



CROSSROADS CHURCH

PERSONNEL HANDBOOK

AS ADOPTED 2024

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Purpose of Personnel Handbook

The handbook is designed to acquaint you with Crossroads Church and provide you with information about working conditions, personnel benefits, and some of the policies affecting your service. It is important to read, understand, and become familiar with the handbook and comply with the standards that have been established. It describes many of your responsibilities and outlines the ministries developed by Crossroads Church to benefit persons serving the church. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. Please talk with your supervisor or the Elders if you have any questions or need additional information.

It is impossible to anticipate every situation that may arise in the workplace or provide information that answers every possible question. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

Nothing within this handbook guarantees any employee any condition of employment whatsoever. The language within the personnel handbook should not be construed in any fashion as being a contract of employment. Crossroads Church specifically and intentionally wishes to retain the “at will” employment policy between itself and all employees.

The information in this employee handbook supersedes and replaces all previous personnel policies, procedures, benefits, and rules of conduct.

Role of the Elders

The role of the Elders is to shepherd the body of Crossroads Church. As a part of that role, the Elders serve as the connecting link between paid staff and the Church body in matters related to effective and efficient personnel administration. The Elders work with the staff to maintain a healthy, productive, Christ-honoring work environment.

Any proposed new policy or policy change shall be submitted to the Elders for review. Any church member who so requests shall be given an opportunity to be heard regarding matters of personnel policy. The personnel policy can be updated at the recommendation of the elders with church approval.

Apart from the Lead Pastor, the Elders have the authority to act as a search committee to recommend persons to fill vacancies on the ministerial staff. The Elders may elect to delegate this authority to the appropriate staff supervisor or a special committee, in which case the recommendation from the supervisor or special committee would be sent to the Elders for approval.

EMPLOYMENT

1.01 Nature of Employment

Your employment relationship with Crossroads Church is of an “at will” nature, which means that you may resign your employment with Crossroads Church at any time. This also means that Crossroads Church may discharge you at any time, with or without cause, for any reason, or for no reason, with or without notice. It is further understood that this “at will” employment relationship may not be changed by any document, including this manual or any statement in this manual, or by any conduct or other statement unless and until such change is specifically acknowledged in writing by the elders. Without such acknowledgment, your employment status will remain “at will” for the duration of your employment.

1.02 Employee Relations

Crossroads Church believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in churches. Employees with concerns about work conditions or compensation are encouraged to voice these concerns openly and directly to their supervisors or any elder.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Crossroads Church amply demonstrates its commitment to employees by responding effectively to employee concerns.

1.03 Equal Employment Opportunity

To provide equal service and advancement opportunities to all individuals, employment decisions at Crossroads Church will be based on merit, qualifications, and demonstrated abilities. Crossroads Church does not discriminate in employment opportunities or practices based on ethnicity, color, sex, national origin, age, disability, or any other characteristic protected by law, but reserves the right to make lawful employment decisions that support the faith and mission of the church.

Crossroads Church will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged and expected to bring these issues to the attention of their immediate supervisor or the elders. Employees should feel free to raise concerns and make reports without fear of reprisal or retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. Crossroads Church reserves the right to employ persons who have an evangelical background and philosophy of ministry and who, in its opinion, have a work history and a lifestyle that is consistent with the scriptural principles which the church espouses.

1.04 Business Ethics and Conduct

The reputation and successful operation of Crossroads Church is built upon the principles of fair dealing and ethical conduct of our employees. We believe that the Bible serves as the guide for ethical and fair standards. Our reputation for integrity and excellence, and hence, our effectiveness as a church, requires that we extend every consideration in Christian love to our members, visitors, and our community. This includes careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Crossroads Church will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on biblical principles and the leadership of the Holy Spirit, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the elders for advice and consultation.

Compliance with this policy of Christian ethics and conduct is the responsibility of every Crossroads Church employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including termination of employment.

1.05 Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with perceptions of favoritism and erosion of employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

If a relative relationship is established between employees after their employment, it is the responsibility of the individuals involved in the relationship to disclose the relationship to their supervisor(s) and it is the responsibility and obligation of the supervisor(s) of the employees to disclose the existence of the relationship to the elders.

Although Crossroads Church has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area.

In cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or, if necessary, termination for one or both of individuals involved.

1.06 Immigration Law Compliance

Crossroads Church is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present authoritative legal documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not provided such documentation to Crossroads Church within the past three years or if their previous documentation is no longer retained or valid.

Employees who have questions or wish to obtain more information on immigration law issues are encouraged to contact the Administrator and/or the Elders. The administrator is then responsible to communicate to the elders. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

1.07 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Crossroads Church wishes to operate in its business dealings. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the elders for more information or if you have any questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee can influence a decision that may result in a personal gain for that employee or for a relative because of Crossroads Church business dealings. (For definition of “a relative,” see Section 1.05).

The mere existence of a relationship with outside firms does not create a “presumption of guilt.” However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the elders as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Crossroads Church does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration because of any transaction or business dealings involving Crossroads Church.

1.08 Position Descriptions

Employees are to be given a position description and position objectives before they start to work. A position description or position objectives summarizes duties and

responsibilities and gives important information about an employee's new position. Each employee should read and study his/her position description carefully and discuss it with his/her supervisor if he/she has any questions. Objectives must be measurable and attainable. Employees may exercise their right to review any conflicts with the elders provided they have addressed their questions or concerns with their immediate supervisor first.

The elders reserve the right to revise and update position descriptions as they deem necessary and appropriate. The responsibilities in the position description may include but are not limited to those outlined.

1.09 Personnel Records

Crossroads Church maintains a personnel file on each employee. The personnel file includes such information as the person's employment application, resume, records of training, documentation of performance appraisals, and other employment records.

It is the responsibility of each employee to promptly notify the Administrator of any changes in personnel data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, marital status, educational accomplishments, proof of ordination, certification, commissioning, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Administrator. If for some reason an employee needs to change his/her name and/or Social Security number, original documentation authorizing the change must be provided.

Personnel files are the property of Crossroads Church, and access to the information they contain is restricted. Only supervisors and Elders of Crossroads Church who have a legitimate reason to review information in a file are allowed to do so.

At reasonable times and on reasonable notice, an employee will be allowed to review any personnel records that have been used to determine his/her qualifications for employment, promotion, compensation, termination, or other disciplinary action. Employees should talk with their supervisor for more information.

1.10 Outside Employment

Employees may hold outside employment if they meet the performance standards of their position with Crossroads Church. All employees will be judged by the same performance standards and will be subject to Crossroads Church's scheduling demands, regardless of any existing outside work requirements. If you choose to seek outside employment, you first must notify your primary supervisor for discussion and approval.

If Crossroads Church determines that an employee's outside employment interferes with performance or the ability to meet the requirements of Crossroads Church as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Crossroads Church.

Outside Employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals, organizations, or companies outside Crossroads Church for materials produced or services rendered while performing their jobs, except as provided for under Crossroads Church intellectual property rights policy referred to in section 8 of this personnel handbook.

1.11 Non-Disclosure

The protection of confidential business information is vital to the interests and the success of Crossroads Church. Such confidential information includes, but is not limited to, the following: Personal information concerning members and other Crossroads Church staff. Confidential information gained in the course of your employment. Compensation data. Church and personal financial information.

Employees who improperly use or disclose confidential business information will be subject to disciplinary action up to and including termination of employment, even if they do not actually benefit from the disclosed information. A condition of employment is that each employee will be required to sign this personnel handbook and agree to the confidentiality agreement guidelines as outline in 7.13.

1.12 Disability Accommodation

Reasonable accommodation is available to all eligible and qualified employees whose disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

We will reasonably accommodate known disabilities for eligible employees. Therefore, eligible employees needing accommodation should speak directly with their supervisor or to the Elders. We expect the reasonable accommodation process to be an interactive process by which the organization and employee search for a mutually acceptable reasonable accommodation.

Crossroads Church will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship on the church. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Hiring procedures have been reviewed and are believed to provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to eligible employees on an equal basis.

Crossroads Church is also committed to not discriminating against eligible and qualified employees or applicants because they are related to or associated with a person with a disability.

1.13 Partnership Agreement

It is understood that upon final approval for your assignment to the staff at Crossroads church, you will agree to function as a Partner of Crossroads Church.

You are not simply a staff member; you are a Partner of the body of believers at Crossroads. You will agree to function as such and submit yourself to the expectation thereof. Including but not limited to signing of the church covenant.

EMPLOYMENT STATUS & RECORDS

2.01 Employment Categories

It is the intent of Crossroads Church to clearly define employment classifications so that employees understand their employment status and benefit eligibility. All employees will be classified in accordance with applicable regulatory guidelines. These classifications do not guarantee employment for any specified period. Accordingly, the right to terminate the employment relationship at any time is retained by both the employee and Crossroads Church.

Specific classifications:

- MINISTERIAL – Any person employed by Crossroads Church for a ministerial function. This person may be ordained or non-ordained.
- MINISTRY PROFESSIONAL – Any person employed by Crossroads Church for a professional function or general leadership. This person may be ordained or non-ordained or may or may not have a certification or license.
- MINISTRY SUPPORT STAFF – Any person employed by Crossroads Church who is hired to perform an operational function of the church.

Each employee is designated as either EXEMPT or NONEXEMPT from federal and state wage and hour laws. EXEMPT employees are excluded from certain provisions of federal and state wage and hour laws relating to payment of overtime wages. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon authorization of the Administrator and the Elders. Specific tests established by the Fair Labor Standards Act are used to determine the EXEMPT/NONEXEMPT status of each position at Crossroads Church.

In addition to the above categories, each employee will belong to one other employment category:

- REGULAR FULL-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work Crossroads Church's full-time schedule. Generally, they are eligible for Crossroads Church's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 32

hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they may be eligible for some benefits sponsored by Crossroads Church, subject to the terms, conditions, and limitations of each benefit program.

- INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Crossroads Church is appropriate. Employees who satisfactorily complete the introductory period of 90 days will be notified of their new employment classifications.
- TEMPORARY or INTERIM employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond initially stated periods does not in any way imply a change in employment status. Temporary employees retain that status until notified of a change. While temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Crossroads Church's other benefit programs.
- CONTRACT workers are those who do not meet regulatory guidelines to be classified as an employee. Such employees do not receive legally mandated benefits (such as Social Security and workers' compensation insurance) and are ineligible for all of Crossroads Church's other benefit programs. All workers classified as Contract workers must sign a Contract Agreement. Contractors may also be used for specific tasks but are not employees of Crossroads Church and will be personally responsible for all legally mandated benefits and taxes.

2.02 Access to Personnel Files

Crossroads Church maintains a personnel file for each employee. The personnel file includes such information as the person's employment application, resume, records of training, and other employment records.

Personnel files are the property of Crossroads Church, and access to the information they contain is restricted. Only supervisors and the Elders of Crossroads Church who have a legitimate reason to review information in a file are allowed to do so. The administrator is responsible for maintaining these files but is not permitted to access them without permission from the elders. Failure to comply will lead to disciplinary action up to and including termination.

Dissemination of information contained in the personnel files as well as an employee's past, present, and contemplated compensation, except as defined below or in the case of specific and limited requests from the Elders, is strictly prohibited.

With reasonable advance notice, employees who wish to review their own file should contact the Administrator. Personnel may review their own personnel files at

Crossroads Church and in the presence of an individual appointed by Crossroads Church to maintain the files.

2.03 Pre-employment Reference & Background Checks

To ensure that individuals who join Crossroads Church staff are well qualified and have a strong potential to be productive and successful, it is the policy of Crossroads Church to check the employment references of all applicants and to conduct background checks.

The Elders will verify all graduate/post graduate degrees listed by applicants with the institution that conferred the degree(s). Should there be any discrepancies, the elder reserve the right to halt the hiring process.

The Elders will respond in writing only to those reference check inquiries that are submitted in writing. Responses to telephoned requests to simply verify employment are also permitted. Responses to inquiries will confirm only dates of employment, and position(s) held. No other employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

2.04 Introductory Period

An introductory period of employment is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Crossroads Church uses this period to evaluate an individual's capabilities, work habits, and overall performance. Either the employee or Crossroads Church may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire or call. Any significant absence will automatically extend an introductory period by the length of the absence. If Crossroads Church determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the person's performance; it may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter their appropriate employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as Social Security and workers' compensation insurance. They may also be eligible for other provided benefits, subject to the terms and conditions of each benefits program. Staff should read the information for each specific benefits program for the details on eligibility requirements.

2.05 Employment Procedures

(These may be subject to other procedures or processes which may be approved by the church which may temporarily supersede them.)

- **Lead Pastor**

The church bylaws provide a process by which the church calls and employs a Lead Pastor. The Elders will provide the current salary range and/or any other requested information.

The Elders will assist the new Lead Pastor by providing current information regarding staff and personnel policies.

The Elders shall provide counsel and support to the conducting evaluations of the Lead Pastor. Based on the annual evaluation of the Lead Pastor, the Lead Pastor's annual compensation and benefits shall be established by the Elders.

The Lead Pastor shall formally report to the Elders.

- **Associate Pastor/Elder**

In the event of a vacancy in the Associate Pastor/Elder, the Lead Pastor along with the Elder will seek a suitable candidate for the position as laid on in the Bylaws.

- **Other ministers**

When a need arises for a new ministerial position, the Elders will consult and collaborate with appropriate staff to develop a position description and to establish the position.

When a vacancy occurs or a new position is to be filled, the Elders and the supervising minister shall review candidates.

- **Other employees**

When a position becomes vacant, the supervisor will make a request to the Elders to fill the vacancy. Upon approval to fill, the supervisor will interview and employ an appropriate candidate with the agreement of the Elders.

2.06 Employment Applications

Crossroads Church relies upon the accuracy of information contained in the employment application and/or resume, as well as the accuracy of other data presented throughout the hiring or call process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

2.07 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Employees are required to meet with their supervisor on a one-on-one basis monthly, so regular communication about performance is established.

Additionally, formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct

weaknesses, recognize and encourage strengths, and discuss positive, purposeful approaches for attaining goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar year end. Crossroads Church awards merit-based pay adjustments to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the formal performance evaluation process. The performance review process is to be conducted by the supervisor under the direction of the elders.

EMPLOYMENT BENEFIT PROGRAMS

3.01 Employee Benefits

Eligible employees at Crossroads Church are provided a wide range of benefits. Several of the programs, such as Social Security, workers' compensation, and state disability cover all employees in the manner prescribed by law. Services performed in the employ of a church are exempt from state unemployment taxes. Therefore, unemployment benefits are not available upon the termination of employment.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Some benefit programs may require contributions from the employee. The Administrator can identify the programs for which you are eligible. Information on many of these programs can be found elsewhere in the employee handbook.

The following pages describe benefit programs that are available to eligible employees:

- Auto Mileage Reimbursement
- Bereavement Leave
- Jury Duty Leave
- Paid and Unpaid Personal and Military Leave
- Sabbatical Leave
- Sick Leave Benefits
- Travel Allowances
- Vacation Benefits
- Paid Time Off

Crossroads Church offers a flexible benefit plan to all full-time employees. Benefits made available may change from year to year based on the price and availability to Crossroads Church. Benefit products may be purchased on a pre-tax basis in accordance with existing IRS regulations for Section 125 benefit plans and on a post-tax basis for benefits that are not eligible for pre-tax payment.

3.02 Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Bi-vocational staff

The amount of paid vacation time an employee receives each year increases with the length of their employment, as shown in the following schedule:

Upon hiring, the employee is given 10 vacation days. Please note to be prorated depending on the hire date. See below for the prorated amount based on the month of hire.

- January - March Hire - 10 Vacation days.
- April - June Hire - 8 Vacation days.
- July - September - 6 Vacation days.
- October - December - 4 Vacation days.

After 5 years of eligible service, the employee is entitled to 15 vacation days each year.

After 10 years of eligible service, the employee is entitled to 20 vacation days each year.

After 15 years of eligible service, the employee is entitled to 25 vacation days each year.

After 20 years of eligible service, the employee is entitled to 30 vacation days each year.

The length of eligible service is calculated based on a “benefit year.” This is the 12-month period that begins when the employee starts to earn vacation time. An employee’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They may request use of vacation time after it is earned.

Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees should request advance approval from their supervisors in writing. All written approval of time off requests should be turned in to the Elders and/or Administrator at the time of approval. Requests will be reviewed based on several factors, including church needs and staffing requirements.

For Ministerial Staff, the following rules shall apply for those purposes of calculating vacation days used:

All Sundays and Wednesdays are considered “critical days” and will always be counted.

Friday and Saturday will not be counted as a workday for the purpose of calculating vacation days.

Vacation time is paid at the employee’s base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. If available vacation is not used by the end of the benefit year, employees may NOT carry unused vacation time. However, the Elders reserve the right to give additional vacation days to employees over and above their allotted amount. When holidays occur during an employee’s vacation, the time off for that day will be considered as holiday pay.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work provided two weeks’ notice is given of intent to resign. However, if Crossroads Church, in sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

Notes:

In calculating vacation time, an employee, with approval from Elders, may receive vacation eligibility credit for years served in a comparable ministry position at another church or in denominational work. It is the employee’s responsibility to notify their supervisor of prior church or denominational service.

Vacation days cannot be used by employees last minute to make up for tardiness or not showing up for work. See section 7.04 for information on tardiness and absenteeism.

3.03 Ministry Days

To facilitate an Acts 1:8 culture, it is imperative that we provide incentives for our staff to be engaged in mission experiences with our members and family.

All full-time employees who wish to participate in an approved ministry event or mission trip are eligible for 5 days of paid ministry/missions leave annually. These approved ministry days will need to be taken in full 1-day increments. Requests for ministry/missions leave must be approved by the employee’s immediate supervisor.

Days off for ministry/mission leave may not be accrued. Employees needing more time off for approved ministry/missions leave may use available vacation time or take unpaid leave for the days off that are needed. Additionally, Ministry Days may be granted at the discretion of the elders.

Any unused ministry days within the year will not be allowed to roll over to the following year.

3.04 Holidays

Crossroads Church will grant holiday time off to all eligible employees on the holidays listed below; additional days can be added in and around Holidays at the elders' discretion.

- New Year's Day (January 1)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)

Crossroads Church will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees
- Part-time employees
- Bi-vocational staff

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or paid sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If a non-exempt employee who is eligible to receive holiday pay works on a recognized holiday, he/she will receive holiday pay plus wages at his/her straight-time rate for hours worked on the holiday.

In addition to the recognized holidays previously listed, eligible employees will receive 1 floating holiday in each year. Such holidays may be scheduled and must have the prior approval of the employee's supervisor.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. Employees on unpaid leave of absence are not eligible for holiday pay on holidays that are observed during the period they are on leave.

Crossroads Church recognizes the demand in ministry can be taxing on employees. Comp. days will be granted at the request of an employee with the approval of their supervisor during particularly busy seasons that require extra work. For example, after a long week of camp a ministry leader may be granted a comp day.

3.05 Sick Leave Benefits

Crossroads Church provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Regular full-time employees
- Bi-vocational staff

Eligible employees will accrue sick leave benefits at the rate of 1 day for every full month of service from the date of hire. Sick leave benefits are calculated based on a “benefit year” the 12-month period that begins when the employee starts to earn sick leave benefits. Employees are eligible to use sick leave benefits after successfully completing their 90-day introductory period.

Paid sick leave can be used in minimum increments of one-half day. Eligible employees may use sick leave benefits for an absence due to their own illness, maternity or paternity leave and injury or that of a family member who resides in the employee’s household.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor, who should notify the Elders and/or Administrator before the scheduled start of their workday if possible. The direct supervisor, who should notify the Elders and/or Administrator must also be contacted on each additional day of absence. If an employee is absent for three consecutive days due to illness or injury, a physician’s statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the individual’s base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses. If a salaried individual exceeds the accumulated days of sick leave, their salary will be reduced by the hourly equivalent of days absent.

Unused sick leave benefits will be allowed to accumulate until the individual has accrued a total of 30 calendar-days’ worth of sick leave benefits. If the employee’s benefits reach this maximum, further accrual of sick leave benefits will be suspended until the individual has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

3.06 Time Off to Vote

Crossroads Church encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees can find time to vote either before or after their regular work schedule.

If an employee does not have two consecutive non-working hours during which he or she can vote, the employee will be granted up to two hours of paid time off to vote. Requests for such time off must be made to the employee's supervisor no later than noon on the day prior to the day voting is to occur. Crossroads Church reserves the right to specify the hours during which an employee may be absent to vote.

3.07 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor, who should notify the Administrator immediately.

Up to 5 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees; pro-rated per budgeted work hours

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses.

Employees may, with their supervisor's approval, use any available vacation leave or unpaid leave for additional time off as necessary. In the case of the death of a relative other than immediate family, the employee may be paid for up to two days with the approval of the immediate supervisor.

Crossroads Church defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent(s), child, or sibling; the employee's child's spouse; ; grandparents or grandchildren.

Paid time off to attend funerals for friends and church members may be granted at the discretion of the supervisor.

3.08 Sabbatical Leave

The sabbatical leave is designed to provide an environment conducive to study, enrichment, vision casting, and renewal of inner strengths, so that our ministerial staff members can maintain physical, emotional, and spiritual healthy throughout their lives. We recognize the importance of maintaining strong, effective, and long-term leadership for Crossroads Church. The church desires to provide an opportunity for a sabbatical after five (5) years of full-time service and after five years following this initial leave. This is provided for ministers to undertake a study program or project that will be personally fulfilling and vocationally enriching while also allowing time away from weekly ministry obligations.

Criteria for reviewing requests for sabbaticals will include performance, level of responsibility, type of position, and other relevant considerations. Please allow at

least six (6) months in advance for planning purposes before taking the sabbatical. Also, prior to leaving on sabbatical, it will be the staff member's responsibility to make appropriate arrangements to cover his/her duties in their absence.

Prior to the leave, the staff member must submit to the Elders through their supervisory channel:

- A detailed description of the proposed study or project's features.
- An explanation of this project's benefit to the minister and to the church.
- An estimated cost based on available budgeted funds.
- A plan for covering the candidate's ministry responsibilities during sabbatical.

The staff member will be eligible for four (4) weeks of continuous leave and will receive full salary and benefits while on an approved leave. Every five years thereafter, the staff member in a Leadership/Pastoral role would qualify for an additional study leave.

The minister will be required to submit a written report to the Elders within 90 days of completing the sabbatical. The report is to remain with Crossroads Church to benefit church members and other ministers.

The staff member shall agree to serve Crossroads Church at least one year beyond the completion of each sabbatical leave. Should a staff member accept employment elsewhere within one year of their sabbatical leave, the employee shall reimburse Crossroads Church for the cost of their sabbatical project.

To the extent possible, Crossroads Church will also work with staff members to secure the financial resources necessary to fund some of the sabbatical such as conferences, schooling/courses, and travel (flights, hotels, meals) to conferences or schooling. All expenditures will be based on availability of budgeted funds.

Crossroads Sabbaticals should consist of the staff member being out of town for at least 2 weeks of the sabbatical. Up to \$2000 is approved for travel expenses (hotel, gas, airfare). Receipts must be turned in to the Administrator at least 7 days after returning from Sabbatical.

3.09 Jury Duty

Crossroads Church encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification will be granted time off with pay when summoned for jury duty.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees; prorated per budgeted work hours.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may plan to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. Either Crossroads Church or the employee may request an excuse from jury duty if, in Crossroads Church's judgment, the employee's absence would create serious operational difficulties.

3.10 Witness Duty

Crossroads Church encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses, they will receive paid time off for the entire period of witness duty.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

3.11 Educational Assistance

Crossroads Church recognizes that the skills and knowledge of its employees are critical to the success of the church. The educational assistance policy encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to qualify for reasonably attainable positions within Crossroads Church.

Crossroads Church may provide educational assistance to all eligible employees immediately upon assignment to an eligible employment classification. Educational Assistance may include payment of tuition, travel costs, and other education-related expenses incurred by the employee. To maintain eligibility, employees must remain on the active payroll and be performing their position satisfactorily through completion of each course. The education assistance amount is to be determined by the elders. Employees in the following employee classification(s) are eligible for educational assistance:

- Regular full-time employees

Minister's continuing education – After employment of five years, and every fifth year thereafter, members of the ministerial staff may be granted up to four weeks study leave to complete or advance academic training. Approval of their supervisor and the Elders. All educational leaves must be scheduled and planned to have budgeted resources available. Educational study leaves may not be combined with any other leaves except vacations.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable

future position in the church to be eligible for educational assistance. Crossroads Church has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable future position. Employees should contact the elders for more information or questions about educational assistance.

For each year you receive a tuition subsidy, you will be required to continue to serve at Crossroads for $\frac{1}{2}$ the time or be forced to repay the tuition subsidy unless otherwise determined by the elders. For example, if you receive three years of tuition subsidy, then leave Crossroads one year after, you will be required to repay $\frac{1}{2}$ a year of subsidy. If the Lord is clearly calling you into another ministry role, and the elders affirm that, you will not be required to repay tuition subsidy.

3.12 Personal Time Off

Personal Time Off (with pay) – An employee may take reasonable time away for personal needs (physician, dental, or related) with supervisor approval. In addition, an employee may take up to one day per year to handle personal matters (with supervisor approval).

Personal Time Off (without pay) – An employee who needs a leave of absence for a compelling personal reason may submit a written request for a personal leave of absence, without pay, for any length of time up to a maximum of four weeks. Written requests must state the reason for the leave, as well as the beginning and ending dates.

Requests for personal time off will be granted at the sole discretion of the church, based on the facts and circumstances surrounding each individual request.

Employees who return to work at the end of personal time off will normally be returned to their former position classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available.

Personal time off can be used in minimum increments of one-half day. Employees who have an unexpected need to be absent from work should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of unexpected absence.

To schedule planned personal time off, employees should request advance approval from their supervisors. Requests will be reviewed based on several factors, including business needs and staff requirements.

Personal time off (if paid) is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives or bonuses and the time paid is not included in any computation(s) for the purpose of determining overtime pay.

If available personal time off is not used by the end of the benefit year, employees will forfeit the unused time.

Upon termination of employment, employees will not be paid for unused personal time off.

3.13 Health Insurance

Crossroads Church's health insurance plan provides employees and their dependents access to medical care insurance benefits. Employees in the following employment classification(s) are eligible to participate in the available health insurance plan:

- Regular full-time employees - \$300 per month

Eligible employees may participate in the available health insurance plan subject to all terms and conditions of the agreement between Crossroads Church and the insurance carrier.

Crossroads Church reserves the right, at its sole and absolute discretion, to rescind or amend benefits, to change insurance carriers, or to require a change in employee contributions toward premium costs, deductibles, or co-payments. Crossroads Church may make such changes at any time, for any reason; financial necessity is not required. Employees will be notified of any such changes promptly. While it is our intention to continue offering the church-sponsored benefit programs, we cannot guarantee that such benefits will always be available.

Crossroads Church recognizes that, in our changing workforce, there are employees who are covered by medical insurance from other sources than that offered through Crossroads Church. Crossroads Church cannot and will not be responsible for any medical claims unless the individual participates in Crossroads Church offered medical insurance plans. Employees who choose not to participate in Crossroads Church offered medical insurance options must indicate so with their signature on a waiver form. Employees covered by medical insurance from other sources will not be paid the value of Crossroads Church premium balance as compensation.

Contact the Administrator for more information about health insurance benefits.

3.14 Retirement for those opted out of Social Security

Only those employees who have opted out of Social Security are eligible. Crossroads will fund retirement in the amount that was to be paid into Social Security.

Retirement for staff is \$1200 per year.

3.15 Computer and Technology

Crossroads Church will equip every employee with the software needed to complete their job (word, excel, etc.). Crossroads Administrator will purchase the computer and software needed. Up to \$1200 for the computer. Most of the computer technology on campus at Crossroads Church is Apple. For the most efficient integration it is required that an Apple product be used unless otherwise approved by the elders.

3.16 Bonus Structure

It is the desire of the elders to provide bonuses to employees when possible. The elders will determine the awarding of a bonus using two factors: The financial position of the church and the performance of the employee's performance.

When the financial position of the church allows and the employees performance merits, a Christmas bonus will be awarded to employees. The elders will use the two previous years bonus amounts and financial position of the church to determine the amount each year.

TIMEKEEPING/PAYROLL

4.01 Timekeeping

Accurately recording time worked is the responsibility of each nonexempt employee. Federal and state laws require Crossroads Church to keep an accurate record of time worked to calculate employee pay and benefits. Time worked equals all the time spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. All overtime must be approved by the employee's immediate supervisor in advance of being worked. Overtime that will be more than four hours per pay period must be approved in advance of being worked by the Administrator and the elders.

Altering, falsifying, or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing.

4.02 Paydays

Both salaried and hourly-paid employees are paid semi-monthly on the fifteenth (15th) and last day of the month. Each paycheck will include earnings for all work performed through the end of the current payroll period.

If a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be made available on regular payday through direct deposit to their bank.

Employees will have their pay directly deposited into their bank accounts when they provide advance written authorization to Crossroads Church at time of hire. Employees will receive an itemized statement of wages when Crossroads Church makes direct deposits.

4.03 Termination of Service

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the organization.
- Retirement – voluntary employment termination initiated by employee meeting age, length of service, and any other criteria for retirement from the organization.

Crossroads Church will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debt to Crossroads Church, or return of church-owned property. Suggestions, complaints, and questions can also be voiced.

The employment relationship with Crossroads Church is based on an “at will” basis, which means that an employee may resign employment with Crossroads Church at any time. This “at will” status also means that Crossroads Church may discharge an employee at any time, with or without cause, for any reason, or for no reason, with or without cause. It is further understood that this “at will” employment relationship may not be changed by any document, including this handbook or any statement in this handbook, or by any conduct or other statement unless and until such change is specifically acknowledged in writing by the Elders. Without such acknowledgment, the employment status will remain “at will” for the duration of employment.

Resignation – At least two weeks’ written notice to the church before leaving a position is requested. Written notice should include the reason for leaving, as well as the name and address of the new employer, if applicable. In the case of an employee’s retirement, more notice would be helpful. Resignation of ministers will be reported to the Elders. Resignation of the Lead Pastor is to be reported to the Elders. Resignation of any other Elder is to be reported to the Elders who will communicate to the church. A copy of all written resignation notices will be kept in the employee’s personnel file in the Business Office.

When an employee quits without notice, he/she will be paid through the last day of service and will not be eligible for any termination benefits. The direct supervisor should notify the Elders and Administrator when an employee quits without notice.

Discharge – An individual’s employment may be terminated with or without cause to maintain effective operations within the church. If an individual’s employment is being terminated, the supervisor will give the affected employee reason for the action. Regardless of the reason, the employee will be allowed to discuss the situation with the next level supervisor before the action becomes final if the employee so desires. The discharged employee has up to three working days to make known his/her desire to appeal.

Retirement and Termination Benefits:

Retirement – A full-time employee could qualify for retirement from Crossroads Church when their age and length of service total 70 with a minimum age of 60. In recognition of their retirement and in appreciation for their service they should be awarded one (1) week of their current compensation for each one (1) year of service. For Example: if a person had twenty (20) years of service and had obtained the age of sixty (60) they would be provided twenty (20) weeks of continued pay out of the church's general budget limited to a maximum of 26 weeks.

Note: This would be paid out as though they were being paid for this many weeks over a period equaling their years of service. Alternate extended payments may be negotiated by the employee and elders up to 60 months. This way the funds are already budgeted and will not represent an undue financial strain on the church. In certain circumstances where a position would need to be immediately filled, this may require additional modest budget expenditures, i.e., administrative assistant or less highly compensated personnel.

Resigning employees will be paid for vacation due provided two-week's notice is given of intent to resign.

Employees dismissed for due cause will not be eligible for any termination benefits.

Severance pay is - up to and including - two (2) weeks of regular compensation as determined by their immediate supervisor with advice from the Elders. Additional severance pay can be allowed as determined by the elders.

4.04 Promotion and Transfer

It is the church's intent to give qualified employees preference over others when filling position openings within the church. However, because of the experience, skills, and educational requirements of many jobs, promotions from within are not always possible.

Many factors will be considered in making promotion and transfer of duties decisions including an employee's past performance, experience, and skills and abilities.

4.05 Pay Advances

Crossroads Church does not provide pay advances on unearned wages to employees.

4.06 Administrative Pay Corrections

Crossroads Church takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Administrator so that corrections can be made as quickly as possible.

4.07 Pay Deductions

The law requires that Crossroads Church make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Crossroads Church also must deduct Social Security taxes on each employee's earning up to a specified limit that is called the Social Security "wage base." Crossroads Church matches the amount of Social Security taxes paid by each employee. Self-employed Ministers of Crossroads Church may elect to have certain federal tax obligations deducted from their compensation.

Crossroads Church offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Deductions from exempt employees' salaries are prohibited, except as allowed by applicable law. The permitted exceptions are:

Employees who are absent for at least a full day because of sickness or disability will not be paid for that day unless they have accrued benefits under the organization's paid time off, vacation, sickness, or disability policy. Their pay will not be reduced if they are absent for less than a full day because of sickness or disability.

Employees who are absent from work for at least a full day for personal reasons other than sickness or disability will not be paid for that day. If an employee is absent for less than a full day for personal reasons, his or her pay will not be reduced.

Employees may be suspended without pay for certain types of workplace misconduct, but only in full-day increments. Their pay will be reduced in an amount that is proportionate to the number of days suspended.

Employees who perform no work at all during a work week due to reasons other than lack of work or business shutdown will not be paid for that week, unless they have accrued benefits under the organization's paid time off, vacation, sickness, or disability policies. Such deductions, however, are subject to (and may be limited by) the organization's policies with respect to jury duty leave or military leave.

Employees who work less than 40 hours during their first or last week of employment will be paid a proportionate part of their full salary for the time worked.

The full salary of an exempt employee is not paid for weeks in which the employee takes unpaid leave.

If the employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to the Administrator. Such reports will be treated as confidentially as possible.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

If any employee has questions concerning deductions that were made from his/her paycheck or how they were calculated, the Administrator can assist in having those questions answered.

4.08 Salary Administration

4.08 (a) Elders

The Elders are responsible for the initiation and administration of a church-approved salary and benefit plan for church employees. They will maintain an appropriate and equitable salary administration plan.

The Elders are specifically responsible for:

Establishing a salary and grade level for all positions. The salary and benefits for any new position shall be established within the parameters of the existing pay grade/schedule table before any candidate is contacted for the position.

Ministerial staff and Other Salaried Positions– A salary will be recommended by Elders.

Hourly-paid positions – An hourly wage for each position will be determined by the Direct Supervisor and the Elders.

Reviewing recommendations for merit increases for all positions. Upon approval, the Elders will give written authorization to Finance team for implementation. Requests for personnel resources for each budget year are subject to the Elders Approval.

4.08 (b) Performance Evaluation and Salary Increases

Employees will receive a written performance evaluation after the introductory period, and quarterly thereafter (to be administered by the end of March, June, September, and December).

The purpose of the performance evaluation is to let each employee know how well he/she is doing and as important input to Crossroads Church merit pay plan. Each quarter evaluation is worth 1% increase for a total possibility of 4% for the year. Written performance evaluations may include commendation for good work against position objectives as well as specific recommendations for improvement.

Each employee will have the opportunity to discuss the performance evaluation with his/her supervisor. This is a good time to ask questions and clarify important points. Performance evaluations help the church make important decisions about position placement, training, and development, and pay increases. A satisfactory performance evaluation does not necessarily guarantee a salary increase.

Any merit increase will be based upon job performance and achievement of written goals where applicable, established and agreed upon by the employee and his/her supervisor for each year. Any merit increases are subject to church budget approval and are to be effective beginning with the pay period starting the month following the quarterly review for salaried and hourly paid employees. Merit increases for salaried employees, or portions of applicable merit increases, may be payable as a lump sum at the direction of the elders.

4.08 (c) Changes in Salary Grade

In the event an employee is changed to a higher salary graded position, the employee will be considered for a pay increase. Any increase in pay will be given at the time of the change and will apply both in cases where the incumbent's position is upgraded, or they are promoted to a different position.

In the event an employee is changed to a lower salary graded position, the effect of base pay will be determined by the circumstances surrounding the change. If an incumbent is in a position for which the salary grade has been reduced due to a change in position evaluation, the employee will retain their current rate of pay until the conclusion of the current calendar year. At the time of the next merit pay cycle, the relationship of the employee's pay and the reference rate for their salary grade will be considered as they affect merit pay decisions.

4.09 Ministerial Housing Allowance

Crossroads Church does not provide church-owned housing to its ministers. However, ministers who are ordained, commissioned, or licensed are entitled under IRS regulations to receive a housing allowance.

The housing allowance is to be jointly determined on an annual basis by the minister with elder approval. The annual housing allowance should include the fair rental value amount of the annual mortgage or rental payments, home insurance, furnishings, maintenance and repairs, utilities and telephone, taxes, and all other expenses associated with keeping a home consistent with the standard of living typical for those in the same salary range and will not exceed 60% of the minister's total gross salary.

For both Crossroads Church and its ministers to be protected and to be within the legal IRS requirements, housing allowance provisions must be approved in writing by the elders and administrator by December 31. The housing allowance cannot be adopted retroactively.

The housing allowance is excluded from ministers' gross salaries. The designated allowance is subtracted from compensation before the church computes its salary data for IRS Form W-2.

WORK CONDITIONS & HOURS

5.01 Safety

Providing a safe and healthful work environment for employees, members, and guests depends on the alertness and personal commitment of all.

Crossroads Church may provide information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Elders or their supervisor. Employees

who cause hazardous or dangerous situations or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Administrator and the Elders immediately. They will have the employee complete an in-writing summation of the injury, including how and when it occurred. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

5.02 Workplace Violence Prevention

Crossroads Church is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Crossroads Church has adopted the following guidelines to deal with intimidation, harassment, and threats. Threatening behavior, or any acts of violence against employees, or other individuals on the premises will not be tolerated and will lead to disciplinary action, up to and including immediate termination, and/or criminal prosecution.

All employees, including supervisors and temporary employees, should be always treated with courtesy and respect. Any person who engages in violent behavior, such as making substantial threats, or intentionally hitting, kicking, or striking a person or property on Crossroads Church premises will be removed by management from the premises as quickly as safety permits, and is to remain off Crossroads Church premises pending the outcome of an investigation.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the premises of Crossroads Church without proper authorization.

Conduct that threatens, intimidates, or coerces another employee or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by law enforcement agencies.

Employees are responsible for immediately notifying their supervisor or other members of management of any threats, threatening behavior, or acts of violence which they have witnessed, received or have been told that another person has witnessed or received. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Crossroads Church will promptly and thoroughly investigate all reports of threats (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain

workplace safety and the integrity of its investigation, Crossroads Church may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will have their employment terminated.

Crossroads Church encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Elders before the situation escalates into potential violence. Crossroads Church is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

5.03 Work Schedule

Work Schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, all well as variations in the total hours that may be scheduled each day and week.

Given the day of off-site work it is the responsibility of the employee to maintain the appropriate number of hours as defined by their job description. The employee's supervisor should ensure the employee is working the correct number of hours. If a problem arises, the supervisor should address it directly with the employee. If no resolution is found, or the problem continues, the supervisor shall report it to the elders. A failure to maintain the number of hours agreed to on the employee's job description may lead to disciplinary action, including termination.

All non-exempt salaried employees are required to maintain accurate records of time worked. Prior to being issued a semi-monthly paycheck, non-exempt salaried employees must have given their authorized time record to the Administrator for the weeks included in that pay period.

Hourly paid employees must accurately report their timesheet in the appropriate manner as advised by the Administrator.

An employee may not work overtime unless it has been approved in advance by the employee's supervisor. Overtime that will be more than four hours per pay period must be approved in advance of being worked by the Administrator. If a change or correction is made on the time record, it must be initialed by both the employee and the employee's supervisor.

Flexible scheduling or flextime is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issue as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in a flextime program.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

5.04 Smoking

In keeping with Crossroads Church's intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace.

Smoking outdoors on church grounds is discouraged but should be limited to areas away from doorways, so that non-smoking persons can enter and exit without smoke inhalation.

LEAVES OF ABSENCE

6.01 Maternity and Paternity Leave

Crossroads Church provides six weeks paid maternity leave to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth.

Employees in the following employment classifications are eligible to request maternity leave as described in this policy:

- Regular full-time employees

Eligible employees may request maternity leave only after having completed one full year of service. Eligible employees should make requests for maternity leave to their supervisors at least 30 days in advance of their foreseeable maternity leave and as soon as possible for unforeseeable leave.

With the supervisor's approval, an employee may take any available vacation leave as part of approved maternity leave exceeding six weeks.

A healthcare provider's statement must be submitted verifying the maternity leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Crossroads Church. Employees returning from maternity leave must submit a healthcare provider's verification of their fitness to return to work.

If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension.

Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved paid maternity leave period.

So that an employee's return to work can be properly scheduled, an employee on maternity leave is requested to provide Crossroads Church with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed-upon return date, Crossroads Church will assume that the employee has resigned.

While the church does not have a paternity leave policy, up to five days of sick time may be used for Paternity Leave. This would include natural births or child adoptions. Additional days can be added at the discretion of the elders.

6.02 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

Employees will continue to receive full pay while on leave for two-week training assignments and shorter absences. The portion of any military leaves of absence more than two weeks will be unpaid unless otherwise determined by the elders. However, employees may use any available paid time off for the absence.

The Church will administer military leave and returns from leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Upon completion of your military service, you are entitled to be restored to your former job with no loss of service time, or to a position offering the same pay with no loss of service time. You will also be entitled to the seniority and other rights and benefits determined by seniority you had on the date when military leave began, plus the additional seniority and rights and benefits you would have attained if you had not taken the military leave.

Additionally, under USERRA, while on a military leave of absence, you may elect to obtain continued insurance coverage at your own expense for a maximum of 24 months. Upon reemployment from military leave, you will be exempt from insurance waiting periods or limitations on coverage for yourself and all covered family members. Employees reemployed from military leave will be treated as if they have been continuously employed for vesting and benefit accrual purposes.

To qualify for reemployment protections under USERRA, you must:

- Be discharged or terminate your uniform service under honorable conditions.
- Meet requirements for providing advance notice of your leave.
- Be on leave for no more than five (5) years.
- Apply for reemployment within the time frame provided under USERRA.

Contact the Administrator for more information or questions about military leave.

6.03 Short-term Disability Leave

The employee may request an extended medical leave of absence, to be determined by the Elders commensurate with the employee's tenure.

Full-time employees who have completed at least one year of continuous service may submit a written request for an extended medical leave of absence for the length of any disability up to a maximum of 80 workdays.

Requests for extended medical leave may be granted to eligible full-time employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to illness or disability. The start of a leave of absence may be delayed until the employee provides the physician's written statement. If certification is not provided, leave may be denied. At any time during an extended medical leave of absence, an employee may be asked to provide medical evidence of illness or disability.

Once an employee has received approval, the employee will be eligible for 40 workdays of extended medical leave and will receive full compensation for the first 40 workdays. If further leave is necessary, the employee will be required to present an updated physician's written statement. Upon approval of further extended medical leave, the employee will be eligible for 20 additional workdays of leave and will receive fifty percent (50%) of regular compensation and twenty-five percent (25%) of regular compensation for the final 20 workdays of leave. No further compensation will be paid out for any leave. Short-term disability leave may be requested in increments of no less than one-half day. (For example, an employee may be able to work one-half days and require one-half days of disability leave for ongoing rehabilitation/therapy.)

All eligible vacation days and sick days must be utilized before any extended medical leave benefits will be applied or paid out. The employee must complete at least one additional year of work before requesting short-term disability leave again.

Employees must provide a physician's written release verifying that they are able to safely perform their duties before they return to work. Although the church is not able to guarantee reinstatement in all cases, employees on medical leave who return to work immediately following the end of an approved leave will normally be returned to their former job classification if an opening exists. If there is no such opening, they will be considered for a comparable position if one is available.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

7.01 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Crossroads Church expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Living a sexual lifestyle in opposition to the most recent Crossroads Beliefs Statement. (What We Believe)

- Abuse or harassment of any form. Included but not limited to physical, verbal, and sexual.
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Possession, distribution, sale, transfer, or use of illegal drugs
- Insubordination or other disrespectful conduct
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Violation of safety or health rules
- Smoking in prohibited areas
- Unauthorized disclosure of church "secrets" or confidential information (violation of confidentiality policy)
- Disorderly conduct on church property including fighting or attempted bodily injury or the use of abusive or threatening language toward others.
- Possession of dangerous or unauthorized materials, such as explosives or unauthorized firearms, in the workplace
- Unsatisfactory performance or conduct
- Violation of Personnel Policies
- Any misuse of The Crossroads Church resources and assets.
- Additionally, conduct outside the workplace, including but not limited to violation of the law and/or actions that may involve material risk to Crossroads Church operations and/or potential damage to the church's reputation/good standing in the community, may give rise to discipline, up to and including termination of employment. Therefore, it is your responsibility to inform Crossroads Church immediately of convictions of any criminal offenses. Failure to notify the church may subject the employee to disciplinary action, up to and including termination of employment.

Employment with Crossroads Church is at the mutual consent of Crossroads Church and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

7.02 Drug and Alcohol Use

It is Crossroads Church's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Crossroads Church premises and while conducting church-related activities off Crossroads Church premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. An employee who is taking prescription drugs or other medication which may affect his or her work safety or the safety of others must notify his or her supervisor of the impairment before beginning work. Failure to report such impairment may subject the employee to disciplinary action, up to and including termination.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Elders to receive assistance or referrals to appropriate resources.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from the use of the problem substance; ; abides by all Crossroads Church policies, rules, and prohibitions relating to conduct in the workplace; ; and if granting the leave will not cause Crossroads Church any undue hardship.

We reserve the right to require drug/alcohol screens as a condition of continued employment if reasonable suspicion exists that an employee's work performance or safety is impaired by using drugs or alcohol. Specifically, authorized The Crossroads Church representatives or agents may: 1) require employees to submit to testing for intoxicants as a condition of continued employment, and/or 2) conduct searches of personal effects, vehicles, desks, and rooms for intoxicants and related paraphernalia as a condition of continued employment. Items discovered through such search may be turned over to law enforcement authorities.

Reasonable suspicion for believing an employee is under the influence or impaired using an intoxicant includes, but is not limited to, abnormal conduct, appearance, behavior, speech, or odor; ; detection of a prohibited substance in the area where an employee has been working; ; an unexplained decline in work performance or attendance; ; or a workplace accident or safety violation.

Employees who test positive for drugs or alcohol may be subject to disciplinary action, up to and including termination.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Elders without fear of reprisal.

7.03 Sexual and Other Unlawful Harassment

Crossroads Church is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's gender, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

- Sexual harassment is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:
- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct includes touching, assaulting, or impeding or blocking movements.
- Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; ; (2) submission or rejection of the conduct is used as a basis for making employment decisions; ; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If an employee experiences, or witnesses, sexual or other unlawful harassment in the workplace, it should be reported immediately to a supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that

person, the employee should immediately contact one of the Elders. Any employee can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, the confidentiality of the reporting employee and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of the investigation.

Any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the Elders so it can be investigated in a timely and confidential manner. Anyone engaging in or failing to report sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. Because of the seriousness and the sensitive nature of this type of discrimination, false accusations will also result in disciplinary action.

7.04 Attendance and Punctuality

To maintain a safe and productive work environment, Crossroads Church expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness both place a burden on other employees and on Crossroads Church. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Failure to call in and report an absence may result in disciplinary action. PTO cannot be used to make up for tardiness and absenteeism. PTO must be previously approved by the supervisor of the employee.

Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.

The following is an example of disciplinary action for poor attendance and excessive tardiness.

1. First Offense - verbal reprimand and written notice to be placed in the employee's personnel file.
2. Second Offense - Within six (6) months of the first offense, written notice is to be placed in the employee's personnel file.
3. Third Offense - Within six (6) months of the second offense, written notice is to be placed in the employee's personnel file, along with 1-week suspension without pay.
4. Fourth Offense - Within six (6) months of the third offense, subject to termination based on the decision of the elders.

Note: This is an example, ultimately, the elders are responsible for determining appropriate action.

7.05 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image Crossroads Church presents to the community.

During business hours or when representing Crossroads Church, all employees are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom themselves according to the requirements of their positions and accepted social standards.

An employee's supervisor is responsible for establishing a reasonable dress code appropriate to the job performed. Employees should consult their supervisor if they have questions as to what constitutes appropriate and acceptable appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

7.06 Return of Property

Employees are responsible for all Crossroads Church property, materials, or written information issued to them or in their possession or control. All Crossroads Church property must be returned by employees on or before their last day of employment.

7.07 Communication with the Media

The Lead Pastor is designated as Crossroads Church's primary spokespersons to the media. Others within Crossroads Church may, from time to time, be designated by the spokespersons to respond to specific inquiries as necessary or appropriate. Employees who are not authorized spokespersons are instructed to refer all calls from the media to the Lead Pastor.

7.08 Progressive Discipline

The purpose of this policy is to state Crossroads Church's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Crossroads Church's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Crossroads Church is based on mutual consent and both the employee and Crossroads Church have the right to terminate employment at will, with or without cause or advance notice, Crossroads Church may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps: 1) verbal warning; ; 2) written warning; ; 3) suspension with or without pay; ; and 4) termination of employment—depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: First offense: verbal warning; ; Second offense:

written warning; ; Third offense: suspension; ; Fourth offense: termination of employment.

If more than 12 months have passed since the last disciplinary action, the process may start over.

Crossroads Church recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules Policy (paragraph 7.01) includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses but may be examples of unsatisfactory conduct that will trigger progressive discipline.

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

7.09 Life-Threatening Illness in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Crossroads Church supports these endeavors if employees can meet acceptable performance standards. As in the case of other disabilities, Crossroads Church will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Crossroads Church will take reasonable precautions to protect such information from inappropriate disclosure. Supervisors and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Administrator so that they can assist with adaptation of the work environment and duties as deemed appropriate.

7.10 Holy Matrimony

Crossroads Church's pastors, ministers, and any pastors or ministers within the membership of Crossroads Church or guest ministers for wedding ceremonies shall only provide "Holy matrimony" ceremonies. Such ceremonies respect and promote

the Biblical view of marriage as between a biological man and a biological woman. Only such unions, we believe, are within the bounds of what is sanctioned by God and taught in Holy Scripture.

Guest pastors, ministers, or other officiants invited or enlisted to conduct a wedding ceremony on the grounds or within the facilities of the church must adhere to this policy. Such ministers must be interviewed by Crossroads Church pastor or minister or assigned staff member to advise them of this policy, and if determined that they do not themselves hold views in agreement with this policy, then the minister would not be allowed to officiate in any wedding or union in marriage ceremony on the grounds of or in the facilities of Crossroads Church.

Crossroads Church's pastors, ministers and any pastors or ministers within the membership of Crossroads Church should adhere to the beliefs set about marriage in the Crossroads Belief Statement (What We Believe)

7.11 Handling Conflict

As a believer, you have a responsibility to handle conflict in a biblically appropriate way. As a staff member, you should be modeling this for the congregation. There will come a time when you receive criticism, or you will find yourself in the middle of conflict. In such times, it is your responsibility to handle it according to scripture. The following scriptures lay out some general guidelines but are not designed to be all inclusive.

Matthew 18:15-17 "If your brother sins against you, go, and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.

1 Timothy 5:19 Do not admit a charge against an elder except on the evidence of two or three witnesses.

7.12 Data Privacy and Confidentiality

It is the policy of Crossroads Church to protect its members from any/all mishandling of personal information. There is a confidentiality that is to be expected as a staff member of Crossroads Church. All staff members should use their own wisdom and the counsel of the elders on the handling of sensitive situations.

Measurable data privacy includes not sharing personal information of an individual(s) without consent. Not providing access to personal information for anyone who has not gone through the necessary steps to obtain that information.

Financial records (including names of contributors) are only to be viewed by approved individuals who have passed the necessary background checks. They are to be stored in a secure location according to the Financial Procedure Manual of Crossroads Church.

Pastoral care information is only to be shared with the Elders of Crossroads Church and whom they deem as critical to addressing the pastoral need. If you identify a pastoral care need, you will communicate to the Elders as soon as possible so they can respond as they are biblically commanded to care for the souls entrusted to their care.

It is understood that this policy can in no way directly address all situations of confidentiality. The elders reserve the right to pursue disciplinary action for a staff member if they breach confidentiality or data privacy in any way.

INTELLECTUAL PROPERTY RIGHTS

8.01 Intellectual Property Rights (IPR) Policy Intent

The goal of this policy is to create a framework within which Crossroads Church staff members may maximize their creative efforts while recognizing the inherent value of the resources provided by Crossroads Church to its employees to achieve those creative efforts, to encourage creative efforts of the staff to help them reach their full potential, to encourage staff in professional development, to help other churches that do not have the resources to develop materials independently and to use every medium available to connect people with Jesus Christ. The Crossroads Church will fulfill our vision as a teaching church and expand the reach of our ministries by developing professional materials and up to date media distribution outlets to connect people to Jesus Christ.

8.02 IPR Doctrine

The work-made-for-hire doctrine as provided in applicable state and federal law will apply to all works created within the scope of a staff member's duties that the church has the right to direct and supervise. As a result, the church will own all rights in such works and subsequent derivative works. When works are created by staff members in collaboration with non-staff members, Crossroads Church shall own all rights in such works and subsequent derivative works attributable to the authorship of the staff member.

8.03 Exceptions

The Elders may make exceptions to the work-made-for-hire doctrine. In approving the exceptions, the Elders must consider the following: a) the best interest of the church;; b) whether the work was developed with church resources;; c) whether the work was developed for personal gain of an individual;; d) the purpose of the ultimate work;; e) the intent of this policy; or f) any other factors which may be deemed relevant to the work and/or the circumstances under which it was created.

8.04 Proceeds and Designations

Proceeds from staff works that produce revenue to Crossroads Church will be used to further the ministry defined in 8.01 above. The staff member responsible for the works that produced the revenue may submit a request to the Elders to designate

the revenue for a specific ministry of the church. Such designation, however, is at the discretion of the Elders.

8.05 Approval

When works created by Crossroads Church staff as part of their duties are submitted for publication outside Crossroads Church, the Lead Pastor must approve any such outside publication and the terms and provisions applicable to such publication, including without limitation any contract or agreement relating thereto. Any works developed by staff and not covered under the work-made-for-hire doctrine that might reasonably be anticipated to adversely impact the church or its mission or misrepresent the beliefs or position of the church must be submitted to the Elders for review and approval prior to publication.

8.06 Promotion

Crossroads Church has the right but not the obligation to promote, market, or use materials created by a staff member during the term of or after their employment, the determination as to whether to use, market or promote such materials and the method or manner thereof being within the sole discretion of the Elders.

8.07 Name, Likeness, and Biographical Release

Crossroads Church has the right to use any staff member's name, any pseudonym which the staff member may use, likeness, portrait, picture, and biographical information in connection with the promotion of Crossroads Church and any of its programs and in connection with the publication, sale, distribution, and/or marketing of works or other products associated with, or created by such staff member for, or at the direction of, Crossroads Church. Photographs or images of the staff member may be altered, combined with other photographs or artwork, combined with any printed, visual, or audio material, enhanced with computer or other technology, and used in any medium and multi-media formats now known or hereafter invented for the purposes set out in the document. This right will continue in effect beyond the staff member's employment with Crossroads Church.

8.08 Disputes

In the unlikely event that any controversy should arise out of or relating to this agreement, the parties agree to first attempt to resolve such claim or dispute through biblically based mediation. The staff member or Crossroads Church may initiate the mediation process by sending a written notice (the "mediation notice") to the other party. Mediation will proceed according to procedures agreed by the parties following receipt of the mediation notice. If mediation is unsuccessful, then the matter must be resolved by binding arbitration by an arbitrator or arbitrators who is or are a professed Christian or Christians mutually agreed to by the parties or selected in accordance with the procedures set out in the rules of the American Arbitration Association, and the claim or dispute will be resolved in accordance with the rules of that organization. Either party may initiate arbitration by written notice (arbitration notice) to the other party. The parties will keep such claim or dispute and mediation/arbitration proceedings confidential, except as necessary to effectuate

the process. The parties agree that mediation and arbitration are their sole remedies in connection with any claim or dispute arising under or with respect to this agreement, that they may not sue or otherwise bring an action against the other except to compel compliance with these mediation/arbitration provisions and that they hereby waive their rights to sue or to other remedies. The parties will abide by, perform, accept, and fulfill the final award or finding concerning such questions without recourse to any other court or tribunal, except to the extent necessary to enforce said final award or finding. The other party will respond promptly and cooperate in the mediation process and, if necessary, the arbitration process. Each party agrees to provide such information and/or documents as the mediator or arbitrator may request. Either party may elect to be advised by an attorney during the process and such attorney may participate in the process, but no attorney may take the place of a party in the process or participate in lieu of participation by the party. The parties will equally bear the cost of such mediation/arbitration unless they agree to another division of the mediation/arbitration costs before or during the process.

8.09 Independent Contractors

Independent contractors must be retained under written contract approved by the Elders. The contract shall contain an acknowledgment of the work-made-for-hire status of the work to be created. All contractors are required to provide the Administrator with their certificate of liability of insurance. If the certificate of insurance is not produced, then contractors will be discharged of their duties, contract will become void, and no further payment will be made.

8.10 Social Media

Crossroads Church understands that employees may maintain personal websites or web logs on their own time using their own facilities. However, each employee is responsible for ensuring that Facebook, twitter, blogging, or social media activity does not interfere with his or her work. No employee other than the designated spokesperson may speak on behalf of the Church. This includes on any web logs. The below is a summation, please see Crossroads Church Social Media Policy for more information.

- Do not post confidential or proprietary information on a weblog.
- Do not post the names of Crossroads Church members, co-workers, or vendors on a weblog.
- Do not use the Church's facilities to create or maintain a web log. Crossroads Church monitors its facilities to ensure compliance with this restriction.
- Do not create or maintain personal websites or weblogs on Church time.
- If you identify yourself as an employee of The Crossroads Church on your weblog, place a prominent disclaimer stating that you are expressing only your personal views and not those of Crossroads Church.

- Do not talk about the organization unless you provide a clear disclaimer stating your affiliation with the organization.
- Do not link to the Church's website or post Church material on a website or weblog unless written permission is obtained from the elders.

All Crossroads Church policies that regulate off-duty conduct apply to Facebook, twitter, blogging activity including, but not limited to, policies related to illegal harassment, code of conduct, non-competition, and protecting confidential and/or proprietary information.

Violation of this policy may lead to disciplinary action, up to and including termination of employment. Please Note: This policy is not intended to limit the flow of useful and appropriate information or restrict the protected rights of employees.

Disclaimer: It is believed the policies and procedures contained in the manual conform to all appropriate Federal and State laws of the government.

Signature:

Title/Role

Date: