



C R O S S R O A D S

Employee Handbook

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About This Handbook

Welcome to the Ministry Team at Crossroads Church. You have been given a unique and special opportunity to connect people to Jesus Christ and help them become fully devoted followers to Him. Your employment here will make you part of a team that seeks to meet the spiritual needs of a diverse community of faith.

Your employment with Crossroads Fellowship Church (the “Church”, “employer” or “Crossroads Church”) is “AT-WILL” and not by contract, either expressed or implied. This means that the Church or you are free to end the employment relationship at any time, with or without notice, and for any reason. No employee or representative of the Crossroads Church, other than the Executive Pastor, has the authority to create a contract of employment with you. Any such contract must be in writing, signed by both parties. The at-will employment policy may only be altered, in a signed writing, between the employee and the Executive Pastor.

The Employee Handbook is intended to acquaint you with and to provide you with information about the employment policies and practices of in effect at the time of this publication. All previously issued policy statements or memoranda that are inconsistent with the Crossroads Church are superseded by this handbook. This handbook is not an employment contract and should not be construed as such. Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, for it will answer many questions about employment with Crossroads Church

No handbook can anticipate every circumstance or question. As the Church continues to grow, as conditions change, and as state and federal laws and regulations are made and changed, the need may arise from time to time to revise, supplement, or rescind certain policies or portions of the Handbook. The Church reserves the right to do so as it deems appropriate, in its sole and absolute discretion and without prior notice.

This Handbook is not intended as an express or implied contract between the Church and any of its employees. Every employee has an at-will employment relationship with the Church. All employees are free to resign or leave employment at any time for any or no reason. Likewise, the Church is free to discontinue an employee's employment at any time for any reason or no reason with or without notice.

Our Vision

*Be a biblically functioning community of believers
so that Christ's redemptive purposes can be accomplished in the world.*

Our Purpose

Connect people with Jesus Christ and help them become fully devoted followers of Him.

Our Values

- Reach the unreached - we value providing life giving churches throughout the Permian Basin and the world that offer a safe environment for people to meet Christ.
- Take next steps - We value progress for people on their journey with Christ.
- Engaging environments - We value creating engaging environments church and un-church people love to attend that are biblically based and culturally relevant.
- Everyone matters - We value being known for accepting people.
- Live Generously - We value expressing our gratitude for God's gifts by giving generously in every area of our lives.
- Persistent Prayer - We value prayer as the foundation of all ministry.

Section 1 - Employment

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Crossroads Church to grant equal opportunity employment to all qualified persons without regard to race, creed, national origin, gender, age, veteran status, disability or handicap or any other characteristic protected by law as it applies to the Church. The recruitment and selection process will be based on job-related and objective qualifications in accordance with the job requirements of the position being filled. All employees must be able to perform the essential functions of their job as set forth in the employee's individual job description. Reasonable accommodations will be made in accordance with applicable Federal and State law to assist employees with disabilities in performing the essential functions of their job.

The Church does discriminate on the basis of religion Crossroads Church is organized for a religious purpose and is controlled and supported by a religious body. Consequently, Crossroads Church enjoys an exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, the age discrimination in the Employment Act, and the Americans With Disabilities Act or any other exceptions to any Federal, State, or local legislation. However, we are sensitive to these realities. This means the Church is allowed by law to consider the religious beliefs held by applicants and employees. Furthermore, the Church may take employment-related action against an employee based on his or her religious beliefs and practices, and based on his or her noncompliance with the religious beliefs, policies and practices of the Church, to the fullest extent allowed by federal and state law, including termination. The Church may refuse to hire applicants based on their religious beliefs and practices. Any decisions made by the Church regarding a provision of this paragraph are final and not subject to any tribunal's review.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Director. Employees can raise concerns and make reports without fear of reprisal.

EMPLOYMENT AT- WILL

Employment at the Church is for no specific time, regardless of length of service. Just as employees of the Church are free to leave for any reason, the Church may terminate the employment relationship **AT WILL** at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

BACKGROUND INFORMATION AND REFERENCE CHECKS

All applicants for employment will be asked to furnish school, business, and/or personal references. Receipt of unsatisfactory responses may constitute grounds for denial or termination of employment.

Confirmation of Previous Employment

The church, at its discretion, may request information from a prospective employee's previous employers relative to their work record in connection with his/her application for employment. When the church verifies current employment or salary data, it does not make and is not making any promise, prediction, or guarantee of future employment or rate of pay for any period of time.

Requests for Employment Information

All outside inquiries (written or verbal) concerning any aspect of the employment of present or former employees must be referred to Human Resources for reply. No one else, including immediate supervisor, has the authority to provide employment references or verify employment data.

EMPLOYEE STATUS/CLASSIFICATION

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the Church.

A. Nonexempt Employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

B. Exempt Employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor. This means they are not eligible for over-time payment.

The Church has established the following definitions in order to standardize terminology and provide common understanding in this Handbook's references to employees and applies to both exempt and non-exempt employees. Employees are also classified as full time, part-time, or temporary for pay and benefit purposes.

1. **Regular Full-Time.** The term "full time employee" means with respect to any month, an employee who is employed to work thirty (30) or more hours per week. He or she is employed to perform regularly occurring activities, and may be exempt or non-exempt.
2. **Regular Part-Time.** An employee who has a normal, routine work schedule approved to work twenty nine (29) hours or less per week is considered a regular part-time employee. Benefits coverage is offered only to regular full-time employees. Part-time employees are not eligible for health insurance or the 403B retirement plan.
3. **Temporary Employee.** Temporary employees may be called in to work for either full time or part-time hours, but for a limited devotion of time. A temporary employee may be eligible for benefits. An intern falls under this classification.

JOB TITLES AND LEVELS

These titles help identify roles of staff and classify generally by level the different types of responsibilities and authority of each.

- A. Executive Leadership.** This team includes the Central Leadership Team and other individuals whom the Lead Pastor has chosen. The Lead Pastor directs the team to assist him at the highest levels of responsibility for carrying out the mission of the Church. Members of this team often give leadership and have authority over the key ministries of the Church, as they supervise the team leaders in those ministries.
- B. Pastors/Directors.** This level of staff member has high responsibility for carrying out the mission of the Church as directed by the Central Leadership Team. He or she will report to a member of the Central Leadership Team. He or she may supervise other staff. These staff employees often have the authority to make decisions regarding spending, staffing and programming. Pastors/Directors supervise the work of General Staff within this level.
- C. General Staff.** This level of employee has a high responsibility for carrying out the mission of the Church. He or she will report to a Pastor or Director. He or she may supervise other employees.
- D. Support Staff.** This level of employee serves to support the efforts of Pastors/Directors and General Staff and will often report to one of them. These employees may or may not supervise other employees within their level.

SUPERVISION

Each employee at the church is accountable to the Central Leadership Team, Campus Pastors, and Departmental Supervisors.

JOB DESCRIPTIONS

An employee will be given a job description upon starting to work. The job description is used as a guideline to summarize the employee's duties and responsibilities. An employee should read and study his or her job description carefully and discuss it with his or her immediate supervisor and/or the Human Resources Director if he or she should have any questions. The Church reserves the right to revise and update an employee's job description from time to time, as is deemed necessary and appropriate in the Church's sole discretion.

EMPLOYEE EVALUATION

Performance appraisals will be conducted on a regular basis for all employees. However, more frequent reviews may be given to newly hired individuals and to those who have been promoted during a given year. Supervisor and/or Central Leadership Team members may conduct special performance reviews of an employee at any time when the employee's performance (good or bad), warrants special consideration. The performance appraisal has the following objective:

1. To evaluate how the ministry has been performed
2. To discuss performance with the individual
3. To determine where necessary how performance can be improved
4. To evaluate goals and potential
5. The occasion of a performance review does not automatically signify a pay increase.

PROMOTION AND TRANSFER

The Church intends to give qualified employees preference over others when filling job openings within the Church. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the Church are not always possible. An employee's qualifications, past performance, experience, and potential are all-important factors that will be considered in making promotion and transfer decisions.

EMPLOYMENT OF FORMER EMPLOYEES

Former employees who left the Church in good standing may be considered for re-employment. Former employees who resigned without adequate notice or who were dismissed for cause may not be considered for re-employment. A previously terminated employee who is re-employed may be considered a new employee from the date of re-employment.

IMMIGRATION LAW COMPLIANCE

The Church's policy is to employ only those individuals entitled to work in the United States. In compliance with the Immigration Reform and Control Act of 1986 (IRCA), it is against Church policy to discriminate because of an individual's national origin, citizenship, or intent to become a U.S. citizen. All offers of employment will be conditioned on providing proof of work eligibility and identification. Employees with questions or those seeking more information on immigration law issues are encouraged to contact the Human Resources Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

The U. S. Immigration and Naturalization Service requires that the church and candidates for employment provide specific information within three (3) days of commencing employment. Candidates for employment must complete Section 1 of Form I-9 and provide the Church with specific documents to establish his/her identity and employment eligibility. Identity can be established by providing a current state-issued driver's license, a state-issued identification card or similar document such as a school ID with photograph, voter's registration card or military service record. An employment eligibility document is a Social Security

card, a birth certificate or an immigration document. Employees will not be allowed to continue employment without providing these identification documents.

EMPLOYMENT OF MINORS

Persons under eighteen (18) years of age are required to provide a valid Work Permit, High School Diploma, or Certificate of Proficiency before being 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.

EMPLOYMENT OF RELATIVES

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. In addition, a related employee may be required to transfer from a particular department or resign if there is a conflict of interest or employment problem as determined by an immediate supervisor and the Human Resources Director.

PERSONNEL RECORDS

The Church will maintain employment records directly related to each employee's job with the Church. Employee files are the sole property of the Church. All information relating to present and former employees and applicants is considered confidential. In order to properly communicate employment information and administer employee benefits, employees must notify Human Resources as soon as practical if there is a change in your address, telephone numbers, person to notify in case of emergency, name/marital status, number of dependents, and insurance beneficiary. The communication of pertinent information to the employer is the responsibility of the employee.

DISABILITY ACCOMMODATION

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that prohibit employers with fifteen (15) or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job so that they may perform the essential job duties of the position. The Church is committed to complying fully with the ADA and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis as they relate to persons with disabilities. This policy is neither exhaustive nor exclusive. The Church is committed to taking all actions necessary to ensure equal employment opportunity and make reasonable accommodations for persons with disabilities, in accordance with the ADA and all other applicable federal, state, and local laws. All requests for accommodation must be made to Human Resources and not your supervisor.

OUTSIDE EMPLOYMENT

If the employer employs you in a full time position, the church will expect that your position here is your primary employment. Any outside activity, whether it is self-employed or an employee of another company, must not interfere with your ability to properly perform your job duties at the church. Human Resources will determine whether this is a tolerable arrangement or not. Those considering outside employment must meet with Human Resources prior to taking a second job.

If an employee works for a second employer, the employee is prohibited from performing any work for the second employer which conflicts with the expected work schedule of the Church. Further, an employee may not engage in employment with a second employer if, in the sole discretion of the Church, the employment could constitute either an actual or perceived conflict of interest. Outside employment that constitutes a conflict of interest is prohibited.

OPEN DOOR POLICY

It is the Church's philosophy to encourage employees to provide suggestions and informally raise their work-related concern with their supervisor or with the Human Resources Director. The Employee is encouraged to raise a work-related concern with his or her immediate supervisor as soon as possible after the occurrence of the event causing the concerns. The Church will attempt to keep confidential such an expression of concern, as well as the investigation and resolution of the expression of concern, recognizing, however, that in the course of investigating and resolving the concern, some dissemination of information to others may be appropriate and/or required. The Church believes that an employee concern is best addressed through informal and open communication. An employee will not be disciplined or otherwise penalized for raising a good-faith concern.

Section 2 - Attendance

ATTENDANCE / ABSENTEEISM

Regular attendance and punctuality are considered essential functions of every employee's job. Therefore, all employees are expected to arrive on time, ready to work every day they are scheduled. Absenteeism is generally controllable; therefore, absence control is best achieved through individual treatment aimed at the irresponsible, chronic absentee. The employer defines an absence as failure to report for or remain at work. This includes arriving late for work and leaving work to do non-work related activity.

If you are unable to arrive at work on time, or must be absent for any portion of the day, you must contact your supervisor and the Human Resources designee as soon as possible. If you cannot speak with them personally, then you must leave a message. Upon your return from a day's absence, fill out an absentee card that may be obtained from the church office. Excessive absenteeism or tardiness will result in disciplinary action on a case-by-case basis, up to and possibly including termination.

The Human Resources Director reserves the right to determine what constitutes a compelling reason, and failing to report in advance a tardy or absence, in accordance with the Church policy, will be considered "unexcused." It is the employee's responsibility to keep his or her immediate supervisor informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

A nonexempt employee is expected to be at his or her workstation ready to begin work at the beginning of the scheduled shift, and at the end of his or her scheduled breaks and meal period. Except in emergencies, a nonexempt employee must have his or her supervisor's permission to leave work before the end of the regularly scheduled workday.

WORKING SCHEDULE

Regular work hours are from 8:30 a.m. to 5:00 p.m.

Part-time employees are those whose work responsibilities are below twenty nine (29) hours per week. Part-time employee hours will be determined through the ministry coordinator and the respective supervisor, and communicated to Human Resources, according to the individual job descriptions.

Full time employees are those with work responsibilities more than thirty (30) hours per week. All Full time employees will need to have an approved regular work schedule with their supervisor and HR. Any hours to be worked at home must be approved by Executive Pastor and HR. This schedule is a minimum standard for the work of ministry to be excellent and productive. Full Time employees are encouraged to take two (2) consecutive days off as part of their regular work schedule.

Directors / Pastoral Staff – Vocational Ministry is a calling in life; therefore, dedication, excellence, character, and commitment are woven into the fabric of ministry. The work schedule for a pastoral staff member is forty (40) hours on campus and should be approved by their direct supervisor; including direct ministry errands, activities, or events during the normal work day (8:30am-5:00pm), plus seven (7) hours of work beyond the normal work day. The additional seven (7) hours, include but is not limited to evening work, such as meetings, ministry events/activities, hospital emergency, death call, music rehearsals, sporting events, Bible studies. Each staff member should have a supervisor approved work schedule provided to Human Resources.

As part of the scheduled hours, Pastoral Staff members work a minimum of 5 hours on Sundays (or day of weekly service); Tuesdays, Wednesdays and Thursdays, 8 hours per day; in addition to flexible options that include Sunday afternoons, half or full day Mondays, Fridays or Saturdays. Full Time pastoral staff are encouraged to take two (2) consecutive days off as part of their regular work schedule.

Ministry Assistants – Full Time Ministry Assistants will have two (2) full days off, one of which is Sunday. Sunday ministry involvement is strongly encouraged but not required.

A nonexempt employee is expected to be at his or her workstation ready to begin work at the beginning of the scheduled shift, and at the end of his or her scheduled breaks and meal period. Except in emergencies, a nonexempt employee must have his or her supervisor's permission to leave work before the end of the regularly scheduled workday.

BREAKS AND MEAL PERIODS

Employees who work at least four (4) hours in a workday will receive a fifteen (15) minute paid break period for each four (4) hours of work. Employees who work more than five (5) hours in a workday are entitled to receive a one (1) hour unpaid meal period. Employees who do not work more than six (6) hours in a workday may voluntarily agree to waive their right to a meal period. Break and meal periods apply to nonexempt and hourly employees.

OVERTIME

It may be necessary for you to work beyond your normally scheduled work hours or on a regularly scheduled day off. Overtime must be authorized and approved in advance by your immediate supervisor. You will receive pay, if applicable, in accordance with state and federal law. An employee may not waive their right to overtime. Some employees may be exempt from the overtime provisions of state and federal law.

Section 3 - Employee Compensation

PAY CYCLE

All employees are paid on the 15th and the last day of each month. Employees are paid by direct deposit. In the event that the scheduled payday falls on a weekend or holiday, employees will be paid on the last workday prior to the payday. Under no circumstances will checks be issued early.

PAYROLL DEDUCTIONS

The Church complies with federal and state laws governing payroll deductions such as federal income tax, state disability insurance, and social security taxes. Additionally, the Church is required to obtain an IRS W-4 payroll deduction form from each paid employee. This form will allow the Human Resources office to calculate payroll deductions from your earnings. The amounts deducted are turned over to the applicable government agencies. The employer will make certain deductions from your paycheck at your request.

All employees will be covered under the Social Security Act except for ministers who file Form 4361, an exemption waiver, opting out of the Social Security payroll deduction and benefits. This is available only to ministers that are ordained / licensed. Additional information regarding this deduction may be obtained through Human Resources.

The Church also complies with valid court orders concerning garnishment and assignment of wages, such as for child support or student loans. The employee must report garnishment of wages to the Church's payroll supervisor within one (1) working day of receipt of notification of garnishment. The employee must authorize in writing any other deductions from his or her paycheck.

Paycheck stubs will itemize amounts that have been withheld. Employees should keep this information for tax purposes. Questions regarding payroll deductions should be directed to Human Resources. By January 31st of each year, the Church or payroll vendor will provide a W-2 form stating the total amount of your taxable earnings in addition to all deductions taken from your pay during the previous year, and Form 1099s where applicable.

TIME SHEETS

Hourly employees are required to document hours worked on Crossroads Church forms as provided or by use of payroll system. Each employee is responsible for his or her own time sheet. An employee should not sign in until he or she is ready to report directly to his or her workstation. Each employee is responsible for making sure he or she is signed in and out each day. If no time is entered on an employee's time card, no pay will be given until any corrections are made. An employee should be careful when signing off on his or her time sheet at the end of a pay period and should make sure the time entered is correct. If time worked is incorrectly entered on a time sheet, and the paycheck for that period is incorrect, the incorrect entry and paycheck amount will not be corrected until the end of the following pay period. If a change or correction is made on your time record, it must be initialed by the employee and his or her immediate supervisor and/or the Human Resources Director.

No employee or other person is allowed to sign in or out for another employee. An employee who is discovered to be in the possession of another employee's time sheet will be seriously reprimanded, possibly even terminated.

OVERTIME PAY

Overtime is defined as that time worked in excess of forty (40) hours per week, regardless of the number of hours worked during one day or the number of days worked during a week. From time to time, a non-exempt employee may be expected to work beyond his or her normally scheduled hours or on a regularly scheduled day off. However, a non-exempt employee is not allowed to work overtime unless it has been approved in advance by his or her supervisor and the Human Resources Director.

PAY INCREASES

An employee will be informed of his or her pay rate prior to beginning work. The pay rate of a position is based upon the requirements of that position, along with the employee's training, experience, and the market for similar jobs. Increases in salary will be based upon Crossroad Church's review of the employee's job performance, the financial status of Crossroads Church, and marketplace conditions. Employee performance is generally reviewed annually for consideration of a merit increase. A performance or salary review does not imply an automatic increase, only that the employee is eligible for consideration based upon job performance.

Section 4 - Employee Benefits

For the benefit of employees, Crossroads Church provides certain benefits outlined within this handbook. All employee benefits are subject to change or elimination at any time at the discretion of the organization. Benefits may also be modified in accordance with Federal and State laws. It is the policy of the employer to keep benefits and salary of each individual employee confidential. Violation of this confidentiality will result in disciplinary action and may result in termination. Specific questions or concerns dealing with benefit amounts and compensation details should not be discussed amongst other staff and directed to Human Resources or your supervisor.

INSURANCE COVERAGE

Health and Dental Insurance

Enrollment in the health/dental insurance program is currently provided at the time of employment for any full time employee. This is a part of the compensation package of all full time church employees. The language of the health insurance plan documents control with respect to all issuers concerning health/dental insurance. Eligibility criteria, schedules of benefit coverage, costs, deductibles, and other material terms are subject to frequent changes. Therefore you must refer to the individual health plan documents and policies for accurate details. To the extent permitted by the law, benefits may be modified, added to, or terminated at any time. Insurance coverage is available on the employee's first date of eligibility.

Life Insurance Addition

The employer offers a \$50,000 Life Insurance Policy for each full time employee. The employee must complete the application form and name their beneficiaries. Employees will be eligible for life insurance beginning on the first day of the month following the conclusion of the first month in which the employee has worked for at least ninety (90) days. For further information see Human Resources.

Disability Insurance

Up to \$500.00 per week, for a maximum of 26 weeks of salary can be paid to a full time employee who has been declared medically disabled. After this time, the employer engages the Long Term Disability coverage purchased for each employee.

Workers Compensation Insurance

The Church complies with applicable state and federal laws concerning leave for work-related illness or injury. An employee on leave because of work-related illness or injury will be reviewed on an individual basis by the Church. If injured while performing your job, the employer provides coverage through Workman's Compensation Insurance. For further details see Human Resources.

Any work-related injury or illness should be reported to the employee's immediate supervisor and the Human Resources Director as soon as the injury happens or the illness is discovered, regardless of how minor the injury or illness. The employee should seek immediate first aid and/or medical attention. If the employee is injured while at work, the employee should immediately contact his or her supervisor and the Human Resources Director.

Unemployment Insurance

Pursuant to state law, Crossroads Church is exempt from filing unemployment taxes. Therefore, staff members will not be eligible for unemployment benefits in the event of termination of employment.

Conversion/Post-Employment Insurance Options

Pursuant to state and federal laws, Crossroads Church is exempt from and does not participate in the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) or in state continuation coverage of insurance benefits. Staff members are responsible for pursuing insurance coverage for themselves and their dependents after employment with Crossroads Church ceases.

403(B) RETIREMENT PLAN BENEFIT

Enrollment in the 403(b) retirement plan is currently available for eligible full time employee and the matching percentage can change at the discretion of the board. The employee contributes a minimum of \$50.00 per month to be enrolled in the plan and may contribute up to 20% of their salary to the plan. The Church matches a percentage of the employee contribution. This is a tax deferred plan. For further information regarding the 403(b) retirement benefit plan, the employee may obtain information from Human Resources.

SOCIAL SECURITY

Unless a voluntary exemption applies to a minister, all Crossroads Church employees are covered under the provisions of the federal Social Security law. Social Security benefits are intended to supplement the employee's retirement income and to provide disability and survivor benefits. The amount of deduction from your wages for social security taxes is matched by the Church. The total distribution by you and the Church is credited to your Social Security account. Detailed information about your Social Security benefits can be obtained from the Social Security Administration. All ordained Pastors are not covered under these provisions.

CONTINUING EDUCATION

Crossroads Church currently offers an educational stipend for ministers pursuing studies in their ministry field at the church. This benefit may be modified, added to, or terminated at any time. The Continuing Education Application must be completed to begin the approval process. (Refer to Continuing Education Policy attached at Addendum "A".)

CONFERENCES

Based on availability of funds / approval from the appropriate supervisor, full time church employees are allowed to attend conferences that would relate to the field of ministry that the employee is working.

ANNIVERSARY RECOGNITION GIFT

Crossroads Church recognizes an employee's length of service. For all employees working twenty (20) hours or more per week, the anniversary gift would be calculated at \$100.00 per calendar year of service. For example: if you have worked at Crossroads Church for ten (10) years, the anniversary gift would be \$1,000.00. The employee would receive the gift within the month of their anniversary date.

CELL PHONE STIPEND

Full time staff at the church may be eligible to receive a cell phone stipend provided by Crossroads Church as agreed upon in an offer letter for employment. This stipend may be modified or terminated at any time.

CHRISTMAS BONUS

All employees of Crossroads Church are eligible to receive a Christmas Bonus at the end of the calendar year. This bonus is given based on the availability of general funds and must be approved by the Deacon Board.

TIME AWAY

Each employee is to submit a time off request first to their respective supervisor and then to the Human Resources designee. While personal days and sick time may occur unexpectedly, requests for all other absences should be submitted as soon as dates are known and a minimum of one month prior to the anticipated absence. All requests for "time away" will be reviewed and approved by Human Resources.

HOLIDAY SCHEDULE

Church employees are eligible to receive holiday pay, in addition to hours worked, on the following holidays:

- The employee's birthday
 - New Year's Day
 - Monday following Easter Sunday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day and the following Friday
 - Three (3) days for Christmas to include December 25, and 26 when the office will be closed
- Although the employee is given a day off for each of the above mentioned holidays, no employee should take off on **Easter Sunday, Christmas Eve**, or any other day defined by his/her respective department where **all "hands on deck"** is required. Assistants are exempt from this exception.
 - Christmas Services:
 - If an employee is actively serving in a defined ministry in ALL Christmas Eve services, then the day will be counted as a work day and not a holiday.
 - Anyone not directly involved in the program or an identifiable ministry in all Christmas Eve services must claim the day as a holiday.
 - Priority of Scheduled Church Services
 - Scheduled church services and preparation for them demand priority over "time off." When the employee's scheduled day off falls on an observed holiday (with the exception of Thanksgiving and Christmas week), the employee may move the scheduled day off to another day of that week. For Thanksgiving and Christmas, the scheduled day off may be taken during the prior week or the week following the holiday and must be communicated to the Human Resources designee.
 - Unused holidays
 - Holidays do not accumulate and may not be carried over from year to year.
 - Unused holidays at the time employment ends for any employee will not be paid.

VACATION

Vacation is intended to be a refreshing and meaningful break in an employee's regular work schedule. Employees are encouraged to schedule vacations as early as possible to ensure a smooth continuation of work during the employee's absence. Vacations are on a calendar year basis and are calculated based upon the number of years of employment at the church, or the number of full time employed years in applicable ministry or vocation prior to employment at the church. Vacation credit is available upon request and negotiated prior to employment. No more than 8 years may be granted for any staff member unless they will serve on the Executive Team. All full time employees earn vacation time as follows:

After Completing Employment of:

Six (6) months

One (1) year

Five (5) years

Ten (10) years

Twenty-five (25) years

Vacation Days:

7 days

15 days

22 days

29 days

36 days

- Vacation step increases take effect on January 1st in the year of your employment anniversary. For example: if your 5th anniversary is on July 1, you are eligible for twenty-two (22) days of vacation at the start of that year.
- Sunday Absence Guidelines
 - A maximum of three (3) weeks, to include a maximum of two (2) Sundays may be used by employees at any one time for any reason.
 - PASTORAL STAFF AND DIRECTORS - A maximum of four (4) Sundays may be included in vacation absences annually up to five (5) years of employment. After five (5) years, and until twenty-five (25) years of employment, five (5) Sundays may be included in vacation absences annually. After twenty-five (25) years of employment, six (6) Sundays may be included in vacation absences annually.
 - MINISTRY ASSISTANTS – Sunday absences guidelines do not apply to Ministry Assistants. There is no limit on the number of Sundays to be used for this group, although attendance at weekend services are required if you are not out of town or ill, and involvement in ministry is strongly encouraged but not required.
- Half Days
 - Vacation days can be taken in ½ day increments and should be counted as such when an employee will be gone at least 4 hours in any workday.
 - A ½ Vacation Day can also be added to a ½ Day Off to allow the employee to take a full day off.
- Unused Vacation Pay
 - No vacation pay will be granted upon termination under twelve (12) months.
 - At the end of the calendar year, employees may carry over up to a cumulative total of five (5) days of unused vacation, but all such carried over vacation time must be used in the next calendar year or it will be forfeited. All other accrued unused vacation time is forfeited at year's end.
 - Employees whose employment with the church ends will be compensated for unused vacation on a case-by-case basis as part of the final paycheck.
 - If your job ends with a negative paid-leave balance, any advanced wages will be deducted from your final paycheck.

PERSONAL DAYS (INCLUDES SICK DAYS)

Personal Days are provided for all full time and part-time employees as follows: Eight (8) days for full time employees and five (5) days for part-time employees. Personal days are provided to be used for illness of the employee or a family member, doctor/dentist appointments, emergencies, weddings, funerals, graduations, etc. (any similar event that the employee does not schedule but must attend) that require the employee's absence from his/her regularly scheduled work days. Personal days can be used in ½ day increments as needed. Staff out more than three (3) hours in a work day for any such reason stated above is required to take ½ day if they return to work. If out more than six (6) hours, a full day must be taken as a Personal Day Off, and an accountability card completed upon return to work.

Illness / Emergency: It is the employee's responsibility, or a proxy if necessary, to contact their supervisor and the Human Resources designee to report the absence prior to the beginning of the workday. The employee, or a proxy if necessary, will give reason for the absence and medical documentation may be required. An accountability card will be completed by the Human Resources designee and the employee must sign the card upon return to work to verify accuracy of card.

Non-Emergency: When the need for use of a personal day is a non-emergency allowable reason that is foreseeable, the request should be made for the time off well in advance of the absence. The accountability card must be completed and approved by the respective Executive Pastor and given to the Human Resources Designee prior to the absence.

Beyond the allotted personal days, either vacation time or forfeiture of salary for absent time will be expected. Special circumstances will be taken into consideration by the supervisor and communicated to the Human Resources designee in a timely manner.

COMPENSATORY TIME

Comp time provides flexibility of work schedule at the church. The employee may use this procedure if the following criteria is met. Comp time does not carry over from year to year; it ends as of December 31st. Provided an Accountability Card to bank a day is completed and submitted on the day actually worked, an employee will be allowed to “bank” days for time worked on his/her weekly “day off”, a paid holiday, or a day the office is officially closed at the direction of the leadership of staff.

In addition, employees will be allowed to bank days for a scheduled day off that occurs when out of the office for church related ministry, activity, trip, or education, provided an Accountability Card to Bank a Day is completed prior to the time away from the office. It should be submitted at the same time that the Accountability Card for Time Away is submitted. Both full days and half days may be banked. A maximum of three (3) bank days can be used at a given time. Bank days cannot be used on a Sunday and should not be used on Staff Meeting days without prior approval from their supervisor. The practice of banking days on a regular basis or for the purpose of using them at one time must be discussed with the Executive Pastor in advance. Employees are encouraged to take their weekly days off.

MINISTRY DAYS

The employer will allow days for employees to minister their gifts in other settings. Two (2) weeks, including two (2) Sundays, will be allowed for an employee to provide leadership at conferences, retreats, mission trips, camps, etc. The employee must discuss the event and get approval for their participation and time away with his/her supervisor and turn in an accountability card to the Human Resources designee with the appropriate information filled out in advance of the event.

NON-FMLA MATERNITY/PATERNITY LEAVE

Maternity or paternity leave may be taken for natural birth or the adoption or foster care of a child. Intermittent or reduced leave is granted by the approval of the Executive Pastor. A request for pregnancy, adoption or foster care leave will be granted to an employee who presents a physician’s written statement or an adoption or foster care placement document that certifies the need for the leave and estimates the length of time the employee will be unable to work.

The employer offers a full pay period for paternity leave and two full pay periods of maternity leave in such circumstances. After respective leave is taken, the Church will allow unused vacation days, personal days, or bank days to be taken. A total of twelve (12) weeks leave will be allowed in compliance with FMLA. Following the use of paid days off the employee will forfeit their salary for specified days. While taking these days, the employee is required to report to his/her respective supervisor / team leader and Human Resources on his/her status and his/her plans to return to work.

Pregnancy, adoption or foster care leave will run concurrently with The Family and Medical Leave Act of 1993, as amended, under federal law. An employee on pregnancy leave who returns to work immediately following the end of an approved leave, with a physician’s written release verifying that the employee is able to safely perform the employee’s duties, will be returned to the same job the employee held immediately prior to the leave, or to a comparable position. An employee on adoption or foster care leave who returns to work immediately following the end of an approved leave will be returned to the same job the employee held immediately prior to the leave, or to a comparable position.

MILITARY LEAVE

An employee may take time off work to fulfill his or her annual training obligation or if required, to report for extended active duty. The employee will not receive pay during the leave, but vacation will continue to accrue. The employee will be returned to his or her former position or to one of like status and pay to the extent required by law.

WORKER'S COMPENSATION LEAVE

A worker's compensation leave is a leave of absence because of work-related illness or injury. Worker's compensation leaves will run concurrently with family care and medical leave under both federal and state law.

All leave of absence requests must be approved in advance, in writing by the immediate supervisor. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, as determined by the Human Resources Director, such request must be accompanied by a health provider's written statement that certifies the need for the extension. Employees on leave of absence may be subject to lay off on the same basis as employees who are actively at work.

Employees on a leave of absence may not seek or accept other employment without the prior written approval of the immediate supervisor and/or the Human Resources Director. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.

JURY DUTY, SUBPOENAS, AND VOTING

Serving on a jury or testifying as a witness when called is a civic duty and is fully recognized and supported by the employer. Employees must notify their supervisor and Human Resources upon receipt of a summons or subpoena so that arrangements can be made to accommodate the employee's absence. A document from the court, which shows the time spent by the employee and the amount paid to the employee must be submitted to Human Resources following such service. Verification of an employee being seated on a jury, being detained in a jury pool or subpoenaed as a witness is required. If the court dismisses the jury early, the employee is expected to return to work as soon as possible and complete a regular workday comprised of civic time and time on the job. Should the employee's work duties with the church be vital to its operation, the church and the employee shall request the court to excuse the employee from jury duty or to delay commencement of jury duty. A time away card is required for jury duty or testifying as a witness. The Church employee is encouraged to vote and may do so during work hours.

LEAVE OF ABSENCE

The employer recognizes that there may be times when an employee needs to be absent from work and the time is not covered by any other leave that is offered by the church or does not qualify under the provisions of the Family Medical Leave Act. Under such circumstances, an employee may make a written request for leave without pay to Human Resources, stating the reason for the leave, as well as the beginning and ending dates. The leave needs to be five (5) or more working days. The employer is under no obligation to grant a leave of absence or hold the position of the employee open.

For each year of consecutive employment the church will provide a month of medical insurance and maintain benefits for no more than three (3) months during an approved leave of absence. The employee must have been employed for more than six (6) months to be eligible for a leave of absence. If the employee doesn't return to work at the end of an approved leave, they will be considered terminated.

SABBATICAL POLICY

The employer will provide sabbatical leave for pastoral staff meeting the requirements and eligibility of the policy. The purpose of sabbatical leave is to provide pastoral staff with an opportunity for further professional growth and development along with a time of rest and spiritual replenishment. The time taken for sabbatical should be purposeful in nature so the pastoral staff member may serve more effectively in their role as they pour into others.

INCLEMENT WEATHER

It is the employer's policy to be open during normal hours of operation. In the event of adverse weather conditions, if local public school districts and public offices close due to severe weather conditions, the church offices and school will also be closed. Reasonable efforts will be made to contact employees to notify them of the offices closing. If the church remains open, employees are not expected to endanger themselves when traveling to work in adverse weather. Employees may leave early only when directed to do so by their supervisor.

FAMILY MEDICAL LEAVE ACT (FMLA)

The function of this policy is to provide employees with a general description of their FMLA rights under federal law. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns or disputes with this policy, you must contact the Human Resources Director in writing.

Generally. Under this policy, the Church will grant up to 12 weeks (or up to twenty-six (26) weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Coverage. FMLA only applies if the Church has fifty (50) or more employees.

Eligibility. To be eligible for family and/or medical leave, an employee must meet the following conditions:

- 1) The employee must be employed at the Church for at least twelve (12) months or fifty-two (52) weeks.
- 2) The employee must have worked at least one thousand two hundred and fifty (1,250) hours during the twelve (12) months immediately preceding the commencement of leave. The one thousand two hundred and fifty (1,250) hour requirement must be time spent actually working, as opposed to vacation time, ill time, or compensatory time.
- 3) The employee must work at a location where the employer has at least fifty (50) employees within seventy-five (75) miles.

Types of Leave Covered by FMLA. For eligible employees the Church grants leaves of absence for the following reasons:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;"

Amount of Leave. The maximum time allowed for family and/or medical leave is a total of 12 weeks in a 12-month period as defined by the Church. Although most leaves would be taken in a single block of time, intermittent leaves or reduced leave schedules also may be approved, where required. When leave is needed for

planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Employer's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the Employer's approval. Employees taking intermittent leave or reduced schedules may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Employee Status and Benefits During Leave. If an employee is provided group health insurance, the Church shall continue to contribute to group health insurance premiums on the same terms as if the employee were actively at work, for up to twelve (12) workweeks of an approved FMLA leave of absence. The employee must continue to make any normal contributions to the cost of the health insurance premiums. PTO will not accrue during the leave.

Use of Paid and Unpaid Leave. Employees must use any earned PTO at the beginning of any Family or Medical Leave of Absence, to cover some or all of the FMLA leave unless the leave is subject to worker's compensation as a work related injury or illness. Employees on leave for a work-related injury will be placed on FMLA leave as allowed by law.

Intermittent Leave or Reduced Work Schedule. The employee may take FMLA leave in twelve (12) consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of twelve (12) workweeks (or twenty-six (26) workweeks to care for an injured or ill service member over a twelve (12) month period).

Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with their employers to schedule the leave so as not to unduly disrupt the Employer's operations, subject to the approval of the employee's health care provider. In such cases, the Church may transfer the employee temporarily to an alternate job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Certification of Serious Health Condition Required. The Church will require medical certification for the employee's or the employee's family member's serious health condition. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

The Church will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

The Church may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the Church may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

Procedure for Requesting FMLA Leave. Whenever possible, you must notify the Human Resources Director at least 30 days prior to the leave if the leave is foreseeable, so the Church can arrange for the necessary approval and find someone to perform your work during your absence. When the need for leave is foreseeable less than thirty (30) days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances. Requests for leave must be made in writing via memorandum or letter addressed and delivered to the Human Resources Director, stating the reason for the leave, the starting date, and the planned date for return to work. Appropriate certification for serious health conditions is also

required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be delayed.

Designation of FMLA Leave. Within five business days after the employee has submitted the appropriate certification form, the HR manager will provide the employee with a written response to the employee's request for FMLA leave.

Intent to Return to Work from FMLA Leave. The Church may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Return From Leave. Employees on leave must contact the Human Resources Director before the first day of return, and are required to provide a fitness for duty release from their physician if the leave was for their own serious health condition. Failure to return to work on the day after the expiration of leave will be considered as a voluntary resignation.

Employee Status After Leave. Upon return from FMLA leave, you will be restored to your former position or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. Contact the Human Resources Director for more specific information.

Section 5 - Work Rules

STAFF MEETINGS

All staff is required to attend General Staff Meetings when scheduled. Please refer to the central meeting schedule for specific date and time of staff meetings knowing that the Lead Pastor or their designee can call a General Staff Meeting at anytime.

STAFF PERSONAL CONDUCT POLICY

The employer is a non-profit, religious organization, and a community of believers who have joined together to meet the spiritual needs of the Permian Basin. The church promotes behavior consistent with the Bible. Consequently, when joining the church staff, you freely and willingly agree to the standards of behavior outlined in the Church Personal Conduct Policy and in your job description. (Refer to Church Personal Conduct Policy attached at Addendum “B”.) The standards included in this policy are to provide a guideline of conduct we believe is in accordance with Biblical standards. As representatives of the church, it is imperative that our actions are above reproach in all things. The standards of conduct shall apply to all employees. Violations of these standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination.

LEADERSHIP SUPPORT

As an employee, you are encouraged to take an active part in the ministry and support of the church. The Pastor and others in leadership positions rely upon the support and encouragement of the church staff in their decision-making. If at any time you may have a difference of opinion, or question the church’s policies or practices, you are encouraged to meet with your supervisor, respective Executive Pastor and/or the Lead Pastor to discuss your concern. It is the intent of the church that every employee has a clear understanding of all church policies and practices.

STAFF DRESS CODE

Church employees should dress in such a way that their appearance in the office and at church on Sundays would appear neat, clean, professional and in congruence with our style of “business casual”. Alternative attire (“recreational casual”) that is necessitated by a particular activity, or physical, task(s), age-grade ministry is acceptable (but not “normative”). Goal: A professional, yet casual environment that communicates acceptance across all racial and social-economic strata, that does not turn people "off - or "on", that is not the distinguishing mark of importance, acceptance, or value, and that is *"sincere and without offense"* ([Phil 1:3-11]) If an employee comes to work in attire that is inappropriate, the employee will be asked to return home to change clothes. Questions regarding attire should be directed to the Human Resources Director. (Refer to Staff Dress Code attached at Addendum “C”).

SMOKING / ALCOHOL / ILLEGAL DRUGS

As representatives of Crossroads Church, it is imperative that our actions are above reproach in all things. The use, possession, sale, transfer, purchase of illegal drugs and other intoxicants by church employees at any time on or off church premises is prohibited. The use of alcohol and tobacco are prohibited for public consumption. At no time should judgment be impaired in accordance with Scripture. Violations of these standards are regarded as serious breach of integrity and could result in discipline, up to and including termination. (Refer to Drug and Alcohol Policy attached at Addendum “D”)

CONFIDENTIAL INFORMATION

Church employees may handle confidential information, or be privileged to hear confidential communication such as financial, counseling, employment, or evaluative information. It is expected that employees will keep all such information confidential. The employee is not to discuss, transmit, divulge or reproduce in any form any information that is acquired during his or her employment with the Church other

than those authorized in the normal course of performance of one's duties. An employee must refrain from utilizing said information in any way including, but not limited to, interviews or publications of any kind whether authored by the employee or someone else. Access to sensitive the Church information will be limited to those employees who "need to know." Unauthorized employees are prohibited from attempting to obtain or observe this information. Employees handling confidential information are responsible for the security of such information. Extreme care must be exercised to ensure that the information is safeguarded in order to protect the Church and its members. Confidential information includes, but is not limited to the following:

- Lists containing the names of past, present, future and prospective members, partners, donors and adherents;
- Past, present and future operations or plans;
- Matters pending under the jurisdiction of any regulatory agency or Court, including those that are only threatened;
- Church practices and procedures, business records, systems, processes or administrative operations;
- Present or future plans for the extension of present operations or commencement of new operations;
- Other confidential and proprietary information, trade secrets, research and records;
- Compilations of information, records and processes which are owned or developed by the Church and/or which are used in the operation of the Church, including, without limitation, electronically stored information;
- Personal and business information pertaining to the officers, executives, directors, and employees of the Church, obtained by the employee from any source whatsoever as a result of the employee's employment by the Church;
- Pastoral confidences; and
- Any information regarding the Church that is not generally available to the public.

An employee may be required to sign a confidentiality agreement as a condition of employment.

SAFETY AND HEALTH

General. An employee is required to report immediately any potential safety hazards, injuries or accidents to the employee's supervisor. First aid supplies are conveniently located at various specific locations. The employee should consult with a supervisor concerning all such location.

Offsite Locations. When work is conducted at the premises owned and/or operated by a member or affiliate of the Church, such as at a Church camp, the employee must comply with the safety requirements applicable to that work location. In the event of any conflict between the safety requirements of that temporary work location and the safety requirements of the Church, the employee should ask his or her supervisor for specific guidance concerning conduct. In general, the most stringent safety requirements will always govern. Regardless of the location where the employee is assigned to work, he or she shall become familiar with and be aware of the controlling job site hazardous communications regulations and procedures.

Local, State and Federal Laws and Regulations. An employee will conduct his or her work in full compliance with applicable local, state, and federal laws and regulations. The employee should never think that an operation is important enough to ignore a law or regulation. The employee must suspend work activities and report any operation or condition to his or her supervisor that does not comply with local, state, or federal laws or regulations.

Compliance. An employee must comply with the Church's safety program and must:

- Report an injury, safety hazard, or damage to property immediately to Human Resources Director.
- Keep his or her individual work area clean and orderly.
- Know the safety rules established for his or her job. When in doubt, ask before proceeding.
- Not allow unauthorized persons to operate equipment or to have access to restricted areas.

SECURITY

All church staff will be required to wear security photo badges during business hours. All doors, files, desks and other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Lost keys must be reported to your supervisor immediately. Any concerns about security should be directed to your supervisor.

INSPECTIONS AND SEARCHES

The employer reserves the right to inspect all portions of its premises for drugs, alcohol or contraband. The Church also intends to protect against the unauthorized removal of Church property and to assure its access at all times to Church property, records, documents and files. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Inspections or searches for prohibited materials may be conducted on a random basis.

ENERGY CONSERVATION

Please be sure to turn off the lights when you leave an area (restroom or meeting room) that will not be in use by someone else immediately. If you notice dripping faucets or sprinklers spewing water, please notify the Operations Department by completing a Facility Service Request.

SPEAKING TO THE MEDIA

Employees are not to speak to the media as official or unofficial spokespersons of the church, unless the Leadership Team grants prior written approval. All inquiries from the media should be referred to the Leadership Team.

POLICY AGAINST HARASSMENT

The employer intends to provide a work environment that is pleasant, healthy, comfortable, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort – verbal, physical, and visual – will not be tolerated. (Refer the Policy Against Harassment attached at Addendum "E".)

SEXUAL HARASSMENT POLICY

The employer is committed to providing all of its employees with a work environment free from sexual harassment. Accordingly, the employer strongly disapproves of, and will not tolerate, condone or allow sexual harassment by or of any of its employees. (Refer to Sexual Harassment Policy attached at Addendum "F".)

SPENDING POLICY

In the interest of keeping spending practices “above reproach” and in line with generally accepted business practices, the Church Spending Policy which has been established for governing the spending of church funds and setting general budget management procedures, must be strictly adhered to. Spending funds on behalf of the church is considered a privilege and can be taken away at any time. Failure to follow these procedures will result in disciplinary action, and may result in an employee losing his/her spending privileges. (Refer the Church Spending Policy attached at Addendum “G”.)

ELECTRONIC MEDIA

The employer provides a variety of electronic systems and services to improve the effectiveness of communication and information flow. “Electronic media” means any electronic program, access, or services, including but not limited to, any computer hardware software, e-mail, the internet, facsimile services, and telephone services.

ELECTRONIC MEDIA USE POLICY

The employer’s electronic media and services have been developed and maintained for the specific use of business correspondence, communications, and research information gathering. For employees’ convenience and expediency, electronic media may be used for incidental personal use. Good judgment should be used to limit the amount and frequency of such use.

All systems, including the equipment and the data stored in the systems, are the property of the church. Thus, all electronic data or documents created, sent, received, or stored in the systems are the property of this organization. All the materials are subject to review by the Church at any time without notice to the employee. Employees are not to have any expectation of privacy with respect to any material on the Church property.

All systems hardware and software purchases must be approved by the Operations Department. This organization is not responsible for any privately owned equipment used for business purposes. No equipment may be attached to the organizations systems without prior approval from the Operations Department.

All other church policies, including harassment and confidentiality policies, apply to the use of electronic media. Abuse of any electronic media or services, through excessive personal use, use in violation of law, or in church policy, may result in disciplinary action up to and including immediate termination of employment and/or legal action.

AVAILABILITY

Access to electronic media is limited to those employees with proper authorization and may require the use of an ID code/password.

UNACCEPTABLE USES

Unacceptable uses of electronic media or communications include, but are not limited to, the following:

- Use for any purpose that violates state or federal laws.
- Use to transmit or access information that disrupts the operation of this organization.
- Use to transmit or access any content that is abusive, discriminatory, harassing, disrespectful, or pornographic.
- Use to falsify the sender’s or author’s identity or to misrepresent another person.
- Use to transmit or access confidential information to individuals who are not authorized to receive such information.
- Use to transmit non-critical, non- business broadcast mail/data, distribution of chain letters or other mass distributions that cause stress on any computer or network system or disrupt the operation of this organization.

SOFTWARE AND SUBSCRIPTIONS

The employer will provide necessary software to employees for use on organization computers in accordance with federal copyright law and applicable licensing agreements. The employer does not condone the unauthorized reproduction of copyrighted computer software or documentation.

Employees may not bring into this organization any personal software for use on computers owned by this organization additionally no use of personal Internet software is allowed on organization computers without prior approval from the Operations Department.

Employees with access to electronic media and subscriptions are responsible for taking the appropriate security measures to prevent loss, misuse, and damage, including damage caused by computer viruses. Any unexplained loss or alteration of data should be reported immediately to the Operations Department.

INTERNET USE POLICY

The employer has the right to monitor internet usage for purposes of time and content. An employee is not to have any expectation of privacy with respect to any material on church property. For employees' convenience and expediency, the internet may be used for incidental personal use. Good judgment should be used to limit the amount and frequency of such use.

Employees should limit the amount of printing for personal communications or purposes. A nominal printing fee may be assessed for personal use.

Access to any Internet sites with content deemed illicit, pornographic, unsavory, inappropriate, defamatory or harassing, within the guidelines of ministry values and objectives will be subject to immediate review and possible disciplinary actions.

ELECTRONIC COMMUNICATIONS (phone, e-mail, facsimile services, social media)

Telephones, e-mail systems, and facsimile machines are the property of the employer. Consequently, the church has the right to monitor electronic communications for purposes of time and content. The telephone is a very important business tool. Therefore, employees' use of the telephone for personal purposes must be done with discretion. Personal calls should generally be limited to those of an emergency nature, and whenever possible should be made during break or lunch periods.

Although there are security measures in place to protect the privacy of electronic media and communications, it is impossible to ensure the confidentiality of any electronic message. Employee communications transmitted by this organization's systems are not considered private. The employer has the right to access, monitor, review, audit, delete, and disclose to those with a business need to know, with or without notice, all information sent, communicated, or stored on organization systems whether or not they are communications. Routine system maintenance or trouble shooting by system administrators may result in electronic messages being accessed.

Employees should keep in mind that electronic messages, depending on their format, can be readily printed, viewed, listened to, or forwarded to other users. Electronic messages may also be mistakenly addressed and sent to the wrong person. A request to investigate any possible violation must be filed with the Operations Director. The Operations Director will then direct the investigation of complaints.

MAIL

An employee is not authorized to use the Church-funded postage for personal correspondence or packages. An employee should not have any expectation of privacy with respect to mail sent to his or her attention. All personal mail should be sent to home address. An employee will be required to reimburse the Church for any postage used for personal mail.

SOCIAL MEDIA POLICY

All directors, officers, employees or volunteers of the Church are expected to exhibit a committed Christian lifestyle in all areas of their daily life. This obligation includes your use of social media on a work-related and personal basis. "Social media" refers to any situation that allows you to interact with, communicate with, and express opinions with other individuals or organizations in an Internet, telephonic, video or other

media format. Even if your use of social media is strictly for personal use, many viewers may assume you are speaking on behalf of the Church.

For purposes of this Policy, “social media” shall include references to all types of social networking sites including, but not limited to Facebook, MySpace, Twitter, blogging, as well as personal electronic forms of communication such as e-mail or text messages. It also includes such technology, applications, or branding as may be developed in the future that allows for social networking opportunities.

Guidelines for Use of Social Media.

(1) **Notify Your Supervisor.** If you desire to make use of social media for ministry related purposes, first obtain written permission from your immediate supervisor. In most instances, the ministry will only have certain designated persons who are authorized to state positions or public statements on behalf of the ministry and you need to verify with your supervisor what your authority is in this regard. Should you desire to make use of social media for personal use, you agree that you will abide by all principals and instructions contained herein.

(2) **Uphold Christian Standards.** All directors, officers, employees or volunteers of the Church are expected to exhibit a committed Christian lifestyle in all areas of their daily life. This obligation includes your use of social media on a work-related and personal basis. The content of your social media page should be a reflection of Christian values and the religious beliefs of the Church. Use of social media that portrays images, opinions or choices that are contrary to the Church’s religious beliefs—as set forth in the Church’s Statement of Faith—shall be grounds for discipline and removal from your position of employment, authority or leadership.

(3) **Maintain Respect.** The Internet and social media tools are a public and not a private forum. This means that anything posted online is available, regardless of privacy settings used or efforts to delete the content. And, for the most part, any postings or statements made in this setting are available to be viewed for a long period of time, perhaps indefinitely. Accordingly, you agree to be respectful towards others when using social media. You agree not to disparage or speak negatively of the Church or leaders of the Church or post content that would allude to such disrespect. You agree not to ridicule, gossip, defame or libel other ministries, organizations or individuals. You agree not to post content that is obscene, profane, libelous, slanderous, harassing or hateful.

There have been some notable legal cases in which authors of statements on an online posting had the opinion that they could say anything they wanted to about other people or organizations without any consequences because they were made in a “virtual” setting. We now know that these online postings are usually examined the same as if they had been made in person or in a conventional written format and are subject to creating liability for defamation both to the author as well as to the author’s employer if it can be established that the comments were authorized by the employer either explicitly or by implication.

(4) **Devotion of Time.** Time devoted to use of social media for personal purposes should be on your own time and, if you are an employee or volunteer, should not interfere with your job functions and other work-related responsibilities. Time devoted to social media for ministry related purposes should be reasonable and should create value for your ministry. Specific limitations on time devoted to social media for ministry use should be discussed with your immediate supervisor.

(5) **Communicating with Minors.** Employees are prohibited from engaging in one-to-one communications with minors, including the use of text messages, e-mail or social media platforms.

(6) **Use of Church Intellectual Property.** Do not use the Church’s logos, materials, trademarks, copyrights, or other creative works on personal media pages unless written permission is first obtained from your supervisor.

(7) Maintain Confidentiality. As an employee of the Church, you will be privy to and will receive information that is confidential, sensitive or proprietary in nature. You must use caution not to intentionally or inadvertently discuss, transmit, divulge or reproduce in any form confidential information. If you have a question as to the confidentiality of an issue, speak with your immediate supervisor before publicizing the information through social media. This includes the publication of private prayer requests.

(8) Incorporate a Disclaimer. If you maintain a personal social media site, you should make it clear that the views that you are expressing are your own opinion and do not necessarily reflect the views of the Church.

(9) Obtain Permission. Before you post a picture that was taken at a Church or ministry related event, you must first obtain written permission from the individuals photographed—or in the case of minors, the permission of the minor's parent or guardian. This rule applies to all individuals but extreme caution should be taken to adhere to this rule before posting pictures of minors.

(10) Think before you...Blog...Post...Text...Twitter....Send... Use common sense. Does your message reflect your religious beliefs and standards? Does it reflect the beliefs of your Church? Does it maintain Church confidences? Exercise self-control. If you are ever in doubt about whether an activity meets the Church's ethical or Biblical standards or may compromise its reputation, discuss the matter with your supervisor or with the Director of Administration/Human Resources immediately.

EMPLOYEE DISCIPLINE

The employer reserves the exclusive right to evaluate employee performance and conduct, and to take disciplinary action. The employer has the sole discretion to determine whether disciplinary action is to be taken in a given instance and to decide what type of discipline is appropriate. Each disciplinary action will be handled on a case-by-case basis, and there is no routine procedure or sequence of disciplinary action. The employer will decide in each case what action is appropriate based on all the facts and circumstances. Disciplinary action may consist of any of the following:

1. Verbal and written warning: with copy in an employee personnel file. The supervisor should document date and time of the verbal warning and ask the employee to sign an acknowledgement of the warning. Refusal to sign will be noted by the supervisor.
2. Suspension: with or without pay. The employee may be suspended with or without pay to determine if the employee may correct the actions outlined in prior warnings or new actions that need to be corrected and remain employed by the Church. The supervisor and employee will sign a suspension form. The Church reserves the right to terminate the employee at any time regardless of whether the employee is on probation.
3. Termination of employment

The employer does not guarantee that one form of disciplinary action will necessarily precede another, and immediate termination is possible in any given instance at the church's sole discretion.

SEPARATION FROM EMPLOYMENT

Separation from employment may be through voluntary resignation or through mandatory termination, position elimination, reduction in staffing, disability or death of the employee. Resignation is a voluntary act initiated by the employee to terminate employment with the employer. Although advance notice of resignation is not required, the church requests at least two (2) weeks written notice. The notice should be provided to respective Executive Pastor and Human Resources.

If the Lead Pastor, the Executive Pastor, and Human Resources deem it in the best interest of the church that the employee be immediately released, the employee may be dismissed immediately.

An employee leaving the church, voluntarily or involuntarily, may be asked to participate in an exit interview. In addition to discussing his/her decision to leave the church with his/her supervisor, Human Resources may meet with the team member prior to termination. Discussions concerning the reasons for leaving will assist the church in evaluating the effectiveness of its personnel policies and practices. At the time of the exit interview, matters relating to final pay and any other personal considerations will be arranged.

On the final day of employment, all building keys, credit cards, and other church property in the employee's office and possession will be turned in to Human Resources. All access to computer technology and access to church buildings will cease. Where permitted by applicable law, the Church may withhold from the employee's paycheck or final paycheck the cost of any items that are not returned when required. The Church may also take action deemed appropriate to recover or to protect its property.

Employees will be paid through their last day of employment on the next scheduled pay day. The decision to grant employee severance pay is a matter of decision for the Lead Pastor, the Executive Pastor, and Human Resources. Generally, severance pay and vacation time pay will be considered on a case-by-case basis and will be approved by the Board.

Section 6 - Miscellaneous

CHURCH PROPERTY

All employees are required to properly maintain and utilize church property. Willful abuse or mishandling of property will not be tolerated. All files, church documents, etc, established and/or developed while employed with the church are complete and total property of the church. Management personnel of the employer must have access to all desks, file cabinets, files, etc and reserve the right to search at any time.

Church Property/Equipment Issue/Prohibited Duplication of Keys

Any keys, or other equipment that you are issued to perform your job remains the property of the employer. It is your responsibility that these items are used solely by you for the purpose for which they were issued. These items must be returned to the employer and must be in working order at the time of your termination. Under no circumstances are employees allowed to make copies of keys to any church building or vehicles. If additional keys are needed for any reason, please make the request to the Facilities Director and he/she will have the proper number of keys made and give them to you.

Removal of Documents or Equipment

Removal of official documents of the church without the express written consent of your supervisor and an Executive Pastor is prohibited. Removal of church equipment requires the permission of your supervisor and respective Executive Pastor. Failure to comply with this policy may result in disciplinary action up to and including termination.

Theft (Stealing)

Theft of any church property including, but not limited to equipment, supplies, computers, software, hardware, tools, ladders, or computer printouts, mailing labels, or any documents containing information from the church database will not be tolerated. Failure to comply with this policy may result in disciplinary action up to and including termination.

FACILITIES USE

A Building Usage Form or Special Events Form must be filled out for the use of any room or rooms that are not normative to the weekly schedule of the Church as soon as possible, and distributed in accordance with the instructions on the form. If approved, the event or meeting should be placed on the church calendar. If you cancel an on-campus event, please let the Operations Department know about this and the keeper of the calendar. **NO DUPLICATION OF KEYS TO THE FACILITY ARE EVER TO BE MADE.** It is the responsibility of anyone using a room or area on campus to clean-up immediately following that event or meeting. All dirty dishes, silverware, cups, paper goods must be taken off all tables and put in trash cans. Unused paper goods should be returned to the pantry and put away in the proper place. If your group set the tables up, take them down and put them in their storage areas. All coffee pots, drink containers, punch bowls, ice chests, etc. should be cleaned and stored in the main kitchen or storage closets. Please refer to the Facility Use Guidelines with the Operations Department for more information.

TABLES AND CHAIRS USE

All Tables and chairs on campus belong to the Church and are for the sole use on our Church campuses. Please do not tell anyone that they can borrow tables and chairs. Anyone requesting to use the Church tables and chairs off campus need to be referred to the Operations Department regarding the no-loan policy.

WEDDINGS

Anyone requesting to use the Church facilities OR to be married by a Pastor must first be referred to the Life Care Pastor. The guidelines for facility reservation and financial obligations will be explained by the Life Care Pastor or the Church Wedding Coordinator. All forms, procedures, and policies will be explained and collected by the Life Care Pastor or the Church Wedding Coordinator. As a staff member, you may secure all policy and procedure documents for weddings from the Life Care Pastor or the Church Wedding Coordinator, so that you know the information.

MAJOR ON-CAMPUS EVENT

Building Usage forms must be completed and submitted one month prior to major on-campus events.

CHURCH VEHICLES & RENTALS

Reservation of Church Vehicles. All Church owned vehicles are secured for usage through the Operations Department. The normal reservation of a vehicle is on a first-come-first-served basis according to the date the request form is turned in. Keys are to be returned as soon as the group returns to the church. (No keys are to be duplicated.) Please have a conversation with the Facilities Director concerning the operation of the vehicle. All fines related to a driver's violation will be paid by the driver, not the church.

Driving Church Vehicles. The driver of a Church vehicle shall have the appropriate driver's license and be familiar with all local and state laws of vehicle operation. . A driver must have a valid driver's license and be between the ages of 25 and 74 to rent a vehicle on behalf of the church. When operating a Church vehicle, traffic laws must be observed at all times. Rental of Church vehicles may be used for the purpose of travel related specifically to church business. Personal usage of Church-provided vehicles is strictly prohibited. If the vehicle is rated over 15 passengers, a CDL Texas Drivers License is required.

Proper Use of Church Vehicles. When using Church-owned property, including vehicles and computer equipment, an employee is expected to exercise due care, perform required maintenance, or have the maintenance performed by an authorized person, and follow all operating instructions, safety standards, and guidelines. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. When operating a Church vehicle or using Church-owned property at an offsite location such as a Christian camp or college, an employee must follow the rules set forth by those in charge at that offsite location.

Fuel Reimbursement and Reporting Needed Maintenance. In order to receive reimbursement for fuel used in a Church vehicle, the employee must present a copy of the gasoline receipt. An employee must immediately notify the employee's supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damage, defects and the need for repairs can prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment, tools and/or vehicles used on the job.

BUILDING USAGE BY OUTSIDE GROUPS

The church allows groups to use our facilities on a case-by-case consideration that is approved by the Operations Department. The Operations Department will keep a calendar and will be the liaison with the group for the church and will be responsible for completing and distributing the Special Events Form as needed. The "Agreement For Use of Building" form must be filled out and returned to the Operations Department to reserve the date. The church buildings will not be used "for profit business usage."

LOST AND FOUND

An employee should not bring large sums of money, jewelry, or other valuables to work. The Church is not responsible for personal property that is lost, damaged, stolen or destroyed.

BAPTISM

Baptism is a powerful public statement of faith in Jesus Christ and the next step in a person's spiritual journey. Anyone asking questions or desiring to be baptized at the Church can be directed to the Connection Desk on a Sunday morning to fill out a Baptism Inquiry Card or instructed to check the box "I want to be baptized" on the Connection Card and drop it in the offering bag. A Pastoral Staff member will contact the person and help move forward with their decision to be baptized. During a weekday, the person can be directed to a Pastoral Staff member in the office. The person will be instructed by the Pastoral Staff member that they must also attend a brief baptismal meeting the Saturday prior to the Sunday he/she will be baptized. The Pastoral Staff member will help to coordinate the scheduling of the baptism. Children are required to complete assignments with their parent and/or guardian prior to being baptized.

PASTOR OF THE DAY GUIDELINES

The "Pastor of the Day" is required to be available during his/her assigned hours of the business day, (1:00 pm to 4:00 pm) for members requesting to speak with a Pastor. The Pastor of the Day will also be available for those who drop in and are non-members.

It is the responsibility of the Pastor of the Day to make arrangements for a "substitute" in the event he/she will not be available on the assigned day. This information should be shared with the receptionist(s) and ministry assistants. (Refer to Pastor of the Day Guidelines attached at Addendum "H".)

All telephone requests to speak to a pastor will be put through to the Pastor they ask for, or the Pastor of the Day. If the caller indicates their need is for financial assistance, the receptionist will explain our policy of a written request form as preliminary to a personal interview with a Pastor.

DEATHS

Upon receiving notification of the death of a congregant, the Pastor of the Day should contact Church member families and arrange a visit to the home as soon as possible. If the family is a part of a church ministry group, that staff minister is to be contacted and the personal visit should be made by him/her also.

BENEVOLENCE

The Pastor of the Day will be responsible for financial assistance to those determined to BE IN NEED. ALL requests MUST be applied for in writing and approved by the Pastor of the Day after a PERSONAL INTERVIEW with the applicant(s). Generally, assistance will not exceed \$100.00 per person or family. In very unusual circumstances, families and individuals who are in need of more substantial funds must be brought to the Operations Pastor (Refer to Pastor of the Day Guidelines attached at Addendum "H".)

EMERGENCY / CRISIS COUNSELING

The Pastor of the Day is available for any call or personal visit made to the church. Although each call is different in scope and intensity, immediate availability is most important. The Counseling Minister is also available to assist pastors in these matters.

HOSPITAL VISITATION

The Pastoral Staff visits the hospitals six days a week and for emergency visits on Sunday. Pastoral Staff members are assigned a day of the week to visit area hospitals. The Pastoral Staff member must go to the Chaplain's office to secure a badge that gives you permission to access the patient list, access to CCU and ICU, and ministry parking area. If you cannot visit the hospital on your appointed day, you must arrange for another Pastoral Staff member to visit in your place. Giving Pastoral care is an element of ministry we must continually excel at.

CAMPUS VISITORS

All previously arranged appointments with a specific pastor will be routed to such pastor requested after contact has been made with him/her by the receptionist. Guests and Vendors must be received at the reception area and accompanied by a staff member at all times. Knowledge of visitors on campus is of great importance due to the ongoing nature of hosting school children on a regular basis.

DROP-INS

When "drop-ins" come to the church requesting to speak with a Pastor, members of the church will be routed to the Pastor they request or the Pastor of the Day, according to their availability.

SOLICITATION, DISTRIBUTION, AND BULLETIN BOARDS

Solicitation or distribution is strictly prohibited on Church property at any time when it is connected with the sale of goods or services for profit. An employee should never conduct outside business while at work without prior written permission. This rule applies to all solicitations, sales of products and merchandise, membership drives, circulation petitions, union organizational activities, pledges, collecting money and recruiting other employees to buy or sell products.

An employee may engage in solicitation of non-Church written materials on Church premises only during the employee's nonworking time and the nonworking time of the person being solicited. Nonworking time means time during meals or breaks and before or after work. Solicitation by email is strictly prohibited any time, working or nonworking hours.

ADDENDUM “A”

CROSSROADS CHURCH EMPLOYEE HANDBOOK

Crossroads Church Continuing Education Policy

Crossroads Church believes in helping our team continue to grow as leaders and develop as an individual both intellectually and spiritually. One way this can be accomplished is through continuing education. After one year, all full time staff become eligible to apply for a tuition reimbursement. Criteria include:

- Must be a full time employee of Crossroads Church for at least one year
- Must be working on a Masters, Bachelors, or Associates Degree; no Doctoral reimbursements are allowed without special provision by the Lead Pastor
- Crossroads Church may only reimburse up to one Associates, one Bachelors or one Masters Degree per employee that is earned while serving on the staff of Crossroads Church
- Crossroads Church may reimburse 80% of the semester cost of a Masters degree and 90% of a Bachelors or Associates degree up to \$8,000.00 per year as budget approvals allow.
- The percentage reimbursed is not based on the total cost of the degree earned but per semester cost approved for reimbursement.
- In special situations, the \$8,000 reimbursement cap may be raised for ‘specialty’ degrees, this is at the discretion of the Business Office and must be affirmed in writing to the employee
- In no situation will there be an adjustment made in the degree percentage allocation
- All employees will accept that any education reimbursement is required to be reported to the IRS as taxable, and it will be reported and the employee notified via an official document
- Tenure with Crossroads Church will allow for education reimbursement to be available on a second degree. This option is not available before three (3) years of employment
- All employees taking education reimbursement funds will be expected to serve on the staff at Crossroads Church for five (5) years from the start of the education reimbursement’s first year. Failure to fulfill the five (5) year service time could result in the requirement to repay of part or all received reimbursements. The Lead Pastor may waive this requirement for special exceptions at his discretion.
- **Eligible employees interested in tuition reimbursement must complete the Continuing Education Application . Reimbursement may be approved based on budget availability.**
- Application for reimbursements are not guaranteed for approval and must be renewed annually.
- Upon approval, reimbursements are distributed to the employee by check request.

ADDENDUM “B”

CROSSROADS CHURCH EMPLOYEE HANDBOOK

Crossroads Church Personal Conduct Policy

Crossroads Church is a non-profit, religious organization and is controlled and supported by Crossroads Church. More importantly, our organization is a community of believers who have joined together to meet the spiritual needs of the Permian Basin. Our church promotes behavior consistent with the Bible. Consequently, when joining the Crossroads Church staff, you freely and willingly agree to the standards of behavior outlined in this Handbook and in your job description. The standards included in this policy are to provide a guideline of conduct we believe is in accordance with Biblical standards.

As representatives of Crossroads Church, it is imperative that our actions are above reproach in all things. God’s Word teaches us that certain attributes are desired, including love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Gal. 5:22-24). These attributes are to be sought, encouraged, and demonstrated in our relationships. Scripture further teaches us that certain behavior should be avoided, including theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, gambling, inappropriate conversations, sexual promiscuity, (including adultery, homosexual behavior, and pre-marital sex), drunkenness, and immodesty of dress. (See dress code.)

The following standards of conduct shall apply to all employees. **Violations of these standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination.**

- Violation of the Church’s Drug and Alcohol Policy
- Producing or publishing false, vicious, or malicious statements concerning an employee, supervisor, the Church or its operation.
- Fighting or acts of physical violence. Any kind of demeaning gesture, threat of violence, or physical attack directed toward another person will not be tolerated.
- Dishonesty, theft or misappropriation of property of the Church or of another employee of the Church.
- Providing false information on job application materials or falsifying any Church records.
- Absence without reasonable cause, repeatedly reporting late for work, or leaving during working hours without permission.
- Incompetence or unsatisfactory performance, refusal or failure to do job assignments, or other acts of insubordination or neglect of duties.
- Discourteous treatment or abusive language (including profanity, racial or sexual slurs) to the public, other employees, or supervisors.
- Any failure of good behavior either during or outside working hours that is of such nature that it causes discredit to the Church. Employees are encouraged to be selective in their choice of entertainment and recreation.
- Disregarding safety rules or common safety practices, and the failure to report any accident involving a Church employee or equipment to the Human Resources Director.
- Acts of discrimination because of race, color, sex (including sexual harassment), age, national origin, disability or handicap or because of pursuit of worker's compensation benefits.
- Acts of unlawful retaliation.
- Insubordination or intractability.
- The use, possession, or distribution of pornographic materials
- any other conduct that violates Scriptural mandates. “Ignorance is not a defense.”

ADDENDUM “C”

CROSSROADS CHURCH EMPLOYEE HANDBOOK

Crossroads Church Dress Code

An employee's appearance reflects not only on the employee as an individual, but on Crossroads Church as well. An employee is expected to project a professional image at all times during work hours and is expected to dress in a professional and modest manner at all times. Crossroads Church expects the employee to take pride in his or her appearance and to strive to achieve a positive, business-like and spiritual image when representing Crossroads Church. If an employee comes to work in attire that is inappropriate, the employee will be asked to return home to change clothes. Questions regarding attire should be directed to the Human Resources Director.

Principles:

1. The fulfillment of God's purposes as we reach into our culture with openness, acceptance and relevancy within boundaries that shepherd, model, and mentor believers in becoming fully devoted followers in a Biblically functioning community.
2. "All things to all men" ...within the framework of "not wanting to make another Christians stumble." (1 Cor 6:12; 1 Cor 8 & 9) *"In essentials, unity; in non-essentials, liberty; in all things, charity"* - Augustine
3. Leaders must be willing to set aside personal preference to find the most acceptable dress that invites community without compromising our message.

General:

1. Good testimony (I Timothy 3:7); modesty (I Timothy 2:9, with I Peter 3:3-4); cleanliness.
2. "Business casual" that would be normative work attire for the more comprehensive segment of people to whom we minister and hope to attract during office hours.
3. Alternative attire ("recreational casual") that is necessitated by a particular activity, or physical, task (s), age-grade ministry, is acceptable (but not 'normative').

Specific:

1. Men - Slacks, appropriate jeans; collared shirt, polo/golf shirt, collarless "T"s & v-necks, sweaters. [Sunday attire does not mandate suit/sport coat & tie.]
2. Women - Dresses, skirts, slacks, Capri pants, appropriate jeans; shirts, blouses, sweaters.
3. Refrain from wearing shorts, particularly in the main office areas & auditorium. For certain preteen, teen, and young adult activities, there may be exceptions where shorts are appropriate. An acceptable length would be knee length.
4. Boundaries: Nothing that is "too tight, too short, too low-cut, or too sheer."

Goal:

A professional, yet casual environment that communicates acceptance across all racial and social-economic strata, that does not turn people "off" - or "on", that is not the distinguishing mark of importance, acceptance, or value, and that is *"sincere and without offense"* (Phil 1:3-11).

ADDENDUM “D”

CROSSROADS CHURCH EMPLOYEE HANDBOOK

Crossroads Church Drug and Alcohol Policy

Crossroads Church is committed to providing a safe and productive work environment for all employees. It is the policy of Crossroads Church and in direct response to its Statement of Faith and corresponding expectation of a life which reflects those values that employees shall not be involved with the unlawful use, possession, sale or transfer of drugs or narcotics in any manner which may impair their Christian witness and their ability to perform assigned duties or otherwise adversely impact Crossroad Church’s well-being.

Further, employees shall not possess alcoholic beverages in the workplace or consume alcoholic beverages in association with the workplace or during working time. Any facility, event or gathering associated with Crossroads Church is considered to be tobacco, illegal drug and alcohol free. The use of illegal drugs and the abuse of alcohol pose serious threats to Crossroads Church, its members, its employees and are inconsistent with a committed Christian lifestyle. To fulfill this desire, you are required to report to work in appropriate mental and physical condition to perform your job in a satisfactory manner. If we are to continue to fulfill our responsibility to serve Christ and others responsibly, our employees must refrain from behavior inconsistent with biblical teaching.

An employee who voluntarily seeks assistance from Crossroads Church will be referred to counseling ministry for evaluation or proper treatment of the problem. If you have questions or personal concerns regarding substance dependency or abuse, you are encouraged to seek counseling services. You may also wish to discuss these issues with your supervisor or Director of Human Resources to receive assistance or referrals to appropriate resources in the community. Such issues may be raised without fear of reprisal. To the extent any federal, state or local law, rule or regulation limits or prohibits the application of any provision of this Policy, then to the minimum extent necessary and only for that geographical area, this Policy is deemed to be amended to be in compliance.

ADDENDUM “E”

CROSSROADS CHURCH EMPLOYEE HANDBOOK

Crossroads Church Policy Against Harassment

Crossroads Church intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses that might interfere with work performance. **Crossroads Church has zero tolerance for harassment of any kind.** Harassment of any sort – verbal, physical, visual and sexual – of co-workers, co-employees and members of the public will not be tolerated.

What is Harassment? Harassment can take many forms. It may be, but is not limited to words, signs, jokes, pranks, intimidation, physical contact, or violence. Some examples of prohibited harassment (for illustrative purposes only) are:

- Verbal (racial, sexual or ethnic jokes and insults).
- Physical (sexually suggestive or unwelcoming touching, pinching, brushing against another’s body or obscene gestures)
- Visual (insulting cartoons, sexually suggestive or lewd pictures or photographs)
- Retaliation for complaints of harassment

All Crossroads Church employees have a responsibility for keeping the work environment free of harassment. An employee must be sensitive to the feelings of others and must not act in a way that might be considered by someone else as harassment.

If an employee becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, they must report it to an Executive Pastor or Human Resources. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants Crossroads Church to do so. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action or possible discharge. Crossroads Church will also take any additional action necessary to appropriately remedy the situation. No retaliation or adverse employment action will be taken for any employee making a good faith report of alleged harassment.

FAILURE TO REPORT CONDUCT WHICH AN EMPLOYEE SUSPECTS IS IN VIOLATION OF THE STATED POLICY, OR THE EMPLOYEE’S FAILURE TO GIVE HIS OR HER FULL COOPERATION DURING AN INTERNAL INVESTIGATION SHALL SUBJECT THE EMPLOYEE TO DISCIPLINE UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

Crossroads Church will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

ADDENDUM “F”

CROSSROADS CHURCH EMPLOYEE HANDBOOK

Crossroads Church Sexual Harassment Policy

Crossroads Church is committed to providing all of its employees with a work environment free from sexual harassment. **Crossroads Church has zero tolerance for harassment of any kind.** Accordingly, Crossroads Church strongly disapproves of, and will not tolerate, condone or allow sexual harassment by or of any of its employees.

Sexual harassment does not require a promise exchanged for sex or a threat if sex is withheld. For purposes of this policy, sexual harassment is defined as unwelcome or unwanted advances, requests for sexual favors, deprecating sexual remarks, and any other verbal, visual or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination or harassment on the basis of gender.

If you believe you or another employee has been sexually harassed, whether by a co-worker, supervisor, member of the church or a third party, you should report the incident to an Executive Pastor or Human Resources.

Upon a complaint being made, Crossroads Church will investigate the complaint. Upon conclusion of the investigation, Crossroads Church will impose such discipline as warranted by the findings of the investigation. Crossroads Church will not retaliate in any way against anyone who makes a good faith complaint. Likewise, Crossroads Church will not permit any employee to engage in any type of retaliatory conduct. Retaliation is a serious violation of this anti-harassment policy and should also be reported immediately.

ADDENDUM “G”

CROSSROADS CHURCH EMPLOYEE HANDBOOK

Crossroads Church Spending Policy

In the interest of keeping our spending practices “above reproach” and in line with generally accepted business practices, the following policy statements are established for governing the spending of Crossroads Church funds and setting general budget management procedures:

1. No spending above the approved budget on any departmental line item is permitted without Deacon Board action, and approval from the Lead Pastor or his designee prior to the purchase.
2. Over-spending on one budget line item cannot be compensated by under-spending on a separate line item without Deacon Board action and approval from the Lead Pastor or his designee prior to purchase.
3. Staff meals are to be charged against the “Ministry Meal” accounts in each departmental budget as a general practice. Exceptions may occur but it should not be a regular practice to charge meals to other budgeted expense accounts.
4. Prior to making a purchase, every reasonable effort will be made by purchaser to find the lowest price without sacrificing quality and without regard to personal preference.
5. An expense request form must be completed and submitted to the AP Department for any transaction of \$1000 or more. You will be notified within approximately four (4) business days if the expense request has been approved.
6. **ANY TRANSACTION OVER \$2000 DOLLARS REQUIRES THE SIGNATURE OF THE EXECUTIVE PASTOR OR OPERATIONS DIRECTOR.**
7. A Crossroads Church credit card may be issued to full time, permanent positions but is not guaranteed. Exceptions may be approved by the Executive Pastor.
8. There is a sixty (60) day waiting period for newly hired employees to become eligible for a church credit card unless otherwise determined. It is the responsibility of the employee to request their credit card after the waiting period.
9. The purchaser is responsible for accurately coding transactions and submitting monthly reports through the credit card software. Credit card statements and receipts are to be submitted to the business office by the due date set by the business office. Receipts are required for all purchases. Failure to submit reports on time, including receipts and approved expense requisitions, may result in cancellation of the employee credit card.
10. Personal expenses are not to be charged using business credit cards or expense requisitions.
11. Internet purchases and subscriptions are subject to this Spending Policy and transaction receipts are required.

12. Church related expenses paid for with personal funds are eligible for reimbursements with a valid receipt of purchase.
13. Non-staff members who are seeking a reimbursement for Church-related expenses must use a Check Request for reimbursement and submit the receipt for the purchase with the request.
14. Group travel expenses must be paid in advance of departure by participants.
15. Any employee authorizing spending over their budget without prior written approval from their supervisor is subject to disciplinary action including making restitution for unauthorized expenses.
16. An expense variance explanation may be required for each account line item that exceeds the quarterly budget target by more than 10%.
17. Any item purchased with Crossroads Church funds remains the property of Crossroads Church after their initial use and are to be stored on the Crossroads Church campus.
18. No sales tax is to be paid on purchases made on behalf of Crossroads Church (small ministry or business-related meals and some travel expenses may be an exception).
19. Cash advances for trips are generally not available. Exceptions may be approved by the Executive Pastor or Operations Department.

ADDENDUM “H”

CROSSROADS CHURCH EMPLOYEE HANDBOOK

Crossroads Church Sabbatical Policy

The purpose of a sabbatical is for our pastoral staff to step away from the normal function of their role at Crossroads Church for the sake of intense spiritual concentration and refreshment. The approved time away should be spent with purpose and move toward the intended outcome of being away from normal function.

Eligibility

- Full-time member of pastoral staff
- Completion of no less than six (6) years of consecutive full-time employment with Crossroads
- Have not taken a sabbatical in the last seven (7) years while employed at Crossroads

Guidelines

- Time away requested should not exceed more than one month
- The Church will maintain the employees salary and benefits during the approved sabbatical
- No two ministers may be on sabbatical during the same period of time
- The sabbatical leave must be scheduled over one continuous time period
- Upon return from sabbatical, the pastoral staff will meet with the Central Leadership Team to present significant insights gleaned during the time away
- Pastors who faithfully serve in continuous employment beyond seven (7) years will be able to submit proposals for additional sabbatical leave when they become eligible again
- In order for the congregation and the staff to benefit from the personal renewal of its pastoral leadership after a paid sabbatical leave of absence, the staff shall remain in the employment of the organization for at least two (2) years following their return from sabbatical (failure to maintain employment for this time may require the repayment of certain benefits received during sabbatical)

Application Process

- Application must be submitted and approved by the Central Leadership Team and the direct supervisor a minimum of four (4) months prior to the start date of proposed sabbatical
- All approved applications will be presented to the Board for consideration
- The application consists of the following information written as a proposal:
 - Overview of how the time away will be spent and the anticipated outcome
 - Specifics on activities to be engaged with during time away such as but not limited to the following:
 - Learning experience (conference, mentor, travel, etc.)
 - Reading of books
 - Studying and travel specific to continued education
 - Visiting other churches to learn and study specific areas of ministry
 - Sessions with a licensed Christian counselor
 - A summary of any anticipated expenses related to the sabbatical
 - Identification of the benefits the church or specific ministry will receive
 - List the materials that will be used during time away (books, materials, etc.)
 - Plans for covering your job responsibilities while out of the office

ADDENDUM "I"

CROSSROADS CHURCH EMPLOYEE HANDBOOK

Crossroads Church Pastor Of The Day Guidelines

The "Pastor of the Day" is required to be available during his/her assigned hours of the business day, (1:00 pm to 4:00 pm) for members requesting to speak with a Pastor. The Pastor of the Day will also be available for those who drop in and are non-members.

It is the responsibility of the Pastor of the Day to make arrangements for a "substitute" in the event he/she will not be available on the assigned day. This information should be shared with the receptionist(s) and ministry assistants.

DEATHS

Upon being notified of a death of a Church member, the Pastor of the Day should contact the Church member's family and arrange a visit to the home as soon as possible. If the family is a part of a Crossroads ministry group, that staff minister is to be contacted and the personal visit should be made by him/her also.

TELEPHONE GUIDELINES

All telephone requests to speak to a pastor will be put through to the Pastor they ask for, or the Pastor of the Day. If the caller indicates their need is for financial assistance, the receptionist will explain our policy of a written request form as a preliminary step prior to a personal interview with a Pastor.

BENEVOLENCE

EVERYONE requesting financial assistance is required to fill out the "Application for Assistance" form and personally meet with a Pastor. Please, NO COMMITMENTS for financial assistance by telephone.

The Pastor of the Day will be responsible for financial assistance to those determined to BE IN NEED. ALL requests MUST be applied for in writing and approved by the Pastor of the Day after a PERSONAL INTERVIEW with the applicant(s). Generally, assistance will not exceed \$100.00 per person or family. In very unusual circumstances, families and individuals who are in need of more substantial funds must be brought to the Executive Pastor of Operations (or in their absence, the Business Manager).

Who Do We Serve:

So then, as we have opportunity, let us do good to everyone, and especially to those who are of the household of faith. Galatians 6:10

General Guidelines for Disbursement

The benevolence fund is intended as a source of last resort, to be used when the family or individual requesting assistance has explored all other possibilities of help from family, friends, savings, or investments. It is intended to be a temporary help during a time of crisis.

Benevolence is intended to be a one-time gift. Generally, assistance should not be distributed more than once a year. In unusual circumstances, eligible persons may be assisted more than one time a year pending approval of the Pastor of the Day for items under \$100.00.

If the recipient desires to give to the church at a later time, this individual should be encouraged to give directly to the general fund of the church.

In consideration of Benevolence you may use the following criteria:

1. The individual has a relationship to Crossroads. (This will be taken into account, but will not be the sole deciding factor in whether help will be extended.)
2. The individual has a demonstrated need.
3. The individual is unable to earn sufficient funds to support all his needs.
4. The individual's family resources are not available or sufficient. Government assistance is not available or sufficient.
5. The individual has used his personal resources until they are relatively exhausted. (The Pastor of the Day may consider all reasonable factors in determining whether this factor is met. People should not be left totally destitute before they are eligible.)
6. The individual has demonstrated that he can make thoughtful decisions about his resources. If not, Biblical financial counseling will be a prerequisite before receiving any financial help.

To Whom We Will Write Checks:

For financial accountability, as well as the individual receiving assistance, Benevolence checks will only be made out to the final recipient of the finances. That is to say, checks will be made out to meet the specific need, not to provide undesignated cash. They will not be made out to the individual requesting assistance.

Criteria:

The stated purpose of the benevolence program is to meet people's basic needs. Normally, these needs are defined as:

1. lodging
2. food
3. clothing
4. medical treatment
5. transportation to or from a place of employment
6. funeral expenses

Needs that *may not* be met by the benevolence program include:

1. school expenses, business investments, or anything that brings financial profit
2. paying off credit cards
3. legal fees or penalties relating to late payments or irresponsible actions

EMERGENCY / CRISIS COUNSELING

The Pastor of the Day must be available for any call or personal visit made to Crossroads Church. Although each call is different in scope and intensity, immediate availability is most important. The Counseling Minister is also available to assist you in these matters.

APPOINTMENTS

The receptionist will route previously arranged appointments with a specific pastor to the Pastor of the Day unless he/she directs otherwise.

DROP INS

When "drop-ins" come to Crossroads Church requesting to speak with a Pastor, members of Crossroads Church will be routed to the Pastor they request or the Pastor of the Day, according to their availability.

EMPLOYEE RECEIPT

I have received and/or have access to a copy of the Crossroads Church Employee Handbook. I have read the entire Employee Handbook and understand its contents. I further recognize that all previously issued handbooks and statements of policy are revoked and now have no force or effect. I have asked questions concerning its contents and will comply with all policies and procedures to the best of my ability.

I understand that Crossroads Church has the right to amend, alter, interpret and make exceptions to policies anytime without notice and that the policies herein are summaries and not complete policies and benefits. I understand that I should consult the Human Resources Director regarding any questions that I have that are not answered in the Handbook.

My employment relationship is an “at will” relationship. That means either Crossroads Church or I have total discretion to terminate my employment at any time and for any reason. My employment has no definite term or duration and each of us can end this employment relationship without giving advanced notice or a reason or grounds regardless of my compliance with the procedures and policies in this Handbook, my achievement or any particular level of job performance or the absence of just cause for termination. I also understand that no representative of Crossroads Church has orally, in writing or by conduct to enter into an agreement with me that in any way changes the guidelines set forth in the Handbook or the “at will” status of my employment. I also understand and acknowledge that this Handbook does not constitute a legal agreement and creates no contractual obligations on the part of Crossroads Church or its associates and does not alter the “at will” employment relationship.

I further acknowledge that at Crossroad Church’s request and under its direction, I may or will make the following copyrightable works (“the works”): all compositions, writings, characterizations, videos, audios, and creative works of every kind and nature. In consideration of the payments made to me by Crossroads Church, I hereby acknowledge such employment, and that under the terms of such employment, such works and all rights pertaining to them are entirely the property of Crossroads Church, its successors and assigns, absolutely and forever, for any and all copyrightable terms and all extension and renewal terms of copyright whether now known or hereafter created throughout the world, and for all uses and purposes whatsoever and free from the payment of any royalty or compensation whatsoever, and credit may be given for these works to me in whole or in part, or not at all, at the sole discretion of the Church.

I understand that the Church desires to provide a certified drug-free workplace that is healthful and safe and that no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on the organization’s property or while conducting business-related activities. I agree to the Church’s request for a drug test. I understand that a request for a drug test is not an accusation, but a desire to assure the Church that I am abiding by the organizations policy against alcohol and illegal drug abuse.

I authorize the testing facility to release the test results to the Church’s Human Resources Director. If a test should prove “positive” for the presence of a drug or controlled substance that is not pursuant to a valid medical provider’s prescription and that is banned under this Policy, I agree to a second test by the same method or a different method, if requested by the Church. I understand that all costs for the test will be paid by the Church, and my normal wages will be paid for the time required for testing.

I understand this handbook is intended expressly for my employment and is confidential. I agree not to divulge the information contained herein in whole or part, in any way whatsoever to any third party; nor will I allow this book to be reproduced in any way. I agree to keep this book in a secure location and protect it from any unauthorized review or use.

Employee Signature

Date

Employee Printed Name