

CHARGE TO THE PERSONNEL TEAM:

Personnel Team

Purpose: The purpose of the Personnel Team is to support the Lead Pastor, Staff, and Session at Evergreen Church and serve the Church in support of its mission. Specifically, the Team will:

- Support the Lead Pastor and Session in their efforts to develop a culture of mutual support, encouragement, and shared commitment to the mission of Evergreen Church.
- Serve as a resource for the Lead Pastor and all staff members with respect to Evergreen policy and best practices when interpreting policy.
- Review job descriptions, staff goals and objectives, and performance review documents on an annual basis except for those relating to the Lead Pastor.
- Provide oversight of the Personnel policies and procedures at Evergreen Church, ensuring that the Personnel Manual (part of the Manual of Operation) is reviewed annually and updated as necessary, subject to Session Approval.
- Facilitate healthy conflict resolution between staff using the principles of Peacemaking and keep the Session informed if normal conflict resolution activities are not successful.
- Serve as an intermediary between supervisors and their subordinates when a conflict of interest arises.
- Support the Lead Pastor and staff when appropriate while hiring new staff. Such support may include writing job descriptions, reviewing resumes, completing reference checks and/or interviewing candidates.
- Support Session through review of staff salaries and the allocation of performance based adjustments except for those relating to the Lead Pastor.
- Support Session by conducting exit interviews, monitoring turnover, and providing summary information as needed to for session to fulfill its oversight responsibilities.

Structure: The Personnel Team will have at least 3 members, at least one female and one male, who are Covenant Partners of Evergreen Church. Team members should be mature believers who are bound by confidentiality standards associated with all HR related activities.

**Evergreen Church
Peachtree City, GA**

Personnel Policy Manual

August 2023

Evergreen Church Personnel Policy Manual

Introduction

This Personnel Policy Manual ("Manual") has been prepared as a personal reference book for you and provides a brief description of the organization, work environment, employee benefits, and other policies affecting your employment with Evergreen Church.

Because of the "at will" employment relationship (explained further in this document), this handbook is not a contract. Also, it may become necessary to make changes or to establish new policies and procedures that will affect you. It is not possible to anticipate every situation that may arise in the workplace or to provide information that addresses every unique situation of employment. As a result, Evergreen Church reserves the right to modify, supplement, rescind, revise, or depart from any policy, benefit or provision from time to time, as it deems necessary or appropriate.

If you are unclear about any Evergreen policy, please consult with your supervisor or the Personnel Team. It is important that you read, understand, and become familiar with this Manual, and comply with the standards that have been established.

If there is a conflict between the provisions, benefits, or policies in this Personnel Policy Manual and those set forth in the terms of an ordained staff member's call, the terms of the call will prevail.

As a congregation of ECO: A Covenant Order of Evangelical Presbyterians, the beliefs that dictate personnel policies are contained in the ECO Essential Tenets and Polity and our by-laws. Pursuant to Sections 702 of Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e-1 (a)), all employees of the Church shall adhere to the beliefs and behaviors dictated by the ECO Essential Tenets and Polity.

Table of Contents

Introduction	3
Table of Contents	4
Staff Culture	6
<i>Call to Commitment</i>	6
<i>Employee Conduct</i>	6
<i>Professional Development & Performance Appraisals</i>	6
Compensation and Benefits	8
<i>Compensation Program Overview</i>	8
<i>Employee Pay Procedures</i>	8
<i>Salary Deductions</i>	8
<i>Group Health Insurance</i>	9
<i>Vacation</i>	9
<i>Continuing Education/Study Leave</i>	9
<i>Illness Leave</i>	10
<i>Maternity Leave</i>	10
<i>Bereavement</i>	10
<i>Office Holidays</i>	10
<i>Jury Duty</i>	11
<i>Leave of Absence</i>	11
<i>Workers' Compensation</i>	11
Staff Communications	12
<i>Standard for Staff Interactions</i>	12
<i>Healthy Conflict Resolution</i>	12
<i>Confidentiality</i>	14
<i>Negative Speech Prohibited</i>	14
<i>Pathways of Communication</i>	15
Administration	16
<i>Authority of Power</i>	16
<i>Administration of Policy</i>	16
<i>Employment-at-Will Relationship</i>	16
<i>Equal Employment Opportunity</i>	16
<i>No Harassment Workplace</i>	17

<i>American With Disabilities Act Compliance</i>	18
<i>Off-Duty Conduct</i>	18
<i>Workplace Violence</i>	18
<i>Proof of Identity and Right to Work</i>	18
<i>Personnel Records</i>	18
<i>Falsification of Information</i>	19
<i>Employment of Relatives</i>	19
<i>Employment of Minors</i>	20
<i>Employment Status</i>	20
<i>Expense Account Reimbursement</i>	20
<i>Accident Reporting Procedures</i>	21
<i>Business Attire</i>	21
Employee Responsibilities	22
<i>Job Descriptions</i>	22
<i>Hours of Work</i>	22
<i>No Smoking</i>	22
<i>Drug/Alcohol</i>	22
Technology	23
<i>Computer Usage</i>	23
<i>Social Media Policy</i>	23
Termination of Employment.....	24
<i>Retirement</i>	24
<i>Collection of Church Property</i>	24
<i>Exit Interviews</i>	24
<i>Adverse Separations</i>	24
<i>Termination Pay</i>	24
Appendices	25
<i>The Peacemaker's Pledge</i>	25
<i>Glorify God</i>	25
<i>Get the Log Out of Your Own Eye</i>	25
<i>Gently Restore</i>	25
<i>Go and Be Reconciled</i>	25
<i>Biblical Standards for Christian Leaders at Evergreen Church</i>	26
Employee Statement of Acknowledgement	29

Staff Culture

Call to Commitment

Evergreen employees are part of a staff that is committed to fulfilling the mission of Evergreen Church to inspire, teach and disciple, ordinary people to become missionaries of Christ to their community so that our neighborhoods reflect the Kingdom of Heaven. Every employee, both Ordained and lay personnel, shall adhere to and fully support all of the Essential Tenants of ECO. These Tenants can be found on the ECO website or will be given to the employee during the interview process.

Employee Conduct

Evergreen staff are expected to conduct themselves in accordance with the *Biblical Standards for Christian Leaders at Evergreen Church* (as set forth in the Appendix to this Manual). Consistent with those standards, it is the policy of Evergreen Church that Elders, staff and other persons in a position of leadership in the Church should hold each other accountable to biblical standards for all matters of faith and life and for maintaining chastity in thought and deed, being faithful within the covenant of marriage between a man and a woman (as biologically designed by birth), or embracing a celibate life as established by Jesus in the new covenant.

Professional Development & Performance Appraisals

Pursuit of excellence in our work depends upon setting goals, assessing our work against those goals, and committing to personal and professional development. Each employee and his/her supervisor collaborate in setting both expectations and goals. Progress in reaching these objectives is discussed and modified if required. Through this process, a staff member's successes can be celebrated and opportunities for improvement identified.

At the end of a performance period, which is typically no longer than a year, an overall assessment is made and formally reported. This report records the employee's key achievements, the work behaviors and characteristics which are strengths, and the progress made in targeted developmental areas and ministry goals. Following the performance review, a new performance cycle will begin with new goals and expectations discussed and written.

If an employee's performance becomes unsatisfactory during any time during the performance period, the employee shall be placed on a Performance Improvement Plan (PIP). The PIP is a plan specifically structured to address the employee's performance deficiencies to include action steps, deliverables, and target deadlines. Failure to successfully complete the action

steps and improve performance to a satisfactory level may result in termination.

Compensation and Benefits

Compensation Program Overview

The compensation program for Evergreen Church staff has three key objectives:

1. To attract and retain an effective staff.
2. To recognize and reward personal performance.
3. To ensure that total payroll and related expenses represent an appropriate portion of the budget.

Evergreen Church periodically surveys compensation and benefits of comparable area employers. While this information may be used to keep our overall compensation competitive and to set a salary range for each position, actual pay for an employee is based on performance, experience, and budget constraints. Actual individual employee salary adjustments, if any, are generally made annually and are heavily influenced by performance reviews.

Information regarding salaries and performance reviews will be kept confidential. Employees should not discuss salaries or performance appraisals with other employees and only as appropriate with their supervisor.

Employee Pay Procedures

Employees are normally paid one time a month by direct deposit, generally on the 28th of the month.

Salary Deductions

The law requires Evergreen Church to make certain deductions from every employee's compensation. Deductions for employee portions of group insurance premiums will be made based on the employee's insurance elections. Evergreen Church will also deduct federal tax delinquencies, child support payments, or student loan payments if mandated by a court order or statute. No deductions, however, will be made to directly pay an employee's creditors except as required by applicable law.

If at any time you believe an improper deduction has been made, immediately report the improper deduction to the Business Administrator. All reports of suspected improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, Evergreen Church will promptly reimburse the employee for the improper deduction and will make a good faith effort to avoid any improper deductions in the future. Also,

Evergreen Church will not tolerate any retaliation against employees who in good faith report alleged improper deductions in compliance with this policy.

Group Health Insurance

Evergreen Church offers a comprehensive health insurance program for fulltime employees only. The employee may be required to participate in the cost of that policy. The employee will be required to pay additional costs of coverage for any spouse and/or children the employee elects to cover. A separate document explaining this benefit will be provided to each employee.

Vacation

Employees are eligible for vacation allotment as shown below. Vacation availability is based on needs of the organization/ministries and must be approved by the supervisor. Salary will not be paid in lieu of unused vacation time. You cannot borrow vacation time from the upcoming year, and you are encouraged to take vacation in the year in which it is earned. Carryover vacation is not allowed from one year to the next. Unless otherwise negotiated, regular full-time employees are eligible for an annual vacation allotment beginning as shown in the following chart.

Length of Service	Annual Vacation
1 year	40 hours (1 week)
2 years to 5 years	80 hours (2 weeks)
5+ years	120 hours (3 weeks)

For purposes of the vacation plan, employees who reach their second or fifth anniversaries during the calendar year are eligible to take their additional allotted vacation upon completion of their anniversary date.

Vacation must be scheduled at least 30 days in advance and requires prior approval of your immediate supervisor. It must also align with our Ministry needs.

Continuing Education/Study Leave

Continuing education days are assigned to ministry staff in amounts relative to the needs of their positions. Supervisors must authorize the study plan and the timing of continuing education plans.

Illness Leave

Full-time employees have 80 hours of illness leave per year that can be used by the employee for personal illness, illness in the immediate family, or for doctor's visits.

Immediate family is defined as spouse and minor children (to include foster children, wards, or any minor with whom they have an in loco parentis relationship). Unused illness leave can accrue to a maximum of 240 hours.

Maternity or Paternity Leave

Any full-time employee who gives birth shall be entitled to six (6) weeks of paid maternity leave (in case of delivery by natural birth) or eight (8) weeks of paid maternity leave (in case of delivery by Caesarian section) beginning on the date of birth. Paternity leave is also limited to three (3) weeks, based on the Georgia employee's standard. This leave is to bond with a child who joins their family through birth, adoption, or foster care placement.

Bereavement

In the event of the death of an immediate family member, full-time employees will be entitled to a week of paid time off to attend to matters relating to proper burial, memorial services and bereavement. Bereavement time must be approved by the supervisor, and a longer period can be considered, at the supervisor's and/or Personnel Team's discretion.

Unused bereavement time may not be rolled forward to the following year.

Employees will not be paid for unused bereavement time remaining at the end of the calendar year, nor for unused bereavement time remaining at the time an employee resigns or is terminated.

Office Holidays

Full-time staff have the following paid holidays listed below. Ministry staff required to work on an identified holiday are permitted to take a compensating day as approved by their supervisor. Part-time staff do not receive paid time off for office holidays.

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day

- Thanksgiving Day
- Christmas Day

Jury Duty

If you are called to serve on jury or are subpoenaed to testify in a civil or criminal proceeding, please notify your supervisor of the day you are requested to appear and the expected length of time you will be on jury duty or needed for testimony. Such time will be considered an excused, paid absence.

Leave of Absence

Full-time employees may request, at the sole discretion of the Lead Pastor and the Personnel Team, a leave of absence without pay or employment benefits for a period not to exceed six months. Requests for leave of absence should be submitted in writing to your supervisor as far in advance of the anticipated leave as possible. The leave request must state the reason, circumstances, duration, and your location during leave. Also, it must be dated and signed by the employee.

Workers' Compensation

Evergreen Church carries insurance to cover the cost of employee injury or illness related to work activities. Specific benefits are prescribed by law and awarded on the circumstances of each case. To be assured of receiving maximum assistance, work-related accidents or illnesses must be reported immediately to the employee's supervisor and to the Business Administrator.

Staff Communications

Standard for Staff Interactions

You are responsible for the efficient performance of your tasks. Teamwork is an important component in the combined efforts of staff. The interactions among Evergreen Church staff should reflect the biblical principles of Christian community, particularly those principles that shape our attitudes, actions, and speech. Staff must not only refrain from doing harm to one another in any form but must seek to build up one another so that all might be successful in serving Christ in this setting. Consider the following words from Romans 12:9-21:

Let love be genuine; hate what is evil, holdfast to what is good; love one another with mutual affection; outdo one another in showing honor. Do not lag in zeal, be ardent in spirit, serve the Lord. Rejoice in hope, be patient in suffering, persevere in prayer. Contribute to the needs of the saints; extend hospitality to strangers.

Bless those who persecute you; bless and do not curse them. Rejoice with those who rejoice, weep with those who weep. Live in harmony with one another; do not be haughty but associate with the lowly; do not claim to be wiser than you are. Do not repay anyone evil for evil but take thought for what is noble in the sight of all. If it is possible, so far as it depends on you, live peaceably with all. Beloved, never avenge yourselves, but leave room for the wrath of God; for it is written, "Vengeance is mine, I will repay, says the Lord. "No, "if your enemies are hungry, feed them; if they are thirsty, give them something to drink; for by doing this you will heap burning coals on their heads." Do not be overcome by evil but overcome evil with good.

Healthy Conflict Resolution

Conflict is normal and sometimes arises between staff members. When it does it is incumbent upon those persons involved to seek resolution with each other. Staff will use the model for resolution that is found in Matthew 18:15-17. Each member of the staff will live under the Peacemaker's Pledge (contained in the attached Appendix). The principles of the Peacemaker's Pledge will guide how we approach conflict resolution. Three principles of the Peacemaker's Pledge commend how we approach conflict resolution. They are:

- The way we address and resolve our conflicts should glorify God.
- Everything we do to resolve a conflict should be motivated by love for all concerned, even for the one we believe to be in the "wrong".
- Take time to "Get the log out." We should always assess our own contribution, if any, to the conflict and address it first.

The application of the principles in the Peacemaker's Pledge translate to the following process:

(Note: Much of the information in this section is drawn from the book, The Peacemaker by Ken Sande. It is recommended that you refer to this book as a resource for conflict resolution.)

- **Pray.** Pray for wisdom in what you say and for courage to share your concerns in a God-honoring way. Pray to hear and understand the other person's comments and perspective. Pray for the grace to offer love, forgiveness, and mercy as you seek to find resolution.
- **Maintain confidentiality and avoid gossip:** To preserve the integrity of our community and the relationships of those in conflict, it is necessary that all participants in a conflict restrict their discussions of the conflict to those with whom they are in conflict or those who are identified as the mediator, or, when necessary, the Personnel Team.
- **Evaluate:** Do a self-check to see if there are ways that you may have contributed to the conflict. Define the key issues which generated the conflict. Determine if the issues are minor and can be overlooked without negatively impacting your relationship with the other person.
- **Engage the other person with whom you have conflict.** If it is determined that the issues are not minor and will negatively affect your relationship with the other person, then engage that person in a resolution process. It is recommended that you incorporate the following steps for resolution: (See The Peacemaker, p. 227-243)
- **Prepare:** Pray. Get the facts. Develop solutions. Set aside a specific time for you to share your concerns together.
- **Affirm relationships:** Communicate respectfully by staying focused on the issue. Avoid the subject of that person's character or personality. Share without bias. Listen to the other person's position. Restate his or her position so that both parties can be sure that communication lines are open and clear.
- **Understand interests:** In anticipation that two people can arrive at resolution, seek to understand what are the concerns, desires, needs, limitations, and values that will drive what each person considers acceptable resolution.

- *Search for creative solutions:* A solution to conflict will invariably rest on the ability of all parties to feel like their interests are met. It is often possible to find solutions that are mutually beneficial.
- *Evaluate options objectively and reasonably:* It is not uncommon that emotion and will become deterrents to resolution. Move beyond personal opinions and into objective criteria to evaluate options.
- *Ask a third party to mediate.* If you do not come to a resolution in the previous meeting, do not let the conflict process end. Ask a third party to mediate. This can be the supervisor of either party. If the conflict is with your supervisor, ask the Lead Pastor or, if the conflict is with the Lead Pastor, the head of the Personnel Team, to mediate.
- *Appeal to Personnel Team.* If the previous processes do not achieve resolution, you may take the matter to the Personnel Team. You may initiate this process through contact with the chairperson of the team in writing. The chairperson will arrange for the conflict to be heard and give a response by the whole team.
- Please note, conflict will not be handled through email. A person can use an email to identify a concern, but any further discussion must be by voice or face-to-face contact.

Confidentiality

During your employment with Evergreen Church, you may have access to highly sensitive and confidential information. This information could be contained in Evergreen records, member information, correspondence or conversations with Evergreen Covenant Partners, interoffice memos or other documents. As an employee of the Evergreen Church, you are in a position of trust. You are obligated to Evergreen Church and to those to whom you minister, to see that the confidentiality of information is strictly maintained and protected. You are not to disclose, duplicate, or use this information except as required in the performance of your duties at Evergreen. Any breach of trust in this regard is considered a cause for disciplinary action, up to and including termination.

Negative Speech Prohibited

Negative speech includes "reckless talk, falsehood, gossip, slander, or worthless talk" (The Peacemaker, Sande, p. 122) and will not be tolerated. It is considered gossip when you "betray a confidence or discuss unfavorable personal facts about another person with someone who is

not part of the problem or its solution." (Ibid.) Persistent and unrepentant use of such language will be grounds for dismissal.

Pathways of Communication

Along with the expectation that staff will honor one another in their interpersonal communications and activities and will utilize the preceding system of resolution if conflict arises, the leadership of the staff of Evergreen Church commits to provide pathways of communication for staff to share their concerns that fall outside of the guidelines previously articulated. If staff members observe practices that negatively impact the work environment or have ideas for building up the work environment, they are expected to share those observations and suggestions with their supervisors. Supervisors are expected to carry those ideas and concerns forward for consideration. If the idea or concern conflicts with the supervisor, then a staff person can bring the idea or concern to either the Personnel Team or the Lead Pastor.

Administration

Authority of Power

The policies in this manual have been approved by the Session of the Church, as recorded in the Session Minutes, and apply to all staff members. Variations or exceptions to these policies require approval of the Personnel Team and/or the Lead Pastor and should be in writing.

Administration of Policy

Refer questions regarding these policies to your supervisor. Questions regarding interpretation of policy should be referred to the Lead Pastor, who in conjunction with the Personnel Team, will seek a resolution.

Employment-at-Will Relationship

Employment is with the mutual consent of you and Evergreen Church. Consequently, both you and Evergreen Church have the right to terminate the employment relationship at any time, with or without cause or advance notice. This "employment-at-will" relationship will remain in effect throughout your employment by the Church and may not be modified by any oral or implied agreement. There is no contract implied in any of the policies in this manual.

Equal Employment Opportunity

Evergreen Church is committed to maintaining a policy of equal opportunity and a workplace that is free from unlawful discrimination and harassment. This policy of equal opportunity applies to both employees and applicants for employment, and to all terms and conditions of employment (including but not limited to recruitment, hiring, placement, compensation, benefits, and advancement). All aspects of employment with Evergreen Church are governed based on merit, competence, and qualifications. Terms of employment are not influenced in any manner by race, color, sex, age, national origin, disability, or other unlawful grounds. As a church, we seek to encourage our staff in their walk with Christ.

We expect all employees to show respect and sensitivity toward all other employees and to demonstrate a commitment to equal opportunity.

Employees who believe they have witnessed or been subjected to unlawful discrimination or harassment should use the reporting procedure contained in the No Harassment Workplace policy (as shown below). This policy also prohibits retaliation against any employee who has in

good faith filed a complaint of discrimination or harassment, regardless of whether such discrimination or harassment occurred.

Employees who have questions or concerns regarding this policy or other employment policies should contact the Lead Pastor or a member of the Church's Personnel Team.

No Harassment Workplace

Evergreen Church strives to provide all employees a work environment free of discrimination or harassment. Actions, words, jokes or comments based on an individual's race, color, sex, age, national origin, disability, or any other legally protected characteristic will not be tolerated. Violators will be subject to disciplinary action, up to and including immediate termination.

Sexual harassment can occur in many forms, including but not limited to unwelcome sexual advances or physical contact, requests for sexual favors, verbal comments, jokes or gestures of a sexual nature, and other conduct of a sexual nature when submission to such conduct is made a term or condition of an individual's employment; and/or used as the basis for an employment decision affecting an individual; and/or interferes with the individual's work performance or creates an intimidating, hostile or offensive work environment. Sexual harassment is strictly prohibited and will not be tolerated at Evergreen Church.

Should you experience or witness any form of discriminatory conduct or harassment, you should immediately notify your supervisor, a member of the Personnel Team, or the Lead Pastor. Although Evergreen Church normally expects an employee to bring any work-related misconduct to his/her supervisor first, an employee need not report harassment to a supervisor if that person is the subject of the concern or if it would be more comfortable reporting to one of the persons designated above. Also, if an employee makes a report, but feels Evergreen Church has not provided a prompt and/or satisfactory response, then the employee should report those concerns immediately to the Lead Pastor or another member of the Personnel Team.

Evergreen Church will promptly conduct an appropriate investigation of all reported incidents of discriminatory conduct or harassment, with as much confidentiality as possible. If unlawful harassment or discriminatory conduct is established after an investigation, then prompt corrective action will be taken. All employees are expected to fully cooperate in any investigation, and any employee who fails to cooperate in such an investigation (e.g., by refusing to provide information or by providing false information) may be subject to disciplinary action, up to and including immediate termination.

Employees should be assured that they may raise concerns and make reports of discriminatory conduct or harassment without fear of reprisal. Evergreen Church will not tolerate retaliation of

any kind against employees who in good faith report incidents of suspected unlawful harassment or discriminatory conduct or who cooperate in an investigation into such conduct.

American With Disabilities Act Compliance

Evergreen Church welcomes applications from people with disabilities and complies with the Americans with Disabilities Act of 1990, as amended ("ADA"), by working to accommodate employees' disabilities to the extent it is possible to do so without placing an undue burden on Evergreen Church.

Off-Duty Conduct

Generally, Evergreen Church regards the off-duty activities of employees to be their own personal matter. However, employees who engage in, or are associated with, illegal, immoral, or harmful conduct which conflicts with the standards and moral doctrine of Evergreen Church may be subject to disciplinary action, including termination.

Workplace Violence

Evergreen Church has zero tolerance for violent acts or threats of violence by or against our employees, applicants, or members. Employees who are subjected to or threatened with violence by a co-worker, Covenant Partner, or non-Covenant Partner, or who are aware of another individual who has been subjected to or threatened with violence, must report this information to their supervisor and the Lead Pastor immediately.

Do not assume that any threat is not serious. An employee must bring ALL threats to the attention of the Lead Pastor so that they can be dealt with appropriately. Reported threats will be thoroughly and promptly investigated and treated with as much confidentiality as possible.

Proof of Identity and Right to Work

To comply with the Immigration and Naturalization Act of 1986, all employees hired after November 6, 1986, must provide proof of identity and the proof of the right to work in this country. A list of acceptable documents is provided as part of the U.S. Citizenship and Immigration Services 1-9 form. Failure to provide acceptable proof of right to work within three calendar days of the employee's first date of employment will result in termination.

Personnel Records

Evergreen Church maintains personnel records for applicants and current and past employees to document employment-related decisions, evaluate and assess performance, and comply

with government record-keeping and reporting requirements. Evergreen Church strives to balance its need to obtain, use and retain employment information with each individual's right to privacy.

Employees have a responsibility to make sure their personnel records are up to date and should notify the Business Administrator, in writing, of any changes to personal information including, but not limited to, the following:

- Name
- Address
- Telephone number
- Current IRS form W-4
- Marital status (for benefits and tax withholding purposes only)
- Number of dependents
- Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only)
- Beneficiary designations for any of Evergreen Church's insurance, disability, pension and retirement plans
- Persons to be notified in case of emergency.

Falsification of Information

Evergreen Church relies upon the accuracy of information provided to it by prospective and current employees. Any misrepresentations, falsifications, or material omissions of any information on any Evergreen Church document may result in exclusion of the individual from further consideration for employment. If such information has been obtained on a person who has been hired or is a current employee, it will be considered a cause for disciplinary action, up to and including termination.

Employment of Relatives

Relatives of employees and/or Covenant Partners will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. However, related employees may not be permitted to work under the direct supervision of each other, unless approval is granted by the Session. Once approval is granted, supervisors must engage with the Personnel Team when assessing the performance and administration of the performance review of a relative. This is designed to protect both parties from any concerns about inproprieties or perceptions.

Employment of Minors

Generally, employees of Evergreen Church must be at least 18 years of age. Occasionally, students or teenagers may be hired for special projects or on an hourly basis.

Employment Status

Below are general descriptions of employment status categories Evergreen Church offers.

Full-time employees are generally scheduled to work 40 hours per week and will be eligible for employee benefits, as outlined in the Benefits section of this Manual. Only full-time employees are eligible for benefits.

- *Pastoral Staff* consist of the ordained Pastors serving in called positions as outlined in the polity of ECO: A Covenant Order of Evangelical Presbyterians.
- *Ministry Staff* consists of employees who fill specialized positions over a specific area of ministry.
- *Support Staff* consist of non-pastoral staff who maintain the support functions of the various ministry offices. They are trained in their area of responsibility.

Part-time employees consist of staff whose hours of work generally range between 1 and 29 hours per week.

Intern Staff consist of those attending high school, college or seminary who are working part-time to gain experience in church ministry. The intern staff are supervised by the specific ministry and staff to whom they are assigned. Interns can be paid or unpaid.

Temporary employees hold jobs of limited or specified duration, arising out of special projects, position vacancy pending appointment, abnormal workloads, emergencies, or other reasons established by Evergreen Church. Temporary employees may work either full or part-time schedules but are not eligible to receive benefits or other employee privileges, subject to existing law.

Expense Account Reimbursement

Pastors and staff are expected to follow the terms and conditions of the reimbursement policy as established by the Finance Committee. Staff is also expected to stay within budget guidelines as established by the Session. Credit cards issued by the church are restricted to church business.

Accident Reporting Procedures

All employees are required to report any of the following to their immediate supervisor:

- Accidents/incidents with injury/illness of any magnitude (including first aid related cases).
- Accidents/incidents resulting in property or equipment damage of any magnitude.
- Any near miss accidents that could potentially have resulted in injury/illness or property damage.

In the event of an accident, the employee, supervisor, or a witness will need to complete an accident report documenting the time, date, and a brief description of the accident and injury.

This reporting procedure relates to both Workers' Compensation accidents and incidents, as well as all other accidents and illnesses.

Business Attire

As a representative of Evergreen Church, employees should remember that their appearance is a direct reflection on the level of professionalism in the church. Employees should possess a modest and neat manner in their dress and personal appearance that is appropriate for their job assignments and/or ministry activities. Ministries may impose additional appropriate standards. If in doubt, "business casual" is the generally appropriate attire for regular business hours.

Employee Responsibilities

Job Descriptions

All positions at Evergreen Church have written descriptions detailing your primary duties, requirements of the job, and your immediate supervisor. Descriptions are not meant to be exclusive, but to serve as a guide for general areas of responsibility. All employees are expected to perform any reasonable task requested of them. A review of your job description occurs during your regular performance review. You and your supervisor should then agree on any appropriate and meaningful changes to better reflect your responsibilities.

Hours of Work

Regular hours office hours are 9:00 a.m. - 4:00 p.m., Monday through Thursday, and 9:00 a.m. - noon on Friday. Attendance during these days and times is expected, however one work-from-home day per week will be allowed per supervisor approval. The total hours a staff person works are determined by their supervisor based on ministry needs. Your punctuality and attendance are considered as part of your performance review. Failure to consistently arrive on time may lead to disciplinary action, up to and including termination.

Typically, the office will follow the public schools regarding emergency closures.

No Smoking

Smoking is not permitted on the Evergreen Church campus.

Drug/Alcohol

Evergreen Church has adopted a drug/alcohol-free policy. The manufacture, distribution, dispensing, possession, sale, purchase or use of an illegal substance on Evergreen Church property is prohibited. Being under the influence of alcohol or illegal drugs on Evergreen Church property is prohibited. The illegal use or possession of prescription drugs (i.e., to use prescription drugs that have not been legally obtained or used in a manner or for a purpose other than as prescribed) is prohibited. Employees who violate this policy are subject to appropriate disciplinary action including termination. If you have suspicions that an employee is violating this policy, please report to the Personnel Team or Lead Pastor. Every effort will be made to maintain confidentiality, subject to compliance with applicable law.

This policy applies to all employees regardless of rank or position and includes temporary and part-time employees.

Technology

Computer Usage

Most employees will have access to a computer as part of their employment with Evergreen Church. Policies do not differ whether the computer is a laptop or if it is a desktop.

Electronic communication systems and all information transmitted by, received from, or stored in these systems is the property of Evergreen Church. Employees should have no expectation of privacy in connection with the use of such equipment or with the transmission, receipt, or storage of information. Evergreen Church reserves the right to monitor computer use and emails sent via email accounts or computer systems provided by the Church, as needed to ensure proper use and compliance with Church policies.

In accordance with this policy, you are expected to:

- Refrain from transmitting, displaying or posting inappropriate messages, information or images of any kind on the internet/intranet or e-mail systems. This includes any illegal, threatening, obscene, pornographic, harassing, defamatory, libelous or scandalous materials.
- Guard against computer viruses.
- Refrain from sharing computer passwords.
- Not to allow unauthorized users access to Evergreen computers and other electronic equipment.
- Create archives or back-up files of all sensitive or critical information.

Social Media Policy

Evergreen Church believes in its employees' right to freedom of expression, online and elsewhere. At the same time, we expect our employees to exercise that freedom consistent with good judgment, as well as act professionally and refrain from behavior that could adversely impact the Church's reputation or mission. Choose your words carefully, and if in doubt, do not post it. You must respect and not disclose any sensitive or confidential information regarding the Church or its members.

Also, be aware that although your searches or postings may not intend to do harm to others or the Church, the impact may be potentially harmful, offensive, disrespectful, demeaning, inaccurate, or even defaming. Engaging in this behavior can be the basis for disciplinary action, up to and including termination.

Termination of Employment

Retirement

An employee who is nearing retirement should advise the appropriate supervisor no less than three months in advance of the event.

Collection of Church Property

Before a staff person leaves employment, their supervisor will collect all Evergreen Church property, including keys, key fobs, credit cards, and other property belonging to the church. The employee will also communicate all current passwords and usernames for all accounts associated with the Ministry. All property and information will be inventoried and delivered to the Business Manager.

Exit Interviews

The Personnel Team will conduct an interview with the staff person before or shortly after he or she departs. It is understood that exit interviews will not be conducted when employees leave under adverse circumstances.

Adverse Separations

If any employee departs his or her position at Evergreen under adverse circumstances, his or her immediate supervisor has the option to release the employee on the day notice is given. This applies to employees who leave voluntarily or are asked by Evergreen Church to leave.

Termination Pay

Evergreen Church is exempt from mandatory participation in state or federal unemployment insurance programs. An employee has no entitlement to any severance pay. Upon voluntary departure from Evergreen Church 's service, you will be paid for earned but unused vacation time, provided you give two weeks' prior written notice and are not being terminated by Evergreen Church. There will be no compensation for unused study leave, holidays, or illness/personal leave.

If you are involuntarily terminated by Evergreen Church, regardless of the length of service, you will not be entitled to vacation pay.

Appendices

The Peacemaker's Pledge

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict (Matt. 5:9; Luke 6:25-36; Gal. 5:19-26). We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ (Rom. 8:28-29; I Cor. 10:31-11:1; James 1:2-4). Therefore, in response to God's love and in reliance on his grace, we commit ourselves to responding to conflict according to the following principles.

Glorify God

Instead of focusing on our own desires or dwelling on what others may do, we will rejoice in the Lord and bring him praise by depending on his forgiveness, wisdom, power, and love as we seek to faithfully obey his commands and maintain a loving, merciful, and forgiving attitude (Ps. 37:1-6; Mark 1:1-25; John 14:15; Rom. 12:17-21; 1 Cor. 10:31; Phil. 4:2-9; Col. 3:14; James 3:17-18; 4:1-3; 1 Peter 2:12).

Get the Log Out of Your Own Eye

Instead of blaming others for a conflict or resisting correction, we will trust in God's mercy and take responsibility for our own contribution to conflicts — confessing our sins to those we have wronged, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused (Prov. 28:13; Matt. 7:3-5; Luke 19:8; Col. 3:5-14; I John 1:8-9).

Gently Restore

Instead of pretending that conflict does not exist or talking about others behind their backs, we will overlook minor offenses, or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner (Prov. 19:1-3; Matt. 18:15-20; 1 Cor. 6:1-8; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; James 5:9).

Go and Be Reconciled

Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation — forgiving others as God, for Christ's sake, has

forgiven us, and seeking just and mutually beneficial solutions to our differences (Matt. 5:23-24; 6: 12; 7:12; Eph. 4:1-3, 32; Phil. 2:3-4).

By God's grace, we will apply these principles as a matter of stewardship, realizing that conflict is an opportunity, not an accident. We will remember that success in God's eyes is not a matter of specific results, but of faithful, dependent obedience. And we will pray that our service as peacemakers will bring praise to our Lord and lead others to know his infinite love (Matt. 25:14-21; John 13:34-35; Rom. 12:18; 1 Peter 2:19; 4:19).

Biblical Standards for Christian Leaders at Evergreen Church

"It is a trustworthy statement if any person aspires to be a church leader, it is a fine work he (she) desires to do. A leader must be above reproach

Those who serve well as leaders obtain for themselves a high standing and great confidence in the faith that is in Jesus Christ.,"

(1 Timothy 3: 1-2a, 13 NIV)

Leadership in the Church is a responsibility, not a right. It is a demanding calling extended to those who come under the authority of the Church 's teaching as expounded in the Bible and Book of Confessions. The growing gap between Christian and societal values makes leadership particularly challenging. As we serve Christ in a leadership position, our beliefs and lifestyle speak loudly to others, and will affect our ability to carry out Christ's mission.

Society seems to lack clear moral guidelines and accepts the belief that one person's standards are as valid as those of anyone else. God has provided Christian leaders with Biblical principles for our selection, training and development. We must remember to be faithful to these Biblical standards, yet avoid being judgmental toward others, as we have all sinned and fallen short. At the same time, believing that our leadership and lifestyles must demonstrate our beliefs, we should be able to say with Paul, "...follow me, as I follow Christ."

There are three principal passages in the New Testament that explicitly discuss the guidelines for Christian church leaders. They are 1 Timothy 3:1-13, Titus 1 6-9, and 1 Peter 5:1-5. Christian life and standards are described in 2 Corinthians 6:310 and Ephesians 5: 1 -5. Instructions on Christian service are found in Ephesians 1: 11-13, 15-16, and Philippians 2:1-4. All who seek to lead in the Christian community should strive with the assistance of the Holy Spirit to exemplify the following Biblical standards of Christian living drawn from all these passages.

Personal Standards

- Integrity: The Christian leader shall be committed to the highest ethical standards in both personal and professional conduct.
- Speech: Christian leaders speak the truth in love and are not quarrelsome.

- Their speech should reflect their commitment to Christ.
- **Self-Control:** The Christian leader exercises self-control in speech and action, and is free from substance abuse (alcohol, drugs and other dependencies). • **Sexual ethics:** The Christian leader is committed to fidelity in the covenant of marriage between a man and a woman, as biologically designed by birth, and chastity in singleness.
- **Distinctive Lifestyle:** The Christian leader will demonstrate in lifestyle that which is desirable in all believers; the fruit of the Spirit: love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control.
- Leaders should seek to illustrate a ministry of grace in their own lives.
- **Confession:** Christian leaders can confess and repent of their sins. They lead the church in demonstrating humility and the need for God's grace.

Spiritual Standards

- **Personal Faith:** The Christian leader should exemplify a mature, vibrant and Christ-centered faith. That faith includes a personal grasp of basic Christian beliefs, an active, ongoing relationship with God, rooted in prayer, obedience to Scripture, and a commitment to growth in love, holiness, service and fellowship. Christian leaders should not be recent converts.
- **Lordship of Jesus Christ:** A Christian leader desires Jesus Christ to be the Lord of his or her life.
- **Servants:** Christian leaders are to serve others and always be willing to help those who are in need.
- **Christian Growth:** Christian leaders make spiritual growth a continuing priority, reflected in Bible study, fellowship with other Christians, worship, and involvement in Christian community.
- **True to the Word of God:** Those who lead are teachers in the Christian community. They must teach with doctrine faithful to the Scriptures and the guidance of the Book of Confessions. They come under the authority of the Bible in their own lives.
- **Commitment to Local Church:** Christian leaders are to be members of the congregation, regular in attendance at worship and faithful to the extra commitments their positions may require.
- **Stewardship:** Christian leaders should tithe financially and have a growing commitment to progressive and disciplined giving, proportional to their resources. They should be generous in giving of their time, talents, and resources.

Leadership Standards

- **Balance:** The Christian leader makes an ongoing effort to balance quality relationships among family, occupation and church responsibilities.

- **Concern for Others:** Christian leaders have a heart for seeing people come to know Christ, help nurture their Christian walk, and enable and equip them to share their faith with others.
- **Commitment to Training Leaders:** The Christian leader is committed to training others, encouraging them and providing them opportunities to use their gifts.

Employee Statement of Acknowledgement

(To be reviewed annually, and signed copy retained in employee personnel file).

This will acknowledge that I have received my copy of the Personnel Policy Manual ("Manual") for Evergreen Church. I have read the Manual and been given the opportunity to ask questions that I may have concerning the Church's policies and procedures.

I understand that this Manual represents only current policies, regulations, and benefits, and that it does not create a contract of employment or an expectation of continued employment. I further understand that nothing in the Manual or Acknowledgment alters the at-will nature of my employment with Evergreen. I also understand that Evergreen retains the right to change these policies, procedures and benefits, as it deems advisable.

I understand that, should there be a conflict between the Personnel Policy Manual and any separate agreement between me and Evergreen Church, (including terms set forth in an ordained staff member's call), the terms of the separate agreement shall control.

X

Employee Name (please print), Date

X

Employee Signature, Date