per year by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; which condition continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
 - Permanent/Long-term Conditions Requiring Supervision. A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
 - Multiple Treatments (non-chronic conditions). Any period of incapacity to receive multiple treatment (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) full consecutive calendar days in the absence of medical intervention or treatment.
3. **Qualifying Exigency Leave.** If you are an eligible employee (as defined above), you are entitled to take up to twelve (12) weeks of unpaid FMLA leave for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status. The leave described in this paragraph is available during a 12-month rolling period, and may be taken on an intermittent or reduced leave schedule basis. You will be required to provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the military member is on active duty or call to active

duty status in support of a contingency operation and the dates of the covered military member's active duty service. Eligible employees may take all twelve (12) weeks of his/her FMLA leave entitlement as qualifying exigency leave or the employee may take a combination of twelve (12) weeks of leave for both qualifying exigency leave and leave for a serious health condition (as defined above).

With respect to a Qualifying Exigency Leave:

- A “covered military member” means your spouse, son, daughter, son, or parent who is on active duty or called to active duty status.
 - A “qualifying exigency” includes the following broad categories: (a) short notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) financial and legal arrangements; (e) counseling; (f) rest and recuperation; (g) post deployment activities, including reintegration activities, for a period of 90 days following the termination of active duty status; and, (h) additional categories that are agreed to by the employer and employee within this phrase.
 - The phrase “son or daughter” is defined as your biological, adopted, or foster child, stepchild, legal ward, or child for whom you stood in loco parentis, of any age for qualifying exigency leave, who is on active duty or called to active duty status who is of any age. (Note: This definition is different from other sections of this FMLA policy).
 - A “parent” means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to you when you were a son or daughter but it does not included “parents in law”.
4. Military Caregiver Leave. If you have been employed by COMMUNITY for at least twelve (12) months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and you work at or report to a work site which has fifty (50) or more COMMUNITY employees within a 75-mile radius of that work site, and you are a spouse, child (of any age for military caregiver leave), parent or next of kin of a Covered Servicemember, as defined below, you are entitled to a total of twenty-six (26) workweeks of unpaid leave during a single 12-month period to care for the Covered Servicemember (including twelve (12) workweeks for any other FMLA qualifying reason). The leave described in this paragraph shall only be available during a single 12-month period beginning as of

the date the leave commences and ending 12 months after that date (and any unused amounts are forfeited).

Military Caregiver Leave may be permitted more than once if necessary to care for a different Covered Servicemember (or the same Servicemember with multiple or subsequent injuries or illnesses) up to a combined total of twenty six (26) workweeks in a twelve (12) month period. However, your total available leave time in any single 12-month period generally may not exceed a combined total of twenty-six (26) workweeks (including FMLA time off taken for any other reason); except as provided under the FMLA regulations. You will be required to timely submit the completed paperwork provided to you and available from our Human Resources Department as a condition of receiving approved Military Caregiver Leave; except as provided under the FMLA regulations. NOTE: the 12 month computation period for this type of leave differs from the other types of FMLA leave.

With respect to Military Caregiver FMLA Leave:

- A “Covered Servicemember” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy from an injury or illness occurring in the line of active duty and/or during active duty, who is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

“Outpatient status” means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

“Next of kin” means the nearest blood relative of that individual (regardless of age) other than an employee’s spouse, son or daughter. You are required to provide confirmation of the relationship upon request. The Servicemember may designate the blood relative who is considered his/her next of kin; otherwise, the following order generally will apply: blood relatives granted custody by law, brother/sister, grandparents, aunts/uncles, and then first cousins.

“Serious injury or illness” means an injury or illness incurred by the Servicemember in the line of duty on active duty in the Armed Forces that may

render the Servicemember medically unfit to perform the duties of the member's office, grade, rank or rating.

5. Spouses Employed by COMMUNITY. If your spouse also works for COMMUNITY and you both become eligible for a leave under paragraphs 1a. or 1b. above, or for the care of a sick parent under paragraph 1c. above, the two of you together will be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period. In addition, if you and your spouse both become eligible for a leave under the Military Caregiver Family Leave provision above or under a combination of the Servicemember Family Leave provision, paragraphs 1a., 1.b. and 1e. above, or to care for your parent with a serious health condition, the two of you together generally will be limited to a combined total of twenty-six (26) workweeks of leave in any single 12-month period, but if the leave taken by you and your spouse includes leave described in paragraphs 1a. through 1e. above, that leave shall be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period.
6. Medical Certification. Any request for a leave under paragraphs 1c., 1d. or under the Servicemember Family Leave provision above must be supported by certification issued by the applicable health care provider or the Department of Defense. You are required to submit this information on the forms provided to you and available from the Human Resources Manager or on the Invitational Travel Orders or Authorizations provided to you by the Department of Defense.

You will be required to submit a new medical certification form for each leave year for a medical condition(s) that last longer than one year. Additionally, you are required to submit a recertification of an ongoing condition every six (6) months in connection with an absence where the duration of the condition is described as "lifetime" or "unknown".

At its discretion, COMMUNITY may require a second medical opinion and periodic recertification to support the continuation of a leave or under paragraphs 1.c. and 1.d. (except as otherwise provided by the Department of Labor). If the 1st and 2nd opinions differ, a 3rd opinion can be obtained from a health care provider jointly approved by both you and COMMUNITY (unless you accept the second opinion as determinative).

7. Intermittent Leave. If certified as medically necessary for the serious health condition of either you or your spouse, child or parent (Paragraphs 1c and 1d, above), or to care for a Covered Servicemember if you are a spouse, child, parent or next of kin to the Covered Servicemember (Paragraph 3, above), leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if you qualify for leave because of a qualifying exigency as described in Paragraph 1e, above, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however, COMMUNITY may require that you transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.
8. Light Duty Work Assignments. While voluntarily performing in a light duty capacity while on FMLA leave, that time does not count against your 12 week FMLA allotment. In effect, your right to restoration is held in abeyance during the period of time that you are performing in a light duty capacity (or until the end of the applicable 12 month FMLA leave year if longer).
9. Notification and Reporting Requirements. All requests for leaves of absence must be submitted to your supervisor or the Human Resources Manager at least thirty (30) days in advance of the start of the leave, except when the leave is due to an emergency or is otherwise not foreseeable. If the leave is not foreseeable, you must provide notice as soon as “practicable,” which generally means either the same day or the next business day that you learn of the need for leave, in the absence of any unusual circumstances. A delay in submitting an FMLA leave request may result in a loss of FMLA protections and/or a delay of the start of your leave. Your supervisor will forward the request to the Human Resources Manager for approval.

You must respond to our questions relative to your leave request so that we can determine if the leave qualifies for FMLA protection; failure to do so may result in loss or delay of FMLA protections. If you are seeking leave due to an FMLA-qualifying reason for which COMMUNITY has previously granted you FMLA-protected leave, *you must specifically reference the qualifying reason or need for FMLA leave at the time of your request to be away from work*. It is not sufficient to simply “call in sick” without providing additional information which would reasonably cause COMMUNITY to believe your absence/time away from work may qualify as an FMLA qualifying event. In all cases in which you are seeking leave under this policy, you shall provide such notice to COMMUNITY consistent with COMMUNITY’s established call-in procedures so long as no unusual

circumstances prevent you from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave.

You must make an effort to schedule a leave so as not to disrupt business operations. During the leave, you may be required to report periodically on your status and your intention to return to work. Any extension of time for your leave of absence must be requested in writing prior to your scheduled date of return to work, together with written documentation to support the extension. Your failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. Your maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve month period, unless you are a spouse, child, parent, or next of kin on leave to care for a Covered Servicemember, in which case your leave can last for up to twenty-six (26) workweeks in a single twelve (12) month period.

An Employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on leave will result in disciplinary action, up to and including discharge.

A leave of absence will not affect the continuity of your employment. Your original date of employment remains the same for seniority purposes. However, you will not accrue any benefits during the period you are on a leave.

10. Employee Benefits during Family and Medical Leave of Absence. You will be permitted to maintain health and dental insurance coverage for the duration of the leave under the same conditions coverage would have been provided if you had remained actively at work. However, you must make arrangements for the continuation of and payment of insurance premiums before you go on leave status. If you do not return to work after the leave, or if you fail to pay your portion of the premiums, you will be required, under certain circumstances, to reimburse COMMUNITY for costs and expenses associated with insuring you during leave.
11. Return From a Family and Medical Leave. If you return from your leave on or before being absent for twelve (12) workweeks in a rolling twelve (12) month period or twenty-six (26) workweeks during a single twelve (12) month period if you took a leave under the Servicemember Family Leave provision, you will be

restored to the same or to an equivalent position to the one you held when the leave started. Of course, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed during the FMLA leave period. In determining whether a position is “equivalent” we would look at whether the position had substantially similar terms and conditions of employment and whether the position entails similar duties, skills, efforts, responsibilities, authority, privileges and status. The alternative position should be at the same worksite or a nearby worksite with a similar work schedule. However, the employee does not need to be reinstated in a position with the same job title or in the same physical office or cubicle as the prior position.

If the leave was due to your own serious health condition, you will be required to submit a fitness-for-duty certification from your health care provider in accordance with our normal policies and practices applicable to other leaves of absence, certifying that you are able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). A list of the essential job functions will be made available to you for compliance with this requirement prior to COMMUNITY designating your leave as FMLA leave. If a reasonable job safety concern exists, you also may be required to provide a fitness for duty certification up to once every 30 days before returning from an intermittent or reduced schedule FMLA leave related to your own serious health condition. Generally, a returning employee will be permitted to return to work within two (2) business days of COMMUNITY’s receipt of a valid fitness for duty release.

If you fail to return to work at the expiration of your approved Family and Medical Leave, it will be considered to be a resignation of your employment with us. Likewise, an employee on FMLA leave who provides notice of their intent not to return to work upon expiration of a leave will lose their entitlement to FMLA leave and related benefits.

12. **Key Employees.** Certain highly compensated key employees may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to COMMUNITY’s operations. A “key” employee is a salaried Employee who is among the highest paid 10% of Employees at that location, or any location within a 75-mile radius. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.
13. **Coordination with Other Policies.** You must substitute any accrued paid vacation days, personal time, and sick days (if you otherwise qualify) for unpaid leave under this policy, and any such paid time off must be taken concurrently with your Family

and Medical Leave. If you otherwise qualify for disability pay, you will collect it at the same time you are on unpaid Family and Medical Leave. COMMUNITY and employees MAY agree, where state law permits, to supplement the disability plan benefits with paid leave. For example: where a disability pay plan only provides for a portion of the income replacement, the remaining unpaid portion of the leave may be charged against any earned time off benefits of the employee.

Further, if you otherwise qualify for any other type of leave of absence, you must take that leave at the same time as you are taking your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave, and for workers' compensation, will be counted toward your Family and Medical Leave. To receive any type of paid time off benefit while on FMLA leave, you are required to meet COMMUNITY's conditions for taking the paid leave (although COMMUNITY may in its discretion waive any procedural requirement for the paid leave in appropriate circumstances).

14. Anti-Retaliation Provisions. Be assured that no retaliation will be taken or tolerated against any employee who exercises his/her rights under our FMLA policy. If you feel that you have been the victim of any discrimination or retaliation under this Policy, you are encouraged to contact the Human Resources Manager so that the matter can be promptly investigated and remedied as appropriate.

APPENDIX B

SAFE PLACE POLICY

The mission of Community Christian Church is “Helping People Find Their Way Back to God.” In keeping with that purpose, this policy seeks to assure that Community Christian Church actively seeks to provide an environment safe from physical and sexual abuse for those participating in, receiving and serving in its ministries.

The purpose of the policy is to ensure that Community Christian Church is always a welcoming, safe place for visitors, attenders, volunteers and employees.

GOALS OF SAFE PLACE POLICY

1. To provide a safe environment for our children, students and volunteers.
2. To interview and welcome all new and current volunteers and paid employees.
3. To provide training for all current and new volunteers and paid employees.

PROCEDURES FOR SAFE PLACE POLICY

1. All volunteers and paid employees will complete an application including authorization for a criminal background check.
2. All volunteers and paid employees will complete an orientation process regarding our policy for the prevention of child abuse before working directly with children or students. This process will outline procedures to be used in all ministries with children and students, appropriate steps to report an incident of child abuse and information on the state laws regarding child abuse.
3. At least two adults should be present at all times during any church sponsored program, event, or ministry involving children.
4. Pastoral counseling sessions should be conducted at times when another adult is present in the building.
5. If impromptu meetings occur between one staff member or volunteer and a child or student, it is recommended that meeting take place in an open space where other adults are present. If no other adult is present, the meeting should be postponed or conducted at another public location.

REPORTING PROCEDURES FOR SAFE PLACE POLICY

1. REPORTING ALLEGED VIOLATIONS TO CIVIL OFFICIALS:

The law of the State of Illinois requires that certain categories of persons are able to report to civil authorities if they know or have reason to believe or reasonable cause to believe that a minor or vulnerable adult is being abused. Community Christian Church directs all mandated reports to comply with the requirements of the Law. It should be noted especially that concerns should be reported within 24 hours to civil authorities (DCFS, municipal police, County Sheriff's Department). Furthermore, Community Christian Church directs all of its paid personnel and volunteers, even those who are not mandated reports, to report their knowledge or belief of the abuse of minors or vulnerable adults as such knowledge or belief is obtained while engaging in the ministries of Community Christian Church to DCFS and/or the municipal police.

2. REPORTING TO THE CHURCH AUTHORITIES:

The pastor shall report all alleged violations to the DLT immediately.

3. INVESTIGATION OF NON-MANDATED REPORTING SITUATIONS:

If a report is received by a volunteer leader, that person is to bring the report to the pastor immediately. On receipt of any report, directly or through the volunteer leader, the pastor is to see that the following steps are taken as soon as reasonably possible:

- a. Pastoral support is to be offered to the persons reporting to DCFS.
- b. The pastor will suspend the service of the volunteer working with children or students, or the paid staff member (in the latter case, with pay) while the DCFS/police investigation is conducted, said suspension to be done in accordance with church employment policies.
- c. All volunteers and staff will cooperate as closely as possible with the police and DCFS.
- d. If the pastor is not available to provide pastoral support during the reporting of an incident, he/she should refer the volunteer to a licensed professional counselor. The most important factor in reporting child abuse is assessing and providing for the child's safety.
- e. If the report to DCFS is not founded through the DCFS investigation, the Directional Leadership Team will take the action it deems appropriate in the volunteer's future service to the church.
- f. If the report to DCFS is founded through the DCFS investigation, the Directional Leadership Team will take the appropriate disciplinary action with volunteers or paid staff.

- g. If a volunteer or paid staff person is convicted of sexual, physical or emotional abuse, he/she will not be allowed to work with children or students at Community Christian Church.

4. STEPS TO TAKE IN REPORTING SUSPECTED CHILD ABUSE

- a. Staff should report incidents to the pastor or directly to DCFS if the pastor is not available.
- b. Volunteers should report the incident to the pastor or his/her designate. The pastor or his/her designate will assist volunteer in reporting to the proper authorities.
- c. The designated staff person will report all incidents to the pastor, who will report the incident to COMMUNITY's legal counsel and insurance company.

5. WHAT TO REPORT TO CIVIL AUTHORITIES:

You need fear no reprisal or civil action if you make your report in good faith. Call DCFS or the local police department and report the following:

- a. What allegedly happened
- b. To whom it allegedly happened
- c. When it allegedly happened
- d. Where it allegedly happened
- e. Who was allegedly responsible for the abuse
- f. Who was allegedly responsible for the neglect

IF YOU WONDER ABOUT ABUSE:

1. Contact the pastor and express your concerns in order to explore options. If the alleged abuse involves the pastor, the contact person will be the president of the church council.
2. Look for signs of abuse (see handouts used in volunteer training).
3. Find gentle ways to let child/student know that you are someone they could talk to if there are things that are bothering them.
4. Be attentive to ways in which the child/student may be trying to tell you about abuse (reluctant to attend various events, sudden disappearance from activities, or obsession by a child/student upon whether a particular adult will be present at activities, etc.)
5. BELIEVE a child or student if they talk — even hesitantly — with you about upsetting things which are happening to them. NEVER blame a child/student or express doubt about what he/she might say. It is certainly true that false reports may be given. These, however, are very rare.

Regardless of the circumstances, do not disclose the identity of the reporting person, the accused or the victim except to those who are professionally involved in the case. Do not allow details of the case to be disclosed to anyone other than the professionals mentioned in the directions above or the persons they instruct you to contact.

RESPONDING TO KNOWN INCIDENTS OF ABUSE

1. The following people or groups will receive immediate and appropriate attention from the pastor or his/her delegate: the victim, the perpetrator and the families affected.
2. The Directional Leadership Team will be responsible for the periodic review and updating of the Safe Place Policy.
3. COMMUNITY will faithfully respond to the victim by taking the allegations seriously, respecting the victim's privacy and assuring the victim's safety. Furthermore, we also recognize that other victims may include family members of the child/student, peers of the child/student, parents of the peers of the child/student, remaining workers with children and students, the congregation and the family of the abuser.

EMPLOYEE ACKNOWLEDGEMENT FORM

I hereby acknowledge receipt of the Community Christian Church Staff Handbook and Appendices ("Handbook"). I agree and represent that I have read this Handbook thoroughly and in its entirety. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from my Direct Report or the Directional Lead Team ("DLT").

I understand that this Handbook has been developed as a general reference guide for Community Christian Church ("COMMUNITY") employees and that neither the Handbook nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Handbook is intended to create or shall create an employment contract, either express or implied, on the part of COMMUNITY. I also understand that the policies, benefits and rules contained in this Handbook can be changed or discontinued by COMMUNITY at any time, with or without advance notice. I understand that nothing contained in this Handbook may be construed as creating a promise of future benefits or a binding contract with COMMUNITY for benefits or for any other purpose.

I further understand that I am an at-will employee as provided in the Handbook and as such, employment with the COMMUNITY is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of COMMUNITY, other than the DLT has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

I understand and will comply with all policies within this Handbook and any and all other COMMUNITY policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this Handbook or any other COMMUNITY policy, rule or guideline may subject me to disciplinary action up to and including dismissal.

Employee Signature

Printed Name

Date

REV 09.30.17