

THRIVE COMMUNITY CHURCH  
STAFF HANDBOOK

**Version June 1, 2023**

## **Welcome to Thrive Community Church**

This handbook describes some of the expectations we have regarding our staff and outlines some of the programs and benefits presently available to eligible staff members. Staff should familiarize themselves with the contents of the handbook as soon as possible; it will answer many questions about working with Thrive Community Church. This handbook is only intended to be a source of information and provide a general overview of ministry policies. Nothing in this handbook or in any other statement of Thrive Community Church's policies, including statements made during oversight or performance review, should be taken as constituting an expressed or implied promise of continued placement. The only policy that is not subject to change is Thrive Community Church's PLACEMENT-AT-WILL POLICY permitting you or Thrive Community Church to end the relationship for any reason at any time.

All staff positions are considered leadership positions in the church due to each staff's personal representation of Christ and Thrive Community Church to our congregation and community. As such, all staff must agree with Thrive Community Church's Statement of Faith and abide by our Leadership Qualifications. Also, all staff must be members or actively engaged in becoming a member of Thrive Community Church. Please read the following information carefully. Sometimes, you may be notified of updates and changes to the handbook. If you have questions regarding the content of the handbook, please ask your supervisor or contact human resources (HR) for clarification. The staff of Thrive Community Church hopes that our service together for Christ will be rewarding for both you and the church.

No handbook can anticipate every circumstance or question. As Thrive Community Church continues to grow, conditions change, and state and federal rulings are made and change; the need will arise to update our policies. Thrive Community Church reserves the right to revise supplement or rescind any policies or portion of the handbook as it deems appropriate, in its sole and absolute discretion, and without prior notice.

The handbook is not intended as an express or implied contract between Thrive community Church and any of its staff. Every staff member has an at-will placement relationship with Thrive Community Church. All staff are free to resign or leave placement at any time. Likewise, Thrive Community Church is free to discontinue a staff member's placement at any time, without notice.

## **OUR MISSION**

Thrive Community Church's Mission is LOVING people where they are and helping them become all GOD created them to be!

### **Our Vision**

- Introducing Jesus
- Fining Freedom
- Connecting to Purpose
- Making a Difference

### **Our Core Values**

- Love God
- Love People
- Pursue Excellence
- Choose Joy

## **HOW WE DO THIS**

### **BELIEVE IN JESUS**

Believing in Jesus means placing your hope and trust in Him by surrendering to His lordship in every area of your life.

### **BELONG TO FAMILY**

Belonging to family means developing meaningful friendships with others who love Jesus and walking through life together by loving, helping, and protecting each other.

### **BECOME A FOLLOWER**

Becoming a follower means shifting the focus of your life from self-centered by doing what Jesus would do and loving as He would love.

### **BUILD GOD'S KINGDOM**

Building God's kingdom means submitting to God and being in His hands and feet to those around us by giving of ourselves and serving others.

## **OUR PRIORITY**

Thrive Community Church's priority is to show that "we're all about people." We demonstrate our love for God through our love for people, helping each person experience an intimate relationship with God.

## OUR STRATEGY

- Get Lost people **Saved**
- Get Saved people **Pastored**
- Get Pastored people **Trained**
- Get Trained people **Mobilized**

## THRIVE DNA

At Thrive, we seek to build and nurture a culture for our organization that produces and protects a God honoring atmosphere. We lay the foundation for this cultural expression by personally living out Thrive Community Church's values and instilling them in all who work alongside us on our staff. Our DNA can be described by three words: spiritual, professional, and relational. By upholding these values and our social covenant, we can better serve the kingdom through our purpose, vision, and mission.

### **Spiritual**

Being spiritual is having God-centered influence grounded in scriptural truth and empowered by the Holy Spirit. We value being teachable and humble, fostering a culture of kindness, trust, loyalty, and honor. We are also servant hearted as we focus on building the kingdom and being full of faith to hear, believe, and obey God.

### **Professional**

Being professional is producing high-quality work in a productive manner while operating in a culture of excellence, not perfectionism, to support Thrives mission. We steward Thrives vision and purpose while upholding high leadership standards, regardless of position, and lead with love remaining above reproach in our conduct.

### **Relational**

Being relational is valuing relationships over results. We show integrity by being humble, honest, trustworthy, and accountable to one another and the Lord. We are unified in supporting our organization's needs – collaborating, being approachable in every situation, and having fun along the way! We are also compassionate – always extending mercy and grace balance with truth.

## **Our Cultural Values**

### **Unity – Psalm 133**

Relationships will always supersede issues in importance. Unity will require us to focus on vision (purpose, mission, and principles). The efforts of every individual will be harnessed to the vision. A team approach to ministry, problem solving and decision making, and operating within the integrity of our structure will be the norm. All disagreements and offenses will be dealt with in a timely and biblical manner.

### **Excellence – Matthew 5:16**

In every area of ministry and administration we will be standard bearers for the glory of God. Every individual and ministry will carry the spirit of excellence (not perfectionism), embrace the continuous effort to do better, and always strive for God's best.

### **Humility - James 4:6**

The spirit of leadership will be the servant spirit. The higher a person's ascendancy in the organizational structure, the more their rights decrease, and their responsibilities increase.

### **Service – Ezekiel 44**

Administration will be the servant of ministry, not the master. Policies exist to enable the ministry to function with effective and predictable results, not to hinder or quench kingdom work.

### **Faith – Hebrews 11:6**

We will be decisive and proactive based on God's revealed direction and plans. Through we will guard against presumption, we will not be driven or hindered by fear based on circumstances or the unknown.

### **Equity – Jeremiah 22:13-16**

We will be committed to justice and the right treatment of all individuals. We will not show partiality to any individual or group and will strive to remain above reproach in all dealings with people.

### **Compassion – Philippians 4:5**

We will express an attitude and spirit of compassion and mercy, balanced with truth, to all individuals. We will be outwardly focused with a desire to reach the lost and to heal and restore the hurt.

### **Submission – Romans 13:1**

We embrace God's ultimate position of authority (Jesus is the Head of the Church) and God's plan for local delegated authority. We will adhere to the principles of submission to, and honoring of, authority at all levels of the organization and will operate within the integrity of our authority structure. We will allow appeal with the right spirit within our established protocol.

### **Integrity – Philippians 2:15**

We uphold all biblical standards for conduct and reputation for personal, family, business, financial, and community involvement for all individuals in the organization. We will strive to remain above reproach in all areas, realizing that we represent Christ to the world as His ambassadors.

### **Generosity – 2 Corinthians 9:6**

We will seek opportunities to generously share our resources and reproduce what God had produced in us and given to us.

### **Kingdom Centered – 1 Corinthians 12:14-27**

We will be committed to advancing the work of the kingdom in the body of Christ at large by recognizing and supporting other churches and ministries God gives us opportunity to co-labor with.

### **Truth and Spirit Centered – John 1, 14, 16**

We are committed to being fully grounded in scriptural truth and fully empowered by the Holy Spirit. The Bible is our roadmap, and the Holy Spirit is our guide and empowerment to reach God's destiny for us as a church.

## **STATEMENT OF FAITH**

### **Holy Bible**

We affirm that the Holy Bible, and only the Bible, containing the Old and New Testaments, is alone the only infallible, inerrant, authoritative, inspired Word of God, and that its authority is ultimate, final, and eternal. It cannot be added to, subtracted from, or superseded in any regard. It alone is the final authority in determining all doctrinal truths. The Bible is the source of all doctrine, instruction, correction, and reproof. It contains all that is needed for guidance in godliness and practical Christian conduct. (II Timothy 3:16; II Peter 1:20-21; Proverbs 30:5; Romans 16:25-26).

## **Trinity**

There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. It is the testimony of both the Old and New Testaments and of the Christian Church that God is both One and Triune. These three are coequal and co-eternal (I John 5:7; Genesis 1:26; Matthew 3:16-17, 28:19; Luke 1:35; Isaiah 9:6; Hebrews 3:7-11).

- **God the Father**

God the Father is the creator and sustainer of all things, and He created the universe in love. He created man in His own image for fellowship and called man back to Himself through Christ after the rebellion and fall of man.

- **The Son – Jesus Christ**

Jesus Christ is God the Son, the second person of the Trinity. He was together with the Father and the Holy Spirit from the beginning, and through Him all things were made. For man's redemption, He left heaven.

Jesus Christ was conceived by God the Father, through the Holy Spirit (the third person of the Trinity) in the virgin Mary's womb; therefore, He is the Son of God (Matthew 1:18, 25; Luke 1:35; Isaiah 7:14; Luke 1:27-35).

He is forever one Christ with two natures – God and man – in one person.

On earth, Jesus was 100% God and 100% man. He is the only man ever to have lived a sinless life. He was born of a virgin, lived a sinless life, performed miracles, died on the cross for mankind and thus, atoned for our sins through the shedding of His blood. He rose from the dead on the third day according to the Scriptures, ascended to the right hand of the Father, and will return again in power and glory. (John 1:1,14, 20:28; I Timothy 3:16; Isaiah 9:6; Philippians 2:5-6; I Timothy 2:5).

- **The Holy Spirit**

The Holy Spirit is God, the Lord and giver of life, who was active in the Old Testament and given to the Church in fullness at Pentecost. He empowers the saints for service and witness, cleanses man from the old nature, and conforms us to the image of Christ. The baptism in the Holy Spirit, after conversion, releases the fullness of the Spirit and is evidenced by the fruits and gifts of the Holy Spirit.

## **Redemption**

Man was created good and upright, but by voluntary transgression he fell; his only hope of redemption is in Jesus Christ, the Son of God (Gen. 1:26-31, 3:1-7; Romans 5:12-21).

## **Regeneration**

For anyone to know God, regeneration by the Holy Spirit is absolutely essential (John 6:44, 65; Matthew 19:28; Titus 3:5).

## **Salvation**

We are saved by grace through faith in Jesus Christ: His death, burial, and resurrection. Salvation is a gift from God, not a result of our good works or of any human efforts (Ephesians 2:8-9; Galatians 2:16, 3:8; Titus 3:5; Romans 10:9-10; Acts 16:31; Hebrews 9:22).

## **Atonement**

Christ's vicarious death on the cross paid the penalty for the sins of the entire world, but its benefits are only applicable to those who receive Jesus as their personal Savior. Healing – body, soul, and spirit – and all of God's provisions for His saints, are provided for in the atonement, but these must be appropriated.

## **Repentance**

Repentance is the commitment to turn away from sin in every area of our lives and to follow Christ, which allows us to receive His redemption and to be regenerated by the Holy Spirit. Thus, through repentance we receive forgiveness of sins and appropriate salvation (Acts 2:21, 3:19; I John 1:9).

## **Sanctification**

Sanctification is the ongoing process of yielding to God's Word and His Spirit in order to complete the development of Christ's character in us. It is through the present ministry of the Holy Spirit and the Word of God that the Christian is enabled to live a Godly life (I Thessalonians 4:3, 5:23; II Corinthians 3:18, 6:14-18, II Thessalonians 2:1-3, Romans 8:29, 12:1-2, Hebrews 2:11).

## **Jesus' Blood**

The Blood that Jesus Christ shed on the Cross of Calvary was sinless and is 100% sufficient to cleanse mankind of all sin. Jesus allowed Himself to be punished for both our sinfulness and our sins, enabling all those who believe to be free from the penalty of sin, which is death (I John 1:7; Revelation 1:5, 5:9; Colossians 1:20; Romans 3:10-12, 23, 5:9; John 1:29).

## **Jesus Christ Indwells All Believers**

Christians are people who have invited the Lord Jesus Christ to come and live inside them by His Holy Spirit. They relinquish the authority of their lives over to him thus making Jesus the Lord of their life as well as Savior. They put their trust in what Jesus accomplished for them when He died, was buried, and rose again from the dead (John 1:12; John 14:17, 23; John 15:4; Romans 8:11; Revelation 3:20).



## **Baptism in the Holy Spirit**

Given at Pentecost, it is the promise of the Father, sent by Jesus after His Ascension, to empower the Church to preach the Gospel throughout the whole earth (Joel 2:28-29; Matthew 3:11; Mark 16:17; Acts 1:5,2:1-4, 17, 38-39, 8:14-17, 10:38, 44-47, 11:15-17, 19:1-6).

## **The Gifts of the Holy Spirit**

The Holy Spirit is manifested through a variety of spiritual gifts to build and sanctify the church, demonstrate the validity of the resurrection, and confirm the power of the Gospel. The Bible's lists of these gifts are not necessarily exhaustive, and the gifts may occur in various combinations. All believers are commanded to earnestly desire the manifestation of the gifts in their lives. These gifts always operate in harmony with the Scriptures and should never be used in violation of Biblical parameters. (Hebrews 2:4; Romans 1:11, 12 :4-8; Ephesians 4:16; I Timothy 4:14; II Timothy 1:6-7; I Corinthians 12:1-31, 14:1-40; I Peter 4:10).

## **The Church**

The church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of Jesus' Great Commission. Every person who is born of the Spirit is an integral part of the church as a member of the body of believers. There is a spiritual unity of all believers in our Lord Jesus Christ. (Ephesians 1:22, 2:19-22; Hebrews 12:23; John 17:11, 20-23).

The goal of the Church is to make disciples of all nations and to present the saints complete in Christ. The five-fold ministry of Ephesians 4 governs the Church, the offices of elder and deacon, and other offices mentioned in Scripture. Church policy is a balance between congregation and eldership authority, emphasizing the final authority of the Church leadership.

It is essential to the life of the Church that scriptural patterns of discipline are practiced and that oversight for Church discipline, individual and corporate, is exercised by the leadership of the Church.

## **Sacraments**

Water Baptism: Following faith in the Lord Jesus Christ, the new convert is commanded by the Word of God to be baptized in water in the Name of the Father and of the Son and of the Holy Spirit (Matthew 28:19; Acts 2:38; Mark 16:16; Acts 8:12, 36-38; 10:47-48).

The Lord's Supper: A unique time of communion in the presence of God when the elements of bread and grape juice (the Body and Blood of the Lord Jesus Christ) are taken in remembrance of Jesus' sacrifice on the Cross (Matthew 26:26-29; I Corinthians 10:16, 11:23-25).

Marriage: We believe marriage is defined in the Bible as a covenant, a sacred bond between one man and one woman, instituted by and publicly entered into before God (Matthew 19:4-6).

## **Healing of the Sick**

Healing of the sick is illustrated in the life and ministry of Jesus and included in the commission of Jesus to His disciples. It is given as a sign, which is to follow believers. It is also a part of Jesus' work on the Cross and one of the gifts of the Spirit. (Psalm 103:2-3; Isaiah 53:5; Matthew 8:16-17; Mark 16:17-18; Acts 8:6-7; James 5:14-16; I Corinthians 12:9, 28; Romans 11:29).

## **God's Will for Provision**

It is the Father's will for believers to become whole, healthy, and successful in all areas of life. But because of the fall, many may not receive the full benefits of God's will while on Earth. We believe that Scripture portrays the life of the saint in this world to be one of balance between what is imputed to us as Christians and what is imparted to us according to our faith and maturity. Hence, God's provision for His children is total, and the promises are final and forever. The shortcomings of the individual and of the Church are because of the still progressing sanctification of the saints. The Christian life is filled with trials, tests, and warfare against a spiritual enemy. For those abiding in Christ until their deaths or His return, the promises of eternal blessing in the presence of God are assured. To remain faithful through all circumstances of life requires dependence upon the Holy Spirit and a willingness to die for personal desires and passions while seeking the full benefits of Christ's provision in order to better serve others.

- Spiritual - (John 3:3-11; II Corinthians 5:17-21; Romans 10:9-10)
- Mental and Emotional - (II Timothy 1:7, 2:11; Philippians 4:7-8; Romans 12:2; Isaiah 26:3).
- Physical - (Isaiah 53:4,5; Matthew 8:17; I Peter 2:24).
- Financial - (Joshua 1:8; Malachi 3:10-11; Luke 6:38; II Corinthians 9:6-10; Deuteronomy 28:1-14; Psalm 34:10, 84:11; Philippians 4:19).

## **Resurrection**

Jesus Christ was physically resurrected from the dead in a glorified body three days after His death on the cross. In addition, both the saved and the lost will be resurrected; they that are saved to the resurrection of life and they that are lost to the resurrection of eternal damnation (Luke 24:16, 36, 39; John 2:19-21, 20:26-28, 21:4; Acts 24:15; I Corinthians 15:42, 44; Philippians 1:21-23, 3:21).

## **Heaven**

Heaven is the eternal dwelling place for all believers in the Gospel of Jesus Christ (Matthew 5:3, 12, 20, 6:20, 19:21, 25:34; John 17:24; II Corinthians 5:1; Hebrews 11:16; I Peter 1:4).

## **Hell**

After living one life on earth, the unbelievers will be judged by God and sent to Hell where they will be eternally tormented with the Devil and the Fallen Angels (Matthew 25:41; Mark 9:43-48; Hebrews 9:27; Revelation 14:9-11, 20:12-15, 21:8).

## **Second Coming**

We affirm the bodily, personal, Second Coming of the Lord Jesus Christ, the resurrection of the saints, the millennium, and the final judgment. The final judgement will determine the eternal status of both the saints and the unbelievers, determined by their relationship to Jesus Christ. We affirm with the bible the final state of the new heavens and the new earth

Jesus Christ will physically and visibly return to earth for the second time to establish His Kingdom. This will occur at a date undisclosed by the Scriptures (Matthew 24:30, 26:63-64; Acts 1:9-11; I Thessalonians 4:15-17; II Thessalonians 1:7-8; Revelation 1:7)

## **LEADERSHIP QUALIFICATIONS**

Thrive Community Church has a reputation for conducting its business and ministry activities with integrity and in accordance with the highest ethical and biblical standards. Staff members enjoy the benefit of that reputation and are obliged to uphold it in every activity performed on behalf of Thrive Community Church. If you are ever in doubt about whether an activity meets the Church's ethical standards or may compromise its reputation, discuss the matter with your supervisor or with HR immediately.

It shall be the policy of Thrive Community Church to position individuals capable of meeting exacting standards of character, education, and occupational qualifications; congenial with fellow employee staff members; capable of occupational growth; and who have made a commitment to Jesus Christ and adopt our Statement of Faith.

One of the greatest types of evidence of strong Christian character is self-control. This quality alone sets the Christian world apart from our society. Proper conduct needs to be maintained during and after business hours.

### **All Thrive Community Church Staff Members**

All church staff positions are considered a leadership position; therefore, the following qualifications are necessary to fulfill the position:

- JOIN the church and complete the Leadership Training
- Submit to the AUTHORITY of the Senior Pastor, the Elders, and the pastoral team (trust leaders)
- REGULARLY attend a weekend service (Hebrews 10:24-25)
- SERVE in an area of ministry (Acts 9:36)
- Faithfully RETURN their tithes and GIVE their offerings at Thrive CC Athens (Matthew 6:21 – heart follows treasure)
- Accept Jesus Christ as Lord and Savior
- Be water baptized
- Agree with the Statement of Faith and the overall vision of Thrive Community Church
- Be faithful in church attendance to Thrive Community Church and overall faithfulness to any area of service or ministry previously held here.
- Become a member of Thrive Community Church immediately of placement employment

- Practice harmony and integrity in marriage, family relationships, business relationships, and personal friendships, as well as having good moral conduct and Christian character inside and outside of Thrive Community Church
- Commit to building unity, being peacemaker, and being a team player. Have an attitude of grace, love, patience, longsuffering, service, and humility
- Have an attitude of faith, positive disposition, and verbal discipline
- Focus on Jesus and the key issues of the faith per lead team as the priority of our common worship and service.
- Display an attitude of compassion and grace to those who are hurting, different sinful, or even adversarial to your faith in Christ
- Support the church faithfully (Malachi 3:10; 2Corinthians 9:6-15; Hebrew 10:23-25)
- Seek to love from a pure heart, a good conscience, and a sincere faith (1 Timothy 1:5; Acts 15:29)
- Learn to lead a quiet life (1 Thessalonians 4:9-12; 1 Peter 3:19)
- Practice Submission to Authority (Romans 13:1-5; 1 Peter 2:13-25; 1 Timothy 2:1-3; Hebrews 13:17)
- Be diligent in work (1 Timothy 5:8; Ephesians 4:28; 2 Thessalonians 3:10-12)
- Practice timely payment of all financial obligations
- Should a staff's conduct, whether on or off the premises, be criminal, dishonest, immoral in nature or unbiblical, or detrimental to the best interest of Thrive Community Church, then it may subject the staff to discipline or dismissal depending upon the nature and extent of the infraction

### **Ministry or Management Positions**

In addition to the items listed above, if you are serving in a ministry or management position, either on staff or in a volunteer capacity, the following qualifications are necessary to fulfill the position:

- Qualifications for "All Thrive Community Church Staff Members" (listed above)
- Qualifications from 1 Timothy 3:8-12 (ministry and management positions)
- Qualifications from 1 Timothy 3:1-7 and Titus 1:5-9 (elders)

## **Faith**

- Do you have a consistent, daily prayer time?
- Do you have a basic understanding of the Bible? Do you regularly study Scripture?
- Are you allowing the Holy Spirit to produce fruit in your personal life? (Galatians 5:22-23)
- Are you actively seeking the empowerment of the Holy Spirit?
- Do you recognize the authority of the elders and pastors in your local church? Can you receive corrections or instruction from those in authority?
- Do you diligently promote unity in the local church body? Are you prone to gossip or criticism?
- Are you able to confront others in a healthy manner?
- Do you fully embrace the vision of Thrive community Church?
- Family
- Is your marriage healthy? Do you have regular communication with your spouse? Are there critical issues that need resolving?
- Are you following the marital laws of priority, pursuit, purity, and possession? (Genesis 2:24)
- Do your children respect and obey you? Do your children have any destructive or rebellious behaviors that need our attention?
- Is your family a priority over work and hobbies?
- Is the husband the spiritual leader? Does the wife submit to the husband's righteous leadership? (Ephesians 5:22-33) Key point: You will treat the bride of Christ the way you treat your own (spouse).

## **Finances**

- Do you tithe to the local church regularly? (Malachi 3:8-12)
- Do you have problematic or unnecessary debt? (Proverbs 22:7)
- Do you have a sound business reputation with those outside the church?
- Are you generous with your resources toward those in need? (Luke 6:38)
- Do you have healthy biblical attitudes toward money and success?

- Are you a diligent and faithful worker? (Proverbs 13:11, 14:23)
- Do you faithfully pray for every financial need? (1 Timothy 6:6; Philippians 4:6)

### **Points of Accountability**

Team members are responsible to uphold the following standards when in contact with the opposite sex.

Ephesians 5:3

“But among you there must not be even a hint of sexual immorality, or of any kind of impurity or of greed, because these are improper for God’s holy people.”

- Staff members should pray for other staff members
- Staff members will have meaningful accountability relationships
- Staff members should use extreme caution when answering emails, instant messages, participating in chat rooms, responding to cards or letters from the opposite sex and should strive to involve another co-worker in the response
- Staff members should not discuss personal marital issues with a coworker or an attendee of the opposite sex
- Married staff members should not be alone with the opposite sex
- Married staff members should not ride in vehicles alone with the opposite sex
- Married staff members should not have an intimate physical contact with a coworker or Thrive Community Church attendee of the opposite sex; or show affection that could be questionable
- Married staff members should not visit the opposite sex alone at home
- Pastors should not provide pastoral care to the opposite sex alone or at the office or elsewhere and will not advise the opposite sex more than one time without the person’s spouse present

Should a staff member’s conduct, whether on or off the premises, be criminal, dishonest, immoral in nature, unbiblical, or detrimental to the best interest of the church, then that team member will be subject to counseling/assistance, discipline, or dismissal, depending upon the nature and extent of the said conduct.

## THRIVE COMMUNITY CHURCH SOCIAL COVENANT

We commit to love, value, respect, and protect each other. Therefore, we continually choose the following.

1. We will be a Safe Place
  - a. This a place where I can be open, honest, and vulnerable about how I feel, and what I think
  - b. I share what is in my heart without the fear of repercussion
  - c. We will offer, solicit, receive, and covet honest feed back
  - d. We will confront what needs to be confronted to receive freedom from where we are
2. HOT – We will have Honest, Open and Transparent conversations
  - a. This will only work to the degree that you Surrender to each other & the process
    - i. If you surrender yourself 50% ... you will get 50% return
3. We will attack problems not People
  - a. This is not personal and not meant to be personal
  - b. I understand that every problem usually has a person attached but the goal is to discover areas where we are falling short and make coarse corrections
  - c. **We will resolve conflicts with Forgiveness & Reconciliation**
4. We will Listen first and respond second
  - a. It is selfishness and pride to formulate a response before I have truly heard what someone else was saying
  - b. I usually miss the heart of what was said, and I respond to a partial issue by mistake
5. Failure is an option
  - a. It is ok if you do not have the right answer, or make the right decision, as long as your "Teachable and Correctable"
  - b. We would rather you make an honest mistake trying into a new step than to sit idle in fear of making a mistake
  - c. There is Grace here for you to Learn
6. We have to hear from you – Silence is agreement
  - a. You are here because you have something to offer
  - b. WE WILL NOT leave this place and talk about something you did not agree with and did not speak up about
7. Clarity is the Next best thing to Certainty
  - a. We cannot provide certainty about everything but if we can be ruthlessly Clear in our Communication it will provide the Certainty we need to move forward



8. Choose to believe the best in people

- a. We will fight against the trap of the enemy to cause us to think the worst of a team member
- b. We will believe that the Jesus on the inside is greater than the behavior you see or experience on the outside
- c. We will encourage and affirm with grace and truth

9. Fearlessly challenge restraints in each other and our ministry

- a. Good is the antithesis (In direct opposition) to Great
- b. We will attack walls that form and lids that develop

10. I will reproduce myself in others

- a. We have been commissioned by Jesus Himself to "Make Disciples" so we would love to spend time with you
- b. We will prioritize time for each other and those who have yet to join our team

### **YOUR ROLE AS A TEAM MEMBER**

As a team member of Thrive Community Church, you have a responsibility to the church, your fellow team members, and your manager. Those responsibilities include, but are not limited to:

- Coming to work, arriving on time, and putting in a full workday
- Abiding by church and departmental policies and work rules
- Being committed to a biblical lifestyle 24 hours a day
- Making a commitment to personal excellence in your ministry or work performance
- Treating team members with respect
- Working with your manager or oversight to address problems or concerns

The most effective method for resolving a problem in the church is to discuss it with your manager or oversight. If you believe you have not been treated in a manner consistent with church policy, it is your responsibility to initiate further discussion within the structure of the organization.

## **PLACEMENT**

At Thrive Community church all “STAFF” members are valued equally and hold key positions of responsibility. These positions include placement opportunities for paid or volunteer positions. The job description for each position will clearly indicate if the placement position is a paid or a volunteer position.

## **PLACEMENT PRACTICES**

It is our policy, when possible, to place individuals who are members of Thrive Community Church and attend this church regularly. The church reserves the right to conduct both internal and external recruitment simultaneously or exclusively.

## **PLACEMENT AT WILL**

The church hopes to retain skilled staff members; however, placement at the church is for no specific time, regardless of length of service.

Just as staff members of Thrive Community Church are free to leave for any reason, the church may terminate the placement relationship AT WILL at any time, including during the 90-day initial performance period (described on the next page), with or without notice or cause, so long as there is no violation of applicable federal or state law.

## **EQUAL OPPORTUNITY PLACEMENT**

To provide equal placement and advancement opportunities to all individuals, placement decisions at Thrive Community Church will be based on merit, qualifications, and abilities. The church does not discriminate in placement opportunities or practices based on race, color, sex, national origin, age, disability, or any other characteristic protected by law as it applies to churches.

Thrive Community Church discriminates based on religion. As a church, Thrive Community Church is allowed by law to consider the religious beliefs held by applicants and staff members. Furthermore, Thrive Community Church may take placement related action, including termination and/or refusing to place staff members or volunteers based on their religious beliefs and practices and their compliance with the religious beliefs, policies, and practices of the church to the fullest extent allowed by federal and state law. Any decisions made by the church regarding this paragraph's provision are final and not subject to any tribunals review.

Any staff members or volunteers with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate manager, oversight, or HR. Staff members can raise concerns and make reports without fear of reprisal.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of placement.

## **DISABILITY ACCOMMODATION**

Thrive Community church is committed to complying fully with the Americans with Disabilities Act (ADA) and enduring equal opportunity in placement for qualified persons with disabilities.

All placement practices and activities are conducted on a nondiscriminatory basis as they relate to persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## **IMMIGRATION LAW COMPLIANCE**

Thrive Community church's policy is to employ only those individuals entitled to work in the United States. In compliance with the Immigration Reform and Control Act of 1986 (IRCA (Immigration Reform and Control Act)), it is against Thrive Community Church's policy to discriminate because of an individual's national origin, citizenship, or intent to become a U.S. citizen. Financial support will not be provided to applicants seeking to obtain eligibility. All offers of employment will be conditioned on providing proof of work eligibility and identification.

Staff members with questions or those seeking more information on immigration law issues are encouraged to contact HRS. Staff members may raise questions or complaints about immigration law compliance without fear of reprisal.

Everyone is able to serve at Thrive Community Church and be placed in ministry positions regardless of immigration status.

## **EMPLOYMENT OF MINORS**

Employment of persons under 18 years of age restricted by the terms and conditions of the Fair Labor Standards Act of 1938 (FLSA) and the Texas Child Labor Law.

## **INTERNSHIPS & PRACTICUM STUDENTS**

Thrive Community Church provides internship and practicum opportunities to those seeking experience in various fields. These are unpaid, part-time, temporary roles not expected to exceed 15 hours per week. Interns are vetted individuals who volunteer with Thrive on a committed schedule in a certain area of ministry or academia, and practicum students who are working toward college credit.

## **RE-PLACEMENT WITH THRIVE**

Former staff members or volunteers who left Thrive Community Church in good standing may be considered for current placement. A previously terminated staff member or volunteer who is re-instated will be considered a new member of staff from the date of re-instatement. However, if the previously terminated staff returns to work within 1 year of termination, the original permanent placement date may be honored for vacation accrual, and Sabbatical (if eligible). The staff or volunteer must notify HR

within 60 days (about 2 months) of re-instatement for the original permanent placement date to be honored. Ministry or Oversight Leaders are required to obtain additional references, including communication with the former ministry or oversight leader and HR.

## **REFERENCE REQUESTS**

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

## **BACKGROUND CHECKS**

In accordance with applicable law, Thrive Community Church may require criminal history record checks. The information required may include arrests, convictions, probation, and deferred adjudication. Applicants may still be eligible for placement if a favorable report is received.

All such records shall be treated as confidential information. If any inaccurate information is provided by an applicant, that person will not be considered for placement. If the church learns that any information about a criminal history provided by a member of staff is inaccurate, that staff is subject to discipline up to and including immediate termination.

For current staff members and volunteers, a periodic update of criminal history records will be conducted in accordance with applicable law.

## **JOB DESCRIPTIONS**

Staff members will be provided with a job description when placement begins. Job descriptions are used as a guideline to summarize your duties and responsibilities. They also define the estimated weekly time requirement and if the placement is classified as a paid or volunteer position. Please read and study your job description carefully and discuss it with your oversight and/or HR within 90 days (about 3 months) of receipt if you have any questions.

As a component of the staff and volunteer review process each year, all staff volunteers will work with their oversights to update their job description. Descriptions should be updated as often as job duties, responsibilities, or modifications occur. Updated job descriptions should be sent to [Admin@livewithpurpose.church](mailto:Admin@livewithpurpose.church). Thrive Community Church reserves the right to revise your job description as deemed necessary and appropriate.

## **PERSONNEL RECORDS**

Thrive Community Church will maintain placement records related to the staff members or volunteers' job with the church. Staff and volunteer files are the sole property of the church. All information relating to present and former staff members, volunteers and applicants is considered confidential.

To keep staff and volunteer records up to date, staff and volunteers are required to update any changes to their name, address, telephone number, marital status, number of dependents, or emergency contact. Each member of staff has private and secure access to electronic data and should either update personal information online or contact HR in writing.

Paid staff - If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

## **INITIAL PERFORMANCE PERIOD & EVALUATIONS**

There is a 90-day initial performance period. Placement during this initial performance period remains on an at-will basis. Each member of staff or volunteer may receive a written performance evaluation after the first 90 days (about 3 months) of service. The performance evaluation's purpose is to tell you how well you are doing. Written performance evaluations may include commendation for excellent work and specific recommendations for improvement.

If a 90-day performance review is given, you will have the opportunity to discuss your performance evaluation with your immediate ministry leader or oversight and/or HR. This is a suitable time to ask questions and clarify important points and expectations.

Regular oversights and performance evaluations help the church make important decisions about position placement, training, and development. A satisfactory performance evaluation does not alter, modify, or amend the placement -at-will relationship between you and the church.

## **ONGOING EVALUATIONS AND OVERSIGHTS**

Thrive cares about you and wants to ensure that we are leading and serving you well. Regular Oversight will be performed to hear how you are doing, what is on your heart, are you having any pain points with your position, and to share with you what is on our heart. We desire complete openness, transparency, and honesty so we can serve you well.

Oversights are also a time of accountability. We will also check in on position objectives, responsibility areas, and identify upcoming initiatives or assignments.

A copy of the oversight will be available to the staff with an additional copy being retained in the staff or volunteer records.

## **PROMOTIONS & TRANSFERS**

The ministry leads or oversights and the appropriate candidates will engage in a multipaneled, highly collaborative process with the placement interview team. This team will screen and evaluate candidates based on spiritual, professional, and relational competencies. The recommended candidate will then meet with the appropriate lead team member for final approval. Please note, current staff or volunteers on probation may be considered for transfer but are ineligible for promotion until the probation period

is completed and cleared. To be eligible for transfer, staff members or volunteers must be in good standing and should have at least 6 months tenure in their role. Candidates are expected to notify their oversight before formally applying.

The goal of Thrives placement process is to develop an integrated, equitable, consistent, and informed method of placement that creates an opportunity for the Holy Spirit to influence all decisions. Our goal is to partner with the Lord to place those who He is calling to do His work here at Thrive Community Church.

## **STAFF STATUS/CLASSIFICATION**

The following definitions standardize our terminology for mutual understanding:

- Paid Staff
  - A full-time staff member works in a position, averaging a minimum of 40 hours per week. They perform regularly occurring activities and may be exempt (salary) or non-exempt (hourly).
  - A part-time staff member works in a position, averaging up to 30 hours per week. They perform regularly occurring activities, are classified and are non-exempt (hourly).
- Volunteer Staff
  - A full-time staff volunteer works in a position, averaging a minimum of 40 hours per week. They perform regularly occurring activities.
  - A part-time staff volunteer works in a position, averaging up to 30 hours per week. They perform regularly occurring activities.

## **STAFF CLASSIFICATIONS**

- Tier 1
  - Senior Pastor
- Tier 1A
  - Senior Level Pastors
    - Worship Production Pastor
    - Next Generation Pastor
    - Operations Pastor
    - Pastoral Care Pastor
    - Associate Pastors
- Tier 1B
  - Campus Level Pastors
- Tier 2
  - Full and Part-time staff and volunteers in one of the following job categories
    - Finance and HR Administrators
    - Creative, Communications, Marketing, and Media Directors
    - Area Leads

- Ministry Leads
- Tier 3
  - Full and Part-time staff and volunteers in one of the following job categories
    - Team Leads
    - Administrative and Senior Assistants
    - Building and Custodial Staff

## **STANDARD WORKING HOURS**

Our policy concerning work hours must be flexible in that nature of Thrive Community Church's various ministries and activities require staff and volunteers to remain open to change. Work hours depend on the department and ministry in which you are placed. However, your oversight will assign schedules to meet the ministry/department's needs.

### Full Time Staff and Volunteers

- A typical work week for Full Time Non-Exempt staff and volunteers is normally 40 hours per week and may require 2 nights, but no more than 3 nights per week
  - non-exempt paid staff will need overtime authorization from a director or pastor to work more than 40-hours per week
- A typical work week for Full Time Exempt staff and volunteers averages 40-50 hours per week and requires 2 nights, but no more than 3 nights per week
  - Working 3 nights in one week can only occur no more than once a month
- Typical in office days are Monday – Thursday
- Sundays - staff (paid and volunteers) are expected to arrive by 7am, participate in Worship, serve in various capacities as needed

### Part Time Staff and Volunteers

- A typical work week for part time staff (paid and serve positions) is up to 30 hours per week and may require 2 nights, but no more than 3 nights per week
  - Working 3 nights in one week can only occur no more than once a month
- Office days are flexible but are normally within Monday - Thursday
- Sundays - staff (paid and volunteer) are expected participate in Worship, serve in various capacities as needed

Staff and Volunteers are expected to participate in events, conferences, and training as requested. A traditional work week for full-time staff is 40 hours (about 5 and a half days) worked per week: 8 hours worked per day, not including a meal break. The department executive may establish variations in working based on the needs of the department.

Paid Exempt staff may average 40-50 work hours per week; however, paid non-exempt staff will need overtime authorization from a director or pastor to work more than 40-hours per week.

Work schedules vary among departments but are to include at least one 30-minute meal break for shifts longer than 6 hours.

Meal breaks are not considered work hours and should be free of job duties. Non-exempt paid staff must clock out for meals unless authorized by their oversight to participate in a working lunch. If a member of paid staff must perform work duties during a meal break, the entire meal period will be considered hours worked.

Also, all staff are permitted a 15-minute rest break for each 4-hour work period. These breaks are considered as time worked and are included in the staff's weekly hours. Breaks are not to be taken at either the beginning or end of the workday to offset arrival and departure time and are not to be combined to extend a meal period. All breaks should be coordinated with a staff's oversight.

## **STAFF COMPENSATION & BENEFITS (paid staff only)**

### **PAY PERIOD POLICY**

All paid staff will be paid by automatic payroll deposit at the financial institution of their choice. If a member of staff does not have access to a bank account through a financial institution, an issued check will be mailed to the home address on file.

Payroll is processed monthly and paid within the first week of the month. Hourly staff are responsible for submitting their timesheets, noting hours worked, each pay period and notifying their supervisor or oversight of any inaccuracies before the pay period ends. Any work hours excluded from the staff's timesheet at the time the pay period has closed will be added to the next available payroll cycle. It is the supervisor or oversight's responsibility to notify payroll of any excluded hours.

### **PAY INCREASES**

When you begin work, you will be informed of your rate of pay. That rate is based on an assessment of your position, training, experience, and the market for similar jobs. Increases in your salary will depend on our review of your job performance, financial status of the church, and marketplace conditions. Staff performance is reviewed annually for consideration of a merit increase. A performance or salary review does not imply an automatic increase, only that you are eligible for consideration based on job performance.

### **OVERTIME POLICY**

Hourly (non-exempt) staff will be paid at a rate of time and one-half if the total hours worked in the work week (Saturday – Friday) exceeds 40 hours (about 1 and a half days).

All overtime worked must be preapproved by the staff's director or pastor.



## **BENEFITS**

Caring for staff and volunteers is at the heart of Thrive. As a growing church our benefits are still developing and growing. Specific benefits are determined by your Staff Status and Classification (Tier level) and noted in.

- Free Coffee at the Thrive Café
- Free building use (based on availability)
- A fun and safe place to work with your kids
- Thrive Leadership School
- Conferences and accommodations
- Offsite moments
- Continued Development and training
- Sabbaticals
- Christian Healthcare /Health Insurance Premium Assistance (coming in 2024)

## **TIME OUT OF THE OFFICE**

### **ABSENTEEISM & TARDINESS**

It is important that staff and volunteers work their assigned schedules as consistently as possible; however, the church understands that because of illness or emergency you may be unable to come to work.

If you are unable to report to work for any reason, you must contact your supervisor or oversight at least one hour prior to your scheduled work time. It is your responsibility to keep your supervisor or oversight informed daily during a short-term absence and to provide medical verification when asked to do so.

A tardy or absence is considered “excused” only when you call an hour ahead of your scheduled work time and the tardiness or absence is for a compelling reason. The supervisor or oversight or department lead reserves the right to determine what constitutes a compelling reason. Failing to call in according to church policy will be considered unexcused.

The church considers unexcused tardiness and absence to be a fundamental problem. Staff who are tardy or absent excessively within a rolling 30-day period or show a consistent pattern of absence, whether excused or unexcused, will be subject to disciplinary action, up to and including termination.

If you do not call in or report to work for two consecutive workdays, you may be considered to have voluntarily terminated your position or employment.

## TIME OFF POLICY (Paid staff only)

### Eligibility

- Full-time and part-time paid staff are eligible to accrue Paid Time Off (PTO) benefits (paid time off)
  - Eligibility begins the first day of employment with vacation time accrued per the method below.
- Volunteer staff are not eligible for vacation benefits

### Method of Accumulation

#### Tier 1 – Senior Pastor-

#### Tier 1a – Senior Level and Associate Pastors

Accrue vacation from the date of hire as follows

Accumulated Employment	Tier I Annual Earned PTO
Start date thru end of year 5	4 weeks per year Partial time off during Thanksgiving week (half day Tuesday, and Wednesday – Saturday)
Beginning of year 6 thru year 9	4 weeks per year Partial time off during Thanksgiving week (half day Tuesday, and Wednesday – Saturday) Sabbatical on 5 <sup>th</sup> and 8 <sup>th</sup> year
Beginning of year 10 and after	4 weeks per year Partial time off during Thanksgiving week (half day Tuesday, and Wednesday – Saturday) Sabbaticals on 11 <sup>th</sup> , 14 <sup>th</sup> and every third year after

**Tier 2 and Tier 3** Accrue vacation from the date of hire as follows

Accumulated employment	Tier II Annual Earned PTO	Tier III Annual Earned PTO
Start date thru end of year 3 of employment	10 hours per accrued per pay period (15 days (about 2 weeks)/yr.)	6.67 hours per pay period (10 days (about 1 and a half weeks)/yr.)
Beginning of year 4 thru year 9	13.34 hours accrued per pay period (20 days (about 3 weeks)/yr.)	10 hours accrued per month (15 days (about 2 weeks)/yr.)
Beginning of year 10 and after	16.66 hours accrued per pay period (25 days (about 3 and a half weeks)/yr.)	13.34 hours accrued per pay period (20 days (about 3 weeks)/yr.)

**Use of Paid Time Off (PTO) time**

- A time-off request must be submitted and approved 45 days in advance through our online system <https://livewithpurpose.churchcenter.com/people/forms/162984>
  - Exceptions are family or personal emergencies, doctor appointments, illness, funerals, jury duty. When possible, the time off request should be made 48 hours in advance.
- Outside of an approved sabbatical, the most PTO time that can be allowed consecutively is 10 days (80 hours), unless approved by the department director/pastor
- PTO time can be used to supplement working hours, up to a regularly scheduled work week (full-time: 40 hours (about 1 and a half days); part-time: 25 hours). A full-time staff's use of PTO time should not cause the total weekly hours to exceed 40 hours (about 1 and a half days) for the work week.
- Tier 2 and Tier 3 Staff who, unless required by law, are terminated will be paid for any unused, accrued PTO at their regular pay rate on their final paycheck
- PTO hours that are used and exceed the accrued amount will be deducted from the final paycheck
- If a terminated staff returns to permanent employment within 1 year of the termination date of permanent employment, the PTO accrual will resume based on the original permanent hire date.

However, if the staff returns to permanent employment after one year, the accrual rate will be determined by the most recent permanent hire date.

- Personal emergency, illness, accident, or injury of staff, staff's spouse, staff's dependent child, or parents of staff or spouse
- Pregnancy (see also FMLA policy) or short-term disability
- Staff's doctor or dentist appointments that cannot be scheduled outside of working hours
- Funeral attendance
- In the event of an injury on the job
- Jury Duty

## **MINISTRY STAFF WEEKENDS**

We want a weekend rotation schedule that reflects the heart of Thrive Community Church, and its ministry needs. We do this by combining all ministry staff with other staff who have a heart for weekend ministry. We want to create a participation schedule that ensures health for the staff and proper weekend coverage for Thrive Community Church.

### **Weekend Rotation Guidelines**

Paid Staff are expected to serve 48 weeks of year

Volunteer staff are expected to serve 26 weeks of -volunteer staff, weekends a year

Schedules will be reviewed individually and agreed upon with supervisor or oversight approval

Everyone should set aside at least 6 weekends a year to be off from all Thrive and outside ministry activities

Ministry staff that work Monday through Friday are encouraged to take a day off before the weekends they serve on rotation (preferable Friday or Monday) and one more Friday off each month for an average of two days off per week

When a ministry staff member is in a sabbatical year, instead of serving 26 weekends they are responsible for serving 24 per T/O

"All-hands-on-deck" weekends will be established and communicated by the lead team and are incorporated into each staff member's annual shift requirement

Salaried staff who are approved to take a day off should take off Friday for a Sabbath Day

Hourly staff who are approved to take a day off should take the Monday off after rotation or another weekday following the weekend served or Friday for Sabbath Day

Weekend responsibilities for ministry staff are considered a single workday because pastors receive Friday or Monday off. So, taking a weekend off counts as 8 hours of vacation, regardless of actual time worked. For example, if a pastor requests Monday through Sunday off it equates to 5 days' vacation (40 hours), even though it is 7 consecutive days.

Senior and Associate level pastors should ensure they are not scheduled in a specific area for at least 8 Sundays per year. This allows the pastors to observe ministries and operations at a higher level while building relationships with attendees and teams.

Ministry-Related Activities: Camps, retreats, conferences, mission trips, etc., are separate from weekend rotation requirements. Ministry staff are allowed up to 4 weekends per year for ministry-related activities.

## **SABBATICAL**

The purpose of a sabbatical is for mental, physical, and spiritual replenishment. It is a holy time unto the Lord. Activities during a sabbatical time should renew and refresh the staff and should free the person from their normal duties and pressures.

A staff must be in good standing to be eligible. A lead team member must approve all sabbaticals. Spouses are only eligible to take sabbatical together if they are eligible during the same time. Sabbatical is not paid out at the time of separation.

### **Positions Eligible for Sabbatical:**

Senior Staff Team (refer to vacation eligibility chart)

A 4-week (20 business days) sabbatical is extended to the lead team (Lead Senior Pastor, Senior Pastor, Senior Staff) after 5 years and each 3rd year thereafter. This sabbatical applies if the staff has been in a lead team position for at least 12 months and employed by Thrive Community Church for at least 5 years. This sabbatical can be taken during an 18-month window that begins 6 months prior to and ends 12 months after the sabbatical eligibility date.

Ministry/Support Staff

A 4-week (20 business days) sabbatical is extended to the ministry/support staff after 5 years and each 5th year thereafter. This sabbatical applies if the staff has been eligible for at least 5 years and employed by Thrive Community Church for at least 5 years. This sabbatical can be taken during an 18-month window that begins 6 months prior to and ends 12 months after the sabbatical eligibility date.

## **IT (INFORMATION TECHNOLOGY) policy during Sabbatical**

Before sabbatical begins, an out-of-office reply must be set up in email software. The message can be scheduled ahead of time and set to automatically turn on and off on specified dates. The reply should include how long the sabbatical will last and who should be contacted in the meantime.

IT does not forward email accounts during sabbaticals. It is our heart that anyone contacting Thrive will receive a reply (when the recipient will be back and who can be contacted in the meantime).

## **MINISTRY TRIPS/CONTINUING EDUCATION**

Thrive Community Church encourages all staff (paid and volunteer) to pursue continuing education and understands that its staff may want to pursue outside ministry opportunities. All staff may pursue continuing education courses, seminars, conferences, ministry trips, etc. But only with approval from his or her department director/pastor who determines the benefit to Thrive and whether the desired activity falls within the parameters of ministry/continuing education. Some costs could be covered by Thrive however, this is not a guaranteed benefit to each member of staff and will be considered on a case-by-case basis. The following will be used as a guideline

- Tier 1 – 14 days
- Tier 1A – 14 days
- Tier 1B – 7 days
- Tier 2 and 3 – 4 days

Up to 24 hours of outside ministry time may be approved per calendar year.

## **FULL-TIME WORK SCHEDULE AND DAYS OFF**

### **Ministry Staff and Volunteers**

Every position has a job description. No church position requires you to work more than 50 hours (about 2 days) per week, 2 nights per week (Saturday weekend services do not count as a night), or away from home consistently. Although there are seasons when more than 50 hours (about 2 days) or 2 nights away from home are required, this should be reported to the manager to review and determine if the job has become too much for one person.

To accommodate nightly and weekend service responsibilities, one weekday off will be extended, so ministry staff and volunteers can routinely have 2 days off (1 weekday and 1 weekend day) during a 7-day period. If ministry staff take a weekend off, it will be counted as one vacation day.

### **Support and Central Staff Volunteers**

The support staff and volunteers' work hours are Monday through Friday and should range between 40 and 50 hours (about 2 days) worked per week. As a function of their ministry support, some staff and

volunteer positions may be required to work weekends. When this occurs, they will be entitled to adjust hours during the week to compensate for time worked on the weekend. No staff or volunteer will be expected to work 7 days a week as part of their regular schedule. Any staff or volunteer working on a weekend will be afforded the opportunity to attend one of the services as a Thrive member, without performing work for the church.

### **Holiday Pay (Paid Staff Only)**

Full-time and part-time paid staff of Thrive Community Church receive paid time off for the following holidays. Specific holiday dates will be noted on the Thrive calendar

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (1/2-day Tues, Wed-Sat)
- Christmas (3 days)
- New Year's Eve (12/31)

On the day before a Thrive Community Church recognized holiday, you may leave as early as noon if your manager approves, and your schedule allows. Please communicate with your manager in advance to find out what your department's workload will allow when it comes to leaving early. Hourly staff will be able to adjust their schedule to work longer hours on other days or may reduce their hours for the week upon the manager's approval. No additional hours will be paid outside of the approved time off or hours worked. This benefit is only available for those that work the day before the holiday. If paid time off is taken on the day before a holiday, then an exempt staff's time off request must reflect a full 8 hours.

### **Eligibility**

- Eligibility begins the day following the first day of work for all full-time and part-time paid staff. Volunteer staff are not eligible for holiday pay.
- Staff must work the last day before a holiday to be eligible for holiday pay unless time off has been approved by their manager.
- Paid part-time staff will receive holiday pay only for what would be regularly scheduled hours for that day of the week. No additional hours will be paid beyond what is regularly scheduled for the day.
- For full-time staff, if a Thrive Community Church – recognized holiday falls on a regularly scheduled day off, then the staff will be entitled to a replacement day off. With approval of the manager, this day is to be taken within the current pay period (or if necessary, the pay period immediately following).

- Staff on a leave of absence must have used accrued vacation or sick time for one full day prior to the holiday to be eligible for holiday pay, However, staff receiving short-term disability benefits are not eligible for holiday pay.
- If a holiday falls during a member of staff's approved vacation period, the staff will receive holiday pay and will not be charged for a vacation day on the day the holiday is observed. Holiday pay will not count as hours worked for the calculation of overtime.

### **JURY DUTY (Paid staff only)**

Staff called for jury duty will receive full pay for work missed while serving on jury duty. Compensation for jury duty will be limited to ten working days per calendar year. Any compensation received by the judicial entity should be submitted to Thrive Community Church.

Staff are expected to return to work when released from jury duty on any given day early enough to complete at least 2 hours of work.

Staff normally scheduled to work on a day when the jury is not in session are expected to work their normal hours that day without additional compensation from Thrive Community Church.

### **LEAVE OF ABSENCE POLICY (paid staff only)**

All leave of absence requests must be approved in advance in writing by the immediate manager and/or the director of HR. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a health provider's written statement that certifies the need for the extension. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.

#### **Bereavement Leave**

- Purpose and Eligibility – Thrive Community Church provides for a paid leave of absence for full and part time staff to arrange for and/or attend funeral services when death occurs in the immediate family. The immediate family includes staff's parents, spouse, brother, sister, or children; spouses' parents, brother, sister, or children; and grandparents or grandchildren of staff or spouse. This excludes close friends and other relatives; however, PTO time may be used to attend those funeral services.
- Periods of Absence – Full-time staff may receive paid leave not to exceed 5 days for immediate family noted above. Part-time staff may receive paid leave time not to exceed 3 days.
- Circumstances, traveling distance, and work schedule will be considered in determining the number of days granted. Additional time may be considered as paid or unpaid time off to assist a member of staff in the grief process. All time off must be submitted and approved by the manager.



- Funeral Travel Cost Reimbursement Policy – Thrive wants to support our staff in times of family need when a loved one passes away. The time spent remembering the life of a loved one is a value that Thrive holds in high regard.
- For this reason, a limited reimbursement plan is available for the travel costs of attending a funeral that meets the following parameters:
  - Staff must have been employed by Thrive for 12 months
  - Travel distance is over 300 miles
  - The deceased is a member of the staff's immediate family (parent, sibling, spouse, child, grandparent, grandchild.)
  - Reimbursement is only for the staff and their spouse
  - Reimbursement is for the lowest travel expenses (airfare, bus, car, etc.) available up to a maximum of \$500 per person and will be reported as taxable income as a personal gift to the staff.
- The expenses should be submitted for reimbursement in an expense report using the expense type “Bereavement Expense” and should be charged to the location and department of the staff who submits the qualified expenses. Any questions regarding reimbursement for bereavement expenses can be directed to the Finance admin.

### **Emergency Leave of Absence**

- Eligibility – All full-time staff are covered under this policy
- Use of Emergency Leave – Emergency leave is not intended to be a substitute for vacation, sick leave, bereavement leave, or other leaves identified by church policies. The minimum unit of personal leave time that can be reported is 1 half-day (4 hours).

### **Military Leave**

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

### **Family and Medical Leave Act (FMLA Policy)**

- Purpose – the Family and Medical Leave Policy is to provide the staff unpaid, job-protected, extended time off due to pregnancy, Prenatal medical care, or birth or adoption of a child, care of a serious health condition of the staff, or care for the staff’s spouse, child, or parent with a serious health condition. Also permissible is qualified exigency leave for military families whose spouse, child, or parent has been called to active duty in the Armed Forces during employment to a foreign country. Military Caregiver Leave is also allowed to care for a covered service member with a significant injury or illness if the staff is the service member’s spouse, child, or parent.

- Eligibility – Staff who have worked for Thrive Community Church at least 12 months and have worked a minimum of 1,250 hours (about 1 month 3 weeks) during the previous 12-month period preceding the leave request are eligible to apply for FMLA under the legal requirements. The 1,250-hour requirement must be worked hours, as opposed to PTO time or compensatory time.
- Requesting FMLA Leave-you need to notify HR when you need FMLA leave. If the leave is foreseeable, you must notify HR at least 30 days (about 4 and a half weeks) prior to the leave, so the church can arrange for the necessary approval and find someone to perform your work during your absence. When 30-day notice is not possible, the staff must provide notice as soon as practical and must comply with normal call-in procedures. For questions about FMLA or to request a leave, please email us at HR@livewithpurpose.church.

Medical certification is required for any request for use of FMLA leave for your own serious health condition or to care for a family member with a serious health condition. It is your responsibility to provide a complete medical certification form within 15 calendar days. If certification is incomplete (one or more of the requirements is not provided), you will be given 7 calendar days to update the discrepancies and provide an updated medical certification. If notification and appropriate certification are not provided promptly, leave approval may be delayed. If you are seeking Military Caregiver Leave, you are required to provide the appropriate certification, completed by an authorized healthcare provider, within 15 calendar days. If you seek Qualifying Exigency Leave, you must provide the appropriate documentation and certification within 15 calendar days.

- **Length and Timing of Leave** – A member of staff can take up to 12 work weeks of unpaid leave during the 12-month period beginning with the date of the staff’s first leave. If both spouses are employed by the church, each member of staff is entitled to their own 12 weeks (about 3 months) of leave during the 12-month period. In certain circumstances, you may take intermittent leave for your own serious health condition or for a family member’s serious health condition. When on intermittent leave (small blocks of time) or working a reduced schedule, you need to follow normal call-in procedures for absences and inform HR in writing that such time off is FMLA leave.
- **Military Family Leave Entitlement/Military Caregiver Leave** – An eligible staff may take up to 26 weeks (about 6 months) of unpaid FMLA leave during a single 12-month period to care for a covered servicemember or veteran who, for a significant injury or illness, is undergoing medical treatment, recuperation, or therapy. The injury or illness must be incurred or aggravated in the line of active duty and could render the service member unfit to perform the duties of his or her office, grade, rank, or rating. A veteran must have been a member of the Armed Forces (including the National Guard or Reserves) at any time during the 5 years preceding the date of treatment. To be eligible for Military Caregiver Leave, you must be a spouse, son, daughter, or parent of the covered service member. Within a 12\*month period as defined by the church, you may take a combined total of 26 weeks (about 6 months) of unpaid leave and up to 12 weeks (about 3 months) of unpaid leave for any other FMLA-

qualifying reason (i.e., birth or adoption of a child, your own serious health condition or that of a close family member, or a qualifying exigency). If both spouses are employed by the church, each staff is entitled to their own 26 weeks (about 6 months) of unpaid leave and up to 12 weeks (about 3 months) of unpaid leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, your own serious health condition or that of a close family member, or a qualifying exigency) Although most leaves would be taken in a single block of time, intermittent leaves or reduced leave schedules also may be approved where required.

- **Qualifying Exigency Leave** – An eligible staff may take up to 12 weeks (about 3 months) of unpaid FMLA leave during a single 12-month period for specified reasons related to certain military deployments – when your spouse, son, daughter, or parent who is a member of the Armed Forces (including active duty, the National Guard, and Reserves) is on covered active duty or has been notified of an impending call or ordered to covered active duty. Covered active duty applies when the military member is deployed to duty to a foreign country. Qualifying Exigency Leave may be combined with leave for any other FMLA – qualifying reason (i.e., birth or adoption of a child, your own serious health condition or that of a close family member); however, the combined total cannot exceed 12 weeks (about 3 months) in a 12-month period (apart from the Military Caregiver Leave as set forth in the Military Caregiver Leave section).
- **Benefits** (only if Insurance Premium Assistance is in place – **this benefit is not currently offered 6/1/23**) – Use of earned PTO hours is optional. During family leaves of absence, the church will continue to pay its assistance amounts of the premiums and the staff must continue to pay their share of the premium. If the staff does not return to work after the expiration of the leave, the staff will be required to reimburse the church for payments of health insurance assistance amounts during the leave, unless the staff does not return because of the presence of a serious health condition that prevents the staff from performing their job or circumstances beyond the control of the staff.

If the staff regularly contributes via payroll deduction for dependent coverage during a leave of absence, the staff will be expected to contribute their portion of any staff contributions with the same timing as the regularly scheduled payroll deductions. Payments may be made in one of the following manners:

- **Pre-pay** – staff pays prior to commencement of FMLA leave. Payments may be made on a pre-tax salary reduction basis from any taxable compensation. These contributions will not be included in the staff's gross income, provided all requirements of the Section 125 plan are satisfied.
- **Pay as you go** – the staff pays on the same schedule as payments would be made if the staff were not on leave or under any other payment schedule permitted. Contributions under this option are made on an after-tax basis. However, contributions may be made on a pre-tax basis if the contributions are made from taxable compensation owed to the staff during leave provided all requirements of the Section 125 plan are satisfied. Failure to provide payment would result in termination of the benefit for which payment was not made.

- **Catch up** – The church and the staff must agree in advance of the coverage period that the staff wishes to continue coverage while on FMLA leave. The church will assume responsibility for advancing payment of the premiums on the staff's behalf during the FMLA leave, and these advanced amounts must be paid by the staff upon return from FMLA leave. Contributions may be made on a pre-tax salary reduction basis upon return from any taxable compensation from FMLA leave. These contributions will not be included in the staff's gross income provided all requirements of the Section 125 plan are satisfied.
- **Reinstatement** – The staff will be restored to their former position or to an equivalent position. (Some restrictions may apply to key salaried personnel.) Staff on leave must contact the benefits department before the first day of return and bring a medical release from their physician if the leave was for their own serious health condition. Failure to return to work on the day after leave expiration will be considered a voluntary resignation unless the church is contacted before leave ends. Additional time may be granted as reasonable accommodation if by doing so, it does not create hardship for the church.

For further information regarding FMLA, please refer to the Department of Labor's Staff Right and Responsibilities Under the Family and Medical Leave Act poster.

<https://www.dol.gov/agencies/whd/fmla>

## **PERSONNEL POLICIES**

### **CHILDREN IN THE CHURCH OFFICES**

Thrive desires that staff and their families feel welcome in the office and at all church events. However, it is expected that staff provide supervision of their children during normal business hours to not cause a distraction within the workplace.

Thrive Kids ministry will ensure childcare is provided for staff and volunteer children for all Thrive services and events.

### **NEPOTISM POLICY (paid staff only)**

When considering individuals for employment at Thrive, it is our goal to employ the most qualified candidates for each position. If the candidate being considered is a family member of someone already placed within the organization, they will be considered as any other applicant for the position being filled. The following rules apply to family relationships of staff members:

- Disclosure of family relationships must be made during the interview process. The ministry filling the position will go through the formal hiring and transition process, identifying at least two or three top candidates who will undergo an impartial interview by the hiring interview team
- The Conflict-of-Interest Policy of Thrive Community Church will also apply to any employment manager situation arising within the workplace that affects a family member of staff
- Approved salary cannot be modified based on a candidate's relationship to current staff
- No staff will have specific influence related to salary, merit increases, or promotional considerations for their family members
- Approval from HT and the applicable lead team member (no family relation) is required
- Final approval from an executive senior pastor is required

### **KEEPING RECORDS CURRENT**

It is important that your employment records are kept up to date. Be sure to update the payroll and HR systems if changes occur to the information below:

- Name
- Home address and Telephone Numbers
- Personal Email Address
- Direct Deposit Information
- Marital Status
- Tax Withholdings (paid staff only)
- Emergency Contacts

## RELOCATION POLICY

Thrive Community Church desires to have high-caliber staff in all positions. To accomplish this, it may require searching the country to find the right person for a job. This policy intends to put parameters around the process and cost to finding a person outside of the local area.

**Process** – the department seeking to fill a job position must go through the normal process for getting a job position approved. Once approved, the department will begin to search for the most qualified person. IF that requires seeking someone out of town, then the expenses must be approved in advance by the department director/pastor.

**Eligibility** – To be eligible for relocation assistance, Thrive Community Church must be at least 100 miles (one-way) from the staff's former home. Relocation allowance is approved by a lead team member on a case-by-case basis for Tier Level 1 positions.

**Relocation Allowance** – Upon approval, the staff will be paid a relocation allowance that is subject to applicable taxes. The amount will be determined based on a rate of \$5 per mile moved according to the projected mile of relation up to a maximum of 10% of the staff's base salary. This amount, which will be considered income to the staff, can be used at the staff's discretion to cover relocation expenses, and will be included in the offer letter. If living and working here and a housing subsidy is approved while selling a residence in their former location, we will provide a housing subsidy for a period of up to 30 days with a review and consideration of an extension based on each individual circumstance. The amount of subsidy is based on actual rent and utility expenses but capped at a monthly reimbursement of 2% of the staff's annual salary per month. For example, if the salary is \$60,000 annually, the monthly maximum housing subsidy would be \$1,200.

**Employment Expectation** – When Thrive hires a new staff member and incurs a cost for relocating them to the East Texas area, there is an expectation that Thrive will receive an appropriate duration of work from the staff to justify the cost of moving them. Based on this expectation Thrive will make incremental payments that will be made to the member of staff over a period of 24 months.

Payments of the Reallocation Allowance will be using the following schedule

- **Employment up to 12 months:** Staff member will be reimbursed 50% of the relocation allowance.
- **Employment between 13-18 months (about 1 and a half years):** Staff member will be reimbursed 25% of the relocation allowance.
- **Employment between 19-24 months (about 2 years):** Staff member will be reimbursed 25% of the relocation allowance.

## **OUR ATTITUDE TOWARD WORK**

Colossians 3:23-24 (TLB)

Work hard and cheerfully at all you do, just as though you were working for the Lord and not merely for your masters. Remembering that it is the Lord Christ who is going to pay you, giving you your full portion of all He owes. He is the one you are really working for.

The Bible commends the diligent and the Spirit of God promotes diligence in the life of the Christian. Laziness, on the other hand, is condemned and the slothful person will not prosper (Proverbs 6:6-11; 10:4-5; 12:27). All team members of Thrive Community Church are expected to give diligent service in their respective areas of ministry.

We intend for each job description to be performed within a 40–50-hour work week. Although there may be seasons when more time is needed for accomplishing the needs of the job, they should be short term. We desire our staff and volunteers to live healthy, satisfying lives in relationship with God, their family, and friends. The work of the ministry is but one facet of living. So, if it consistently requires more than 50 hours (about 2 days) a week or more than 2 nights a week to perform the job requirements, we will redefine the job requirements and consider adding additional staff or volunteers to help fulfill the job's needs. All staff and volunteers should have 1 day off per week as a Sabbath day of rest.

## **HOLDING MULTIPLE POSITIONS**

Full-time and part-time staff and volunteers may choose to seek a second position within Thrive Community Church, such as work in Children's Ministry, Worship, Event Administration, etc. While seeking a second position within the church is not disallowed, the total amount of time worked by the staff should be considered to ensure that work hours remain reasonable and that an appropriate amount of time is taken to rest and spend with family. Approval from the department director/pastor is required before pursuing a second position within Thrive Community Church.

- Paid staff only
  - If the staff pursuing a second employment opportunity is classified as exempt, the additional position will not be eligible for overtime pay.
  - If the staff pursuing a second employment opportunity is classified as non-exempt, all hours worked in both the primary and secondary position will count toward total weekly hours. If work hours exceed 40 for the work week (Saturday – Friday), the staff will receive pay at a rate of time and one-half for all hours worked beyond 40 hours (about 1 and a half days). The rate of time and one-half will be based on the job being performed when overtime is incurred.
  - If the position is non-exempt and classified as part-time permanent, temporary, or event staff, the combined work hours between the positions must remain below the established guidelines for part-time staff (average of 25 hours per week; not to exceed 155 hours (about 6 and a half days) per month).

## **STAFF VOLUNTEERING (this section is for paid staff only)**

Thrive Community Church allows our paid staff to volunteer some of their time and talents in addition to their regular work responsibilities only when the type of volunteer work is different from work done for pay, occurs outside of normal working hours, and is not performed within the same department for which they are employed. Staff with questions or those seeking more information regarding staff volunteering are encouraged to contact HR.

## **STAFF and VOLUNTEER REVIEWS**

Your department's success has been due in large measure to the spirit and cooperation of each team member. Everyone must maintain these attitudes to ensure the continued success of Thrive Community Church and your personal ministry development. Excelling in your ministry includes:

- Fulfilling the requirements and expectations of the ministry
- Listening to your manager's instructions, asking questions when in doubt, and making constructive suggestion
- Following established policies
- Cooperating with and acting courteously and respectfully toward your fellow team members and the public
- Demonstrating a professional attitude toward your ministry
- Being on time and regular in attendance
- Submitting to the authority/manager over you
- Showing proper work attitudes

### **Procedure**

Performance reviews are completed during the first quarter of each year, covering the calendar year. The review is completed by the staff's manager or oversight and requires a meeting to discuss the review and signature of both individuals. It is retained by HR.

The annual review process includes identification of ministry and personal goals, a review of progress toward those goals, and a review of performance for the previous year.

The review involves a self-appraisal completed by the staff, a summary appraisal completed by the manager or oversight, and a meeting to discuss both documents and begin formulating future goals. Both individuals must sign the annual review



## **POLICY ON SUSPECTED MISCONDUCT, DISHONESTY, FRAUD, AND WHISTLE-BLOWER PROTECTION**

Thrive Community Church is committed to the highest possible standards of ethical, moral, and legal conduct. Consistent with this commitment, this policy aims to provide an avenue for staff and volunteers to raise concerns about suspected misconduct, dishonesty, and fraud and to provide reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith.

If any person knows of or has a suspicion about misconduct, dishonesty, or fraud, they should notify the HR department. If the alleged wrongdoing concerns a member of the HR department, then an executive senior pastor/director should be notified.

HR is responsible for coordinating or conducting investigations in direct counsel with the appropriate member of the executive team. The executive team member shall inform the executive senior pastor who may in turn notify the elders based on the risk associated with the investigation outcome.

The privacy and reputation of individuals involved will always be respected. There will be no punishment or other retaliation for the reporting of conduct under this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation.

Also, no staff or volunteer shall be adversely affected because they refuse to carry out a directive which constitutes fraud or is a violation of state or federal law.

Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates misconduct, dishonesty, or fraud. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

For purposes of this policy, the definition of misconduct, dishonesty, and fraud includes, but is not limited to:

- Acts that are inconsistent with ministry policy
- Theft or other misappropriation of ministry assets
- Misstatements or other irregularities in ministry records
- Incorrect financial reporting
- Misuse of ministry resources
- Illegal activities
- Immoral or unbiblical activities
- Forgery or alteration of documents
- Any other form of fraud

No staff or volunteer who in good faith reports a violation shall suffer harassment, retaliation, or adverse placement consequence. A staff or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of placement. This policy intends to encourage and enable staff, volunteers, and others to raise concerns within the organization prior to seeking resolution outside the organization.

Thrive Community Church reserves the right to modify or amend this policy at any time as it may deem necessary.

## **SEXUAL HARASSMENT POLICY**

Thrive Community church is committed to maintaining a ministry and work environment in which individuals treat each other with dignity and respect and is free from conduct unbecoming of a Christian (meaning intimidation, exploitation, and harassment, including sexual harassment). Anyone who violates this policy will be subject to discipline up to and including termination.

### **Definition**

Unwelcome sexual advances, requests for sexual favors, displays of sexual material, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the ministry or work setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's placement
- Submission to, or rejection of, the conduct by the individual is used as the basis of placement decisions affecting the individual
- The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, manipulating, or offensive work environment
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, service, and activities available at or through Thrive Community Church

### **Procedures of Reporting and Investigating**

If you suspect you are the victim of a hostile work environment or sexual harassment, report the incident by contacting HR. Also, any bystanders and/or witnesses to harassment should report incidents to HR.

All complaints will be handled with confidentiality, and promptly investigated in the following manner:

HR shall conduct and coordinate the investigation, including interview with those involved:

- Interview(s) with the alleged victim and anyone suggested by that person who has relevant information
- Interview with the alleged harasser and anyone suggested by that person who has relevant information
- All disciplinary decisions, if any, shall be made by a leading team member. If the complaint involves a member of the lead team, the elder(s) shall make all necessary disciplinary decisions
- HR shall keep written records of the complaint, including the records of the investigation and the final report. The record shall be maintained in a confidential file by Thrive Community Church separate from the staff personnel files

- Any staff or volunteer may appeal the disciplinary decisions(s) to the board of elders. The board of elders hearing the appeal shall include only those elders not involved in the complaint and who do not work with, or are subordinate to, either the alleged victim or alleged harasser
- Any staff or volunteer may appeal the board of elders' decision to mediation and, if necessary, arbitration under the rules published by the Institute for Christian Conciliation, HisPeace.org The staff or volunteer may not appeal the result of the arbitration in any other forum, including courts.

### **Confidentiality and Protection Against Retaliation**

Every effort will be made to protect the privacy of the parties involved in any complaint; however, Thrive Community Church reserves the right to fully investigate every complaint. Thrive Community Church will not discriminate or retaliate against any person who has filed a complaint concerning sexual harassment, or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment if the information is truthful.

## **CONFIDENTIALITY POLICY**

Thrive Community Church deals with many confidential issues pertaining to its members, volunteers, and staff. Church staff and volunteers must be aware of this and be able to properly handle confidential issues that arise as a part of their job whether directly or indirectly.

Due to the need for confidentiality on behalf of the church and its members, confidentiality of information is mandatory. All records of whatever nature, whether financial or not, are to be kept in the strictest confidence with transfer of information being restricted only to authorized personnel. All information received in the ordinary course of employment is confidential and is not to be discussed with any party other than those authorized in the normal course of performance or one's duties. Staff and volunteers must maintain strict confidentiality when dealing with any information that is or might be considered private to our staff, volunteers, or church members.

Under the divine calling stated in Mark 16:15-20 and Ephesians 4:11-13, a divinely called and scripturally ordained ministry has been provided by our Lord for a twofold purpose: the evangelization of the world and the edifying to the body of Christ. Because of the nature of such a ministry, during your placement at Thrive Community Church, there may be disclosed to you, certain confidential information consisting of, but not limited to the following:

- Private and personal information concerning pastors, staff, volunteers, and members, such as:
  - Family issues
  - Travel and accommodations
  - Housing, finances, and salaries
- Lists containing the names of past, present, future, and prospective members: partner; donors; and adherents
- Past, present, and future operations or plans
- Past, present, and future pricing of products sold by Thrive Community Church
- Products, church facilities and equipment, church manuals, church practices and/or procedures, church operating revenues or expenses, private or public debt, equity financing or banking, accounting, or financing matters
- Matters pending under the authority of any regulatory agency or Court, including those that are only threatened
- Church systems, processes, or administrative operations
- Plans, current or future, for the extension of present operations or commencement of new operations
- Other confidential and proprietary information, trade practices, trade secrets, trade names, research, and/or records
- Trademarks
- Media marketing

- Compilations of information, records, and processes that are owned or developed by the church and/or used in the operation of the church, including, without limitation, electronically stored information
- Personal and business information pertaining to any staff or volunteer of Thrive Community Church obtained by the staff or volunteer from any source whatsoever because of the staff's placement by the church
- Pastoral confidences
- Any information regarding these entities that is not available to the public

Staff and volunteers may be required to sign a Confidentiality Agreement as a condition of placement. Staff who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination from paid or volunteer position.

All matters of this type should only be disclosed to other staff or volunteers on a need-to-know basis. This means that the person must have a need for the information to do their job properly. Unauthorized staff or volunteers are prohibited from attempting to obtain or observe this information. Staff and volunteer handling confidential information are responsible for its security. Extreme care must be exercised to ensure that it is safeguarded to protect the church and its members. When in doubt about giving out the information, staff and volunteers should always consult and get permission from their immediate manager.

As a rule, Thrive Community Church does not give out member lists or personal information to outside organizations. Staff and volunteers are not to discuss, transmit, divulge, or reproduce information acquired during placement at the church. Staff and volunteers will refrain from sharing said information in any way, including, but not limited to, interviews or publication of any kind whether authored by the staff, volunteers, or others.

Requests for employment (paid staff) or placement (volunteer) verification or any other staff or volunteer information should be handled through HR.

## **ALCOHOL/DRUG ABUSE POLICY**

### **Purpose**

Thrive Community church provides a safe and productive work environment for all staff and volunteers. Any facility associated with Thrive Community Church is considered alcohol, drug, and tobacco free.

It is the policy of the ministry and in direct response to its Statement of Faith and corresponding expectation of a life that reflects those values that staff shall not be involved with the unlawful use, possession, sale or transfer of drugs or narcotics in any manner that may impair their Christian witness and their ability to perform assigned duties or otherwise adversely impact the ministry's well-being. Further, staff and volunteer shall not possess alcoholic beverages in the workplace or consume alcoholic beverages in association with the workplace or during working time. The specific purpose of this policy is to outline the methods for maintaining a work environment free from the effects of alcohol/drug abuse or other substance abuse that adversely affect the staff and volunteers along with the mission of our ministry.

Thrive Community Church helps people develop intimate relationships with God. Some people may have obstacles in their pursuit of intimacy with God. Alcohol can be an obstacle. While the Bible is clear that drinking wine is not a problem, there are plenty of references that drunkenness is a problem. For many people, the line between a small drink and drunkenness can quickly become blurred. As leaders at Thrive, our responsibility is to God as shepherds of his flock and to protect the reputation of the Church and the kingdom.

At Thrive Community Church, any staff (paid or volunteer) is expected to abstain from drunkenness and abstain from drinking in any environment where it may cause another brother or sister to stumble in their walk with Christ or bring a negative appearance to the leadership and reputation of Thrive Community Church.

Paul says in Romans 14:20-21 (MSG), "Do not destroy the work of God for the sake of food. All food is clean, but it is wrong for a man to eat anything that causes someone else to stumble. It is better not to eat meat or drink wine or to do anything else that will cause your brother to fall."

The use of illegal drugs and the abuse of alcohol pose serious threats to the church and its staff and volunteer and are inconsistent with a committed Christian lifestyle. To fulfill this desire, you are required to report to work in appropriate mental and physical condition to perform your job in a satisfactory manner. If we are to continue to fulfill our responsibility to serve Christ and others responsibly, our staff and volunteer must refrain from behavior that is inconsistent with biblical teaching.

All individuals are subject to this policy while they are in facilities or on property owned, controlled, or operated by the church.

While on Thrive Community Church's premises and while conducting business-related activities off Thrive Community Church's premises, you are prohibited from the use, possession, distribution, or sale of alcohol or illegal drugs or from being under their influence on the job. The legal use of prescribed medications is permitted while working if it does not impair your ability to perform the essential functions of your job effectively and in a safe manner that does not endanger the safety of others in the workplace.

The church reserves the right to require a blood test, urinalysis, or other drug/alcohol screening or persons suspected of using or being under the influence of drugs or alcohol where circumstances or workplace conditions justify it. A staff or volunteer's consent to submit to such testing is required as a condition of employment.

### **Expectations**

Any involvement with alcohol/drugs that affect the workplace, work environment, or reputation of this ministry is unacceptable.

If a staff (paid or volunteer) experiences a problem of this nature, they are urged to voluntarily seek assistance through a pastor, minister, or manager before such problems require disciplinary action.

The church reserves the right to search all covered premises at any time, and staff and volunteers must cooperate with such a search. There is no expectation of privacy in any Thrive Community Church facility or premises, including desks, cabinets, lockers, or any personal items brought onto the church premises.

Federal law and regulations require specific drug testing for certain categories of staff. The church will comply with all such federally mandated testing, including the following:

- For cause
- Post-accident testing

Any staff (paid and volunteer) convicted of an activity involving an illegal drug either on or off church premises violates this policy. Any staff (paid and volunteer) convicted under a criminal drug statute must notify the HR department of Thrive Community Church in writing of such conviction no later than five calendar days after it. In deciding what disciplinary action to take, the church may take into consideration:

- The nature of the offense charged
- The safety requirements of the staff's present job assignment
- The staff's record with the church
- The staff's statement of facts
- The disposition of the charge
- The impact of the offense on the church and other relevant factors



The church may take disciplinary action before and /or after final disposition of the charges. Any staff taking medication should consult a medical professional to determine whether the drug may affect his or her personal safety or ability to perform the essential functions of the job and should advise his or her supervisor or oversight of any job limitations. Upon notification of job limitations, Thrive Community Church will make reasonable efforts to accommodate the limitations.

### **Consequences**

The use or personal possession of alcohol/drugs on church time or property is a dischargeable offense.

Any personal behavior from the use or personal possession of alcohol/drugs which could cause damage to the gospel of Christ or this ministry's reputation is a dischargeable offense.

Refusal to consent to drug and alcohol testing is grounds for immediate discharge. Anyone refusing to be tested will be deemed to have failed the drug test and removed from church premises. Staff will be subject to disciplinary action, up to and including termination of placement.

### **Assistance**

Any staff (paid and volunteer) who voluntarily seeks assistance from Thrive Community Church will be referred to our counseling ministry for evaluation or proper treatment of the problem.

If you have questions or personal concerns regarding substance dependency or abuse, you are encouraged to seek counseling services. You may also wish to discuss these issues with your manager or HR to receive assistance or referrals to appropriate resources in the community. Such issues may be raised without fear of reprisal.

To the extent any federal, state, or local law, rule, or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended to be complying.

## **CONFLICT OF INTEREST POLICY AND DISCLOSING OUTSIDE INTERESTS**

This conflict-of-interest policy is designed to help elders, officers, and staff of Thrive Community Church, identify situations that present potential conflicts of interest and to provide Thrive Community Church with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a staff (paid and volunteer) of Thrive Community Church has or may have a conflict of interest with respect to the transaction.

The purpose of the conflict-of-interest policy is to protect the corporations' interest when it is contemplating entering a transaction or arrangement that might benefit the private interest of a staff of Thrive Community Church that might otherwise result in a possible excess benefit transaction.

This policy is intended to supplement, but not replace, any applicable Texas and federal laws governing conflict of interest applicable to nonprofit and charitable corporations and is not intended as an exclusive statement of responsibility.

### **Conflict of Interest Defined**

For purposes of this policy, the following circumstances shall be deemed to create conflicts of interest:

- Outside interests
  - A contract of transaction between Thrive Community Church and a responsible person or family member
  - A contract or transaction between Thrive Community Church and an entity in which a responsible person or family member has a material financial interest or of which such person is a staff of Thrive Community Church
- Outside Activities
  - A responsible person competing with Thrive Community Church in the rendering of services or in any other contract or transaction with a third party
  - A responsible person having a material financial interest in; or serving as a staff (paid and volunteer) of Thrive Community Church, or other legal representative of, or consultant to, an entity or individual who competes with Thrive Community Church in the provision of services or in any other contract or transaction with a third party.
- Gifts, Gratuities, and Entertainment
- A responsible person accepting gifts, entertainment, or other favors from any individual or entity that:
  - Does or is seeking to do business with, or is a competitor of Thrive Community Church
  - Has received, is receiving, or is seeking to receive a loan or grant, or to secure other financial commitments from Thrive Community Church
  - Is a charitable organization operating in the United States, under circumstances where it might be inferred that such action was intended to influence or possibly would influence the responsible person in the performance of his or her duties. This does not preclude the

acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value, which are not related to any particular transaction or activity of Thrive Community Church.

## Definitions

- A “conflict of interest” is any circumstance described in this policy
- A “responsible person” is any person serving as an officer, staff (paid and volunteer), director, elder, administrative council member, board member, volunteer, or member of the board of elders of Thrive Community Church.
- A “family member” is a spouse, parent, child, or spouse of a child, brother, sister, or spouse of a sibling, of a responsible person
- A “material financial interest” is a financial interest of any kind in view of all the circumstances, is substantial enough that it would, or could, affect a responsible person’s or family member’s judgement with respect to transactions to which the entity is a party.
- A “contract” or “transaction” is any agreement or relationship involving the sale or purchase of good, services or rights of any kind the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by Thrive Community Church. The making of a gift to Thrive Community Church is not a contract or transaction.

## Procedures

- Duty to Disclose – In connection with any actual or conflict of interest, a responsible person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the board and/or lead team who are considering the proposed transaction or arrangement.
- Determining Whether a Conflict of Interest Exists – After disclosure of the financial interest and all material facts, and after any discussion with the responsible person, the responsible person shall leave the board and/or lead team meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board and/or lead team members shall decide if a conflict of interest exists.
- Procedure for Addressing the Conflict of Interest – In the event that the board and/or lead team determines that a proposed transaction or arrangement presents a conflict of interest, the following actions shall be taken:
  - A responsible person may make a presentation to the board and/or lead team meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest
  - The chairperson of the meeting shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement

- After exercising due diligence, the board and/or lead team shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest
- If a more advantageous transaction or arrangement is not reasonable possible under circumstances not producing a conflict of interest, the board and/or lead team shall determine by a majority vote of the disinterested members of the board and/or lead team whether the transaction or arrangement is in the corporations' best interest, for its own benefit, and whether it is fair and reasonable , It shall make its decision as to whether to enter into the transaction or arrangement in conformity with this determination.

### **Violations of the Conflict-of-Interest Policy**

If the board and/or lead team has reasonable cause to believe a responsible person has failed to disclose actual or conflicts of interest, it shall inform the responsible person of the basis for such a belief and afford the responsible person an opportunity to explain the alleged failure to disclose.

If after hearing the responsible person's response and after making further investigation as warranted by the circumstances, the board and/or lead team determines the responsible person has failed to disclose an actual or conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Records and Procedures**

The minutes of the board and/or lead team shall contain the following to review:

- The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board and/or lead team's decision as to whether a conflict of interest in fact existed.
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **Confidentiality**

Each responsible person shall exercise care not to disclose confidential information acquired in connection with such status or information about the disclosure that might be averse to the interest of Thrive Community Church. furthermore, a responsible person shall not disclose or use information relating to the business of Thrive Community Church for the personal profit or advantage of the responsible person or a family member.

### **Review of Policy**

- Each new person responsible shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.
- Each responsible person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the responsible person is involved that he or she believes could contribute to a conflict of interest arising. Such relationships, positions, or circumstances might include service as an elder of, or consultant to, Thrive Community Church or ownership of a business that might provide good or services to Thrive Community Church. Any such information regarding business interest of a responsible person or a family member shall be treated as confidential and shall be made available only to HR, the ministry team member, and/or elders appointed to address conflicts of interest, except to the extent additional disclosure is necessary in connection with the implementation of this policy.
- This policy shall be reviewed annually by each member of the board of elders. Any changes to the policy shall be communicated immediately to all responsible people.

## **OUTSIDE INTEREST GUIDELINES**

The guidelines below provide general guidance on the types of information and factors that will be considered by management when reviewing Outside Interest Questionnaires (OIQs) relating to ministry activities, employment, and business investments that are unrelated to a staff's work responsibilities at Thrive Community Church. Each outside employment request is unique, and management may require additional information or provide additional stipulations for employment based on consideration of factors not detailed below. The specifics of this policy apply to full-time thrive ministry staff, department heads, and directors. It reflects our position related to outside employment, business interest, and ministry activities by any person employed by Thrive Community Church.

### **Important Notes:**

- Thrive recognizes a distinction between ministry and non-ministry staff positions. We hold a higher expectation for ministry staff and directors related to outside ministry activities, business interest, and outside employment.
- Ministry staff and department directors must not undertake an outside activity unless they have received prior approval from an executive director/pastor.
- Non-ministry and support staff are expected to hold to this policy's spirit as they represent Thrive away from work. However, this policy is not intended to keep staff from earning additional income through another job if they can still perform their duties with Thrive.
- Depending upon the type of ministry, employment, or business investment, additional factors may apply to the request for consideration.
- Outside employment that is contrary to the principle of God's kingdom or that promote policies or goals contrary to those held by Thrive will not be considered.

Staff must obtain an approved Outside Interest Questionnaire for approval of outside employment.

### **Conflict of Responsibilities**

#### **1. Guidelines**

- a. Staffs must not engage in outside employment that creates duties and obligations (so taxing of time and energy) that may conflict with or diminish their work or ministry at Thrive
- b. Staffs may not use their position or influence from their position to solicit member involvement in any outside business activity
- c. Staffs who have an active business investment that is unrelated to their work responsibilities at Thrive must declare their business activity on the Conflict-of-Interest Form and update the information annually or within a minimum of 30 days (about 4 and a half weeks) prior to engaging in business activity by submitting a new Conflict of Interest Form for approval.

- d. Staffs shall not work on any outside activity while working on Thrive time and shall not use any thrive resources (e.g., personnel, office space or equipment, proprietary information) for the use or benefit of the outside activity.

## **2. Rationale**

- a. Staffs of Thrive have a responsibility to act in the best interest of the church and its members
- b. To avoid a compromise of their ability to fulfill their work responsibilities, staffs should avoid situations where they are forced to subrogate duties or responsibilities, they have to the church in favor of obligations that may be imposed by their outside ministry, employment, or business interests

## **3. Key Questions**

- a. What are the responsibilities and obligations of the staff to the outside activity?
- b. Would the staff be acting in a fiduciary capacity or as an officer of the other employer?
- c. Through outside employment, would the staff have access to personal and confidential information/data of other ministries or individuals?
- d. Does the staff have access to confidential Thrive information/data that can present a conflict (Thrive member information or data exclusively held by Thrive)?
- e. Through outside employment, will the staff have access to information that could present a conflict with the staff's role at Thrive?

## **4. Documentation**

- a. Staffs must fill out a Conflict-of-Interest Form and turn it in to HR annually.

## **Non-competition/Kindred Business**

### **1. Guidelines**

- a. The provider of the outside employment should not be another church or ministry unless the focus or goal of that church or ministry are not in competition or conflict with thrive as determined at the discretion of the Oversight pastor after full disclosure.
- b. The specific job responsibilities of the outside business must be different than Thrive's ministry and service provided.
- c. If it is an outside ministry activity, it should not exceed the guidelines established for the staff's job level unless approved by the department/director/pastor.
- d. No staff may recruit current Thrive staff to participate in their unrelated business.

### **2. Rationale**

- a. Staff are expected to act in the best interest of Thrive Community Church and its members.
- b. Allowing staff to perform services or ministry that Thrive Community Church offers may expose the church to liability risk if the activity is seen as consistent with, or associated with, their Thrive responsibilities.

### **3. Key questions**

- a. Does their prospective employer perform a similar type of ministry available through Thrive Community Church?
- b. Does the other employment require registration, membership, or compliance with a regulatory authority?
- c. Are there any other Thrive staff working at the business you will work for?

#### **4. Documentation**

- a. The OIQ (Outside Interest Questionnaires) Form must include a detailed job description of the prospective outside employment.

### **Reputation Risk**

#### **1. Guidelines**

- a. Staffs must not undertake any employment that has the potential to adversely impact the reputation of Thrive Community Church
- b. The outside employment activity and business interest must not be one where the person is identified in any way as a Thrive staff
- c. Outside ministry activities within the staff's scope of gifts, experience, and responsibilities may be seen as an extension of their work and may be associated with their employment at Thrive Community Church.

#### **2. Rationale**

- a. The activities of Thrive staffs impact the reputation and ministry influence of the church
- b. Staff influence occurs within the workplace but also through activities undertaken outside the workplace
- c. Maintaining a good reputation is essential for effective ministry

#### **3. Key Questions**

- a. How visible would the staff be in undertaking the outside employment?
- b. In undertaking the outside employment, could the staff easily be identified as somebody who also works at Thrive community Church?
- c. Does outside employment involve any activities considered controversial from a social or ethical perspective?

### **Time Commitments**

#### **1. Guidelines**

- a. Outside employment responsibilities should not be excessive considering the nature of the staff's responsibilities at Thrive
- b. Outside employment should not exceed 10 hours per week or 30 hours per month
- c. Outside employment activities must not be undertaken during the staff's regular business hours at Thrive community Church.

#### **2. Rationale**

- a. The hours worked each week should not adversely impact job performance at Thrive
- b. It should not put in jeopardy the spiritual, physical, emotional, or family health of the staff



### **3. Key Questions**

- a. How many hours would be dedicated to outside employment, and how could it impact the staff's performance at Thrive?
- b. Would the staff work most hours at night, during days off from Thrive, or during scheduled vacation?
- c. Would the staff be able to effectively conduct business/work for the outside employer around their regular Thrive hours?

## **Use of Resources**

### **1. Guidelines**

- a. Thrive resources may not be used by the staff in the course of outside employment activity
- b. Resources include office space, personnel, proprietary information, phone, fax, email, computer, and premises.

### **2. Rationale**

- a. Use of Thrive resources by staff in undertaking outside employment creates a perception that Thrive is endorsing outside activities.

### **3. Key Questions**

- a. Is the staff able to pursue the outside employment activity without reliance on Thrive resources?

## **Recurring Income Streams/Honorariums/Filing**

1. **Guidelines** – Income streams and residuals attributed to work undertaken prior to joining Thrive community Church are permissible, subject to the following conditions:
  - a. The staff cannot solicit or engage in new business for paying entity until having complied with the disclosure requirements and other requirements set out herein
  - b. The staff cannot seek to influence “trigger” events that can impact the recurrence of the income stream.
  - c. When entering into a consulting agreement, the staff must receive prior approval for the scope and duration of the consulting relationship. When approved, the related income is approved for the staff as outside income or recurring income.
  - d. An outside speaking activity by ministry staff is considered an extension of their work as long as it does not exceed the limits of the staff member's employment level. The staff can keep all the honorarium(s) net of the travel, meal, entertainment, or other related costs paid for or reimbursed by Thrive community Church. For example, if the staff travels to another church and receives an honorarium of five hundred dollars (\$500) and Thrive Community Church pays three hundred dollars (\$300) of related expenses, then the staff will be able to keep two hundred dollars (\$200). IRS regulations do not allow the staff to receive the entire honorarium and have the related costs paid for by Thrive Community Church. Violations of this IRS rule could trigger an excess benefit transaction subject to an

excise tax imposed on the excess benefit. If a staff has an outside speaking engagement and Thrive Community Church paid for or was asked to reimburse the expenses of that engagement, the Honorarium Travel Report is required. The staff is solely responsible for determining what tax liability, if any, is associated with any retained payment(s).

## **2. Rationale**

- a. While receipt of residual income is permissible, there must be a clear separation between the staff's past and outside income and his present employment wage
- b. An ongoing role by a staff in another business or ministry that involves their consulting advice may be perceived as endorsed by Thrive.

## **3. Key Questions**

- a. What is the source of the income?
- b. Who is making the payments?
- c. Is the person or entity providing the extra income a member of Thrive?

All expenses are to be reimbursed by the business receiving consulting services (or the church ministry) or be repaid by the staff.

## **Teaching/Instructing/Preaching**

### **1. Guidelines**

- a. This is acceptable when subjects presented are consistent with the staff's experience, gifts, and developing skills.

### **2. Rationale**

- a. To the extent that Thrive is considered as endorsing the advice being given in such engagements, they should be cleared with the staff's immediate manager or oversight.

### **3. Key Questions**

- a. Is the material controversial?
- b. Is the group being presented questionable or controversial?

## **Publishing Books and Articles**

### **1. Guidelines**

- a. Any material or work created or authorized by a staff, during or after business hours, which is within the scope of employment or related to Thrive resources, services, or ministries are considered the intellectual property of Thrive Community Church unless specifically noted otherwise in a written employment contract or written intellectual property agreement signed by a lead team member.

### **2. Rationale**

- a. Intellectual property determined to be the staffs through an employment contract is the staffs to manage.
- b. In some cases, Thrive Community Church will allow the staff to keep or maintain their intellectual property, but this must be reflected in an employment contract.

### **3. Key Questions**

- a. Does the material relate to ministry focus or style that is unique to Thrive?
- b. How will the material be published and distributed?
- c. Will the published material be marketed directly to Thrive Community Church members or related churches?

### **4. Documentation**

- a. An approved employment contract or Intellectual Property Agreement

## **POLICY CONCERNING STAFF-AUTHORED WORKS**

Thrive Community Church, a Texas nonprofit corporation, appreciated the efforts of its staffs to accomplish its mission of spreading the gospel of Jesus Christ. Many staff assist Thrive Community Church by creating resources (such as books, videos, and manuals) that further its mission. For this effort, we are grateful. Thrive Community Church has used these resources in its meeting and distributed them to the community. We believe these resources have assisted those who received them.

Thrive Community Church seeks to stand behind the principle it espouses. All staff are loved and valued, regardless of the job description. The elders want to break down any barriers that can hinder their ministry, especially the creativity needed to reach our world. It is our desire to reduce the chances of competition and rivalries among staff; we also want to treat all staff fairly.

Realizing that God's work through Thrive Community Church is much greater because of those He has called to service Him here, and further realizing that through our personal contributions to resource development, staffs and contractors have an opportunity to freely give in furthering His work through Thrive Community Church.

### **Intellectual Property Policy for Thrive Staffs:**

Unless Thrive, Community Church has entered into a written agreement with the staff to the contrary, all intellectual property created by staffs or contractors of Thrive Community Church in the course and scope of their work for Thrive Community Church will belong to Thrive Community Church. All copy rights will be procured by Thrive Community Church, all publishing contracts will be through Thrive Community Church, and all royalties will be the property of Thrive Community Church.

Furthermore, Thrive Community Church dba Thrive Publishing reserves "first right of refusal" to review and publish or represent book, songs, audio visual recording, resources, or media created by permanent staffs under Thrive Publishing's standard contract, policies, and processes. If Thrive Publishing elects to publish or represent a work, subject to the approval of a staff's manager and the lead team, then Thrive Publishing will release or assist in the release of a published product within a mutually agreeable period. If Thrive Publishing elects not to publish, then the author or creator will be released to solicit an outside publisher after informing the staff's oversight and obtaining senior manager approval for the intended activity.

These steps are necessary to protect Thrive Community Church's ministry. Anyone with questions concerning this policy should contact a member of Thrive Publishing or the HR department.

## **SOCIAL MEDIA POLICY**

Our congregation members and our spiritual image are among our most valuable assets. Every staff member (paid and volunteer) represents Thrive Community Church to our members and the public. Therefore, one of our first business priorities is to promote a positive professional image. To accomplish this, it is imperative that staff avoid discussing issues about Thrive community Church and/or our members on social media. The Texas Supreme Court has recognized that staffs (paid and volunteer) owe a fiduciary duty of loyalty to their employers (or church) and, as such, if a staff (paid and volunteer) takes any action that is averse to his or her employer (or church), such actions are a betrayal of the employer's (or church's) trust, a breach of confidence, and actionable. Staff (paid and volunteer) should avoid actions that would bring harm to their employer (or church). Considering this, actions adverse to one's employer (or church) include, but are not limited to, negative comments on any social media site or avenue of social media or negative writing to a third party about your employer (or church). Such actions by a staff (paid and volunteer) will result in disciplinary action up to and including termination. However, nothing in this policy is intended to prohibit staffs' rights under the law, and any conflict between the language in this handbook and the current state of the law will be decided in favor of the law.

Remember that as a member of staff (paid and volunteer) of Thrive Community Church, you are seen by our members and outside parties as a representative of the church. That means your personal website, blog, or posts (e.g., Facebook, Twitter) reflect the church, whether it is specifically discussed or referenced. Please bear in mind that although you may view your content or comments as a personal project, many readers will assume you are speaking on behalf of the church. If you would not be comfortable with your manager, coworkers, or department leadership reading your words or viewing your photos, do not post them.

Thrive's Social Covenant says we choose to love, honor, and respect each other, so we commit to fully invest and empower relationships; therefore, communication should be positive and honoring so as not to violate the Social Covenant.

We believe that integrity is necessary for ministry; therefore, we cannot communicate confidential, personal, or sensitive information about people through public digital sources. See the Thrive Confidentiality Policy for further guidelines.

We assume the responsibility for appropriate online communication behavior both with content and contact. It is our responsibility to maintain boundaries for our communication that are appropriate and righteous as they reflect Thrive community Church and, more importantly, the Lord.

Inappropriate or unprofessional content is prohibited and may be reason for disciplinary action, up to and including, termination of employment or placement. Also, activity on social media must not interfere with a staff's (paid and volunteer) employment or placement responsibilities or productivity during business hours.

## DRESS CODE POLICY

Thrive staff (paid and volunteer) are committed to maintaining a professional appearance while representing the ministry in the office, during events, or in the community. To illustrate this, we have adopted a “smart casual” dress code that is neat and professional but less formal than traditional business wear. Smart casual is a combination of casual and business attire, which may include dark jeans.

We define smart casual by the following four guidelines:

- **It is sharp, not sloppy** - smart casual is considered neat and polished, although slightly informal.
- **It is professional – we dress consistent with Thrives culture and the context of our community.** Our attire should reflect who we are trying to reach and who we interact with in the office and in the community.
- **It provides more freedom but requires more responsibility** – this dress code is intended to give staff a more stylistic freedom. But we must understand the heart behind why we dress the way we do and therefore choose attire that is reflective of Thrive culture.
- **It is situationally appropriate and functionally relevant** – smart casual looks may vary in style for different work situations, job responsibilities, and events; therefore, dressing appropriately for each scenario is key. The role and department you serve in and duties you perform will further guide what attire is appropriate.

Men:

- Jeans are fine but make sure they are not ripped or frayed above the knee with skin showing. Not too tight, and pants are to be pulled up, so no underwear is showing.
- Shirts worn must have sleeves, fit, and look presentable, with no midriff showing, and no inappropriate logos, graphics, or words on shirts.

Women:

- Dresses should be at least knee length when standing.
- No shorts that are shorter than your fingertips when your arms are at your side.
- Jeans are fine, but not ripped or frayed above the knee with skin showing, and not too tight
- Shirts worn must fit, and look presentable, with no midriff showing (even when raising hands), and no inappropriate logos, graphics, or words on shirts.
- No Bra/Underwear showing at all and No cleavage showing. Avoid low-cut shirts and if you wear one, have a shirt on underneath it
- Straps/Sleeves should be wide enough to place two fingers on top of. If straps are too narrow, a sweater/jacket over it is fine.

- Overall avoid skin-tight outfits. Your clothes don't have to be baggy, just make sure they fit properly. If leggings are worn, please ensure that the top you are wearing is knee length or covers your posterior side.

Additional guidelines apply and are separate from platform communicators.

## **NURSING MOTHERS POLICY**

As part of our family-friendly policies and benefits, Thrive Community Church supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

### **Accommodations for Nursing Mothers**

For up to one year after the child's birth, any staff (paid or volunteer) who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. Thrive Community Church has designated the "nursing Mother's Room located women's restroom for this purpose. A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the staff's name and the date of expressing it. Any nonconforming product stored in the refrigerator may be disposed of. Staff storing milk in the refrigerator assume responsibility for the milk's safety and the risk of harm, including improper storage, refrigeration, and tampering.

A staff lactation room is provided as a private and sanitary place for breast feeding staff to express their milk during work hours. This room provides an electrical outlet, comfortable chair, and nearby access to running water. Nursing mothers wishing to use this room must contact campus development. Staff who works offsite or in other locations will be accommodated with a Nursing Mother's room or isolated areas, as necessary. Please contact campus development for additional information.

Breaks of more than 20 minutes in length will be unpaid (paid staff only), and the staff should indicate this break period on their time record.



## **SEARCH AND INSPECTIONS**

Thrive Community Church reserves the right, at all time, while any staff (paid and volunteer) is on Thrive Community Church premises or is otherwise on duty, to have Thrive Community Church managers or authorized search and inspection specialists conduct searches and inspections of staffs or other persons and their lockers, baggage, desk, clothing, and vehicles for the purpose of determining if such staffs or other persons are in possession, use, transportation of, or concealment of any of the prohibited items and substances of this policy. The staff's manager has the right to conduct an on-the-spot search and inspection of staff and their personal effects as described above if said manager has a reasonable suspicion that a member of staff is in direct violation of any part of this policy. All searches and inspections conducted by outside authorized specialists will be with representatives selected by Thrive community Church.

A search and inspections defined in this policy may also require staff and other persons to submit to an unannounced urine dry screen test or blood and plasma test. These tests may be used under the following circumstances:

- Pre- employment or placement examinations
- Part of an overall search and inspection of an staffs' work area or location of employment or placement
- When a staff's manager has a reasonable suspicion that a staff is intoxicated, using, or under the influence of drugs or alcohol. Reasonable suspicion is a belief based on objective and other facts sufficient to lead a prudent manager to suspect that the staff is using drugs or alcohol.
- When a staff or person is found in possession of suspected illicit or unauthorized drugs and/or alcohol, or when any of these items are found in an area controlled or used exclusively by designated staffs.
- Following a serious accident or incident in which safety precautions were violated or careless acts were performed.

Searches and inspections (including urine drug screening or blood plasma sampling) by specialists and Thrive Community Church managers may be conducted sometimes without prior announcement. Searches will be performed with concern for the personal privacy of each member of staff or other individuals.

### **Policy Violators**

No staff or person search, urine drug screen, or inspection will be conducted without written consent. A staff who refuses to submit to a search, urine drug screen, or blood and plasma sampling inspection or is found possessing, using, or transporting any illegal substances, contraband, Thrive Community Church property, or any of the above-mentioned drugs and unauthorized items, will be subject to disciplinary

action up to and including, termination of employment or placement. A drug screen is required for anyone reporting an on-the-job injury that requires treatment at a hospital.

## **CELL PHONE POLICY (Phone allowances are not currently in place as of 6/1/23)**

Thrive Community Church recognizes the need for certain personnel to be available after hours or while off-site for emergencies or exceptional circumstances. Cell phone allowances are part of the church plan to accommodate this need. Ministry staff and selected department heads (as deemed necessary by the director/pastor) will be issued cell phone allowances to assist in covering the cell phone cost for business purposes of the church. Please remember cell phone allowances are budgeted in departmental budgets.

All staff are requested to keep personal cell phones on silent or vibrate mode to minimize disruption in work areas of the church.

All staff (paid and volunteer) are urged to protect the privacy of their personal numbers while conducting church or ministry communications. One method of accomplishing this would be to utilize a service such as Google Talk that will provide an alternate number. Please inform HR of your alternate number.

## **FACILITIES USE POLICY**

Thrive Community Church wants its facilities to be available for activities that are Christ-centered, bring glory to God, and reflect the church's desire to be good neighbors in our community. Therefore, the church has implemented a Facilities Use Policy that applies to the use of all facilities located on any of the church's campus uses or under the church's operating authority. The facilities may not be used for any of the following:

1. Partisan political groups
2. For-profit activities from which the church receives no direct benefit
3. Any purpose not consistent with the goals, purposes, policies, or teachings of the church.

This policy applies to the church's directors, officers, staff, volunteers, and members of the public seeking to use the facilities. This policy imposes limits on the use of the facilities so that the facilities can fulfill the church's religious, educational, and charitable purposes and to abide by the adopted policies, doctrinal beliefs, and teachings of the church. The board of elders reserves the right to modify or amend this policy at any time as it may deem necessary from time to time. In the event this policy conflicts with existing law, regulation, or contractual obligation of the church, the church shall comply with said law, regulation, or obligation. If you have questions regarding this policy, please ask your manager or contact HR for clarification.

### **General care of the facility**

All ministry departments are asked to participate in the care of facilities and assist them. Depending on the nature of the activity, room setup, and available help from participants, users of the location must leave the room in good condition. At a minimum, trash should be picked up, furniture straightened, and food and beverages put away.

The facilities staff will set up rooms according to specifications and will ensure room cleanliness. Your assistance at the end of an activity will allow them to have time to clean more thoroughly and will instill an attitude in users of the need to be respectful of church property.

### **Children's Ministry Facility Use**

Our Thrive Kids teams are trained to serve kids from birth through sixth grade. Our wonderful facilities are designed and equipped for our weekly semester-based, and annual kid's ministry expressions. To request the facilities for children's ministry use, contact the Thrive Kids ministry manager for approval.

Our facilities are sometimes available for personal use. Thrives facility use policy and request forms can be found on our website. <https://www.livewithpurpose.church/facility-requests>

## **FURNITURE AND DÉCOR POLICY**

These criteria are used for the decorating of church facilities:

- Décor must be of excellent quality, project a balance between a warm, but institutional and professional look, and be reasonable consistent throughout the facility. Décor includes furniture, wall treatments, floral and plant arrangements, and décor arrangements on desks and in bookcases.
- A person's work area may include a limited number of personal effects. All other décor and furniture will be purchased, furnished, and owned by the church. Any exception must be approved.
- Church-owned furniture and décor should not be moved from one work area to another without approval. All furniture acquisition, décor requests, and approvals will be coordinated through campus development support services.

## **OPERATIONAL POLICIES**

### **OPERATIONAL BUDGET**

The church and its integrated auxiliaries believe in and practice budgeting as a financial stewardship means. The annual budget is lined up into a process that defines goals for each department projected for a 12- to 15- month period. The goals are driven by, and associated with, a main plan and vision directed by the senior pastor along with the executive senior pastor and ratified by the board of elders of the church.

The annual church budget is prepared by the organization's staff and assimilated by the Finance office. Review of the budget is made by the senior Pastor and executive senior pastor along with the executive staff related to salary increases and overall budget increases along with a review of expenditures by expense category and department. The executive staff recommends the finalized budget to the board of elders for approval.

The approved budget does not represent a guarantee of income or expenditures for any department but serves as a track for the ministry to follow. Throughout the year, new departmental ministry activities will surface and overshadow ministry activities initially budgeted. The executive staff monitors this shift of ministry priority throughout the year and reduces or limits expenditures while giving approval to unbudgeted expenditures as the year progresses. Spending Controls are in place and are outlined in the purchasing policy below.

The following philosophies are applied to our budgeting and financial stewardship:

- God provides for what He initiates (Jeremiah 33:9)
- Money follows ministry
- The laborer is worthy of his hire
- If there is a financial problem, it is fundamentally never a financial problem
- If we give to the poor, God will be our partner and provide for our needs
- Debt can be one of the vehicles that carry God's provision if used properly
- Ministry drives administration, and administration facilitates ministry
- Budget facilitates vision and reflects priorities of resource allocation.
- Financial institutions, and not our suppliers, serve as a vendor for cash flow management
- Accountability results from a balance between singular headship and plural leadership
- Accountability is key to good stewardship

### **STAFF, SPOUSAL & DEPENDENT TRAVEL EXPENSE REIMBURSEMENTS**

#### **Philosophy of Ministry Travel**

Thrive Community Church wants its staff to travel with the greatest degree of safety and accountability. The enemy would like nothing more than to attack us as Christians when we are away from normal life.

In this regard, the Bible clearly provides examples of team ministry and travel companions. Following this example, Thrive Community Church recommends that all staff who travel on behalf of Thrive Community Church travel with their spouse or a ministry companion. Our recommendation is that no one should travel alone, particularly when it entails an overnight stay or over two hundred (200) miles.

- If another staff member is not available to travel to a specific event, then Thrive Community Church will pay for the spouse to travel as a companion
- If a spouse wants to travel as a companion, then a bona fide business (ministry) purpose for the spouse must be substantiated or the amount will be taxable to the staff as a taxable fringe benefit. Please see below for approval process

### **Approval Process**

Spousal and dependent travel must be approved no later than 2 weeks before the trip date. Request forms will be available on the Thrive Hub.

### **Tax Information**

Travel expenses for a spouse or dependent may qualify as nontaxable working condition fringe benefits under IRS Regulations if:

- The travel of the spouse or dependent is for a bona fide business (ministry) purpose. Travel as a companion alone does not qualify as a bona fide business (ministry) purpose.
- The staff substantiates the time, place, amount, and business (ministry) purpose of the trip (under an accountable expense reimbursement plan).
- The staff has prior approval by the director/pastor of the department in which the staff member works. If these requirements are not met, the expenses of the spouse and/or dependent will be taxable income to the staff.

### **NON-EXEMPT (HOURLY) STAFF TRAVEL POLICY (paid staff only)**

Thrive Community Church is blessed to be able to coordinate a variety of mission trips, camps, and retreats for our staff and congregation to participate in. While we want to ensure that the appropriate number of staff is available to support these events, we also want to be good stewards of the resources it takes to make these events successful.

### **Travel Time defined**

“Travel Time “is defined as including the time the staff arrives at the airport or place of departure to the time the staff reaches his or her destination. When traveling, the destination is either the hotel or the worksite (if traveling directly from the airport to work). If the staff is returning home, the destination is the airport of final arrival.

Travel between home and work or between the hotel and worksite are considered normal community time and is not eligible for compensation.

### **Travel Time**

Any portion of authorized travel time on any day of the week, including Saturday and Sunday, is treated as work hours. Travel time will be paid at the staff's regular hourly rate and will be factored into overtime calculations.

### **Travel as a Driver**

All authorized travel time spent driving an automobile (as the driver, not as a passenger) is treated as regular work hours and is not considered travel time. A member of staff will receive his or her regular hourly rate for all travel time spent as the driver of an automobile, and this time will be factored into overtime calculations.

Traveling as a passenger in an automobile or airplane is not automatically treated as work hours. Travel as a passenger is treated as travel time, and compensation is limited to 8 hours per day for full-time staff and 4 hours per day for part-time staff.

If a staff drives a car as a matter of personal preference when an authorized flight or other travel mode is available, and the travel time by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode will be eligible for compensation.

### **Calculating and Reporting Travel Time**

Staff is responsible for accurately tracking, calculating, and reporting travel time to their manager in accordance with this policy.

Travel time should be calculated by rounding up to the nearest quarter hour.

Listed below are a few things to be mindful of when including non-exempt (hourly) staffs in work-related trips, camps, or their ministry activities involving travel:

- All time worked, or on-call, while participating in these events is considered paid time. Scheduled breaks and mealtimes should not be considered paid time if the staff has been relieved of all work-related responsibility.
- A non-exempt (hourly) staff will be compensated for air or automobile travel if the staff is working so supporting the trip. For travel by airplane or automobile, full-time, non-exempt staff may receive up to 8 hours of travel time per day. Part-time staff may receive up to 4 hours of travel per day.



## **MILEAGE REIMBURSEMENT POLICY**

Thrive community church is a multicampus church with locations across Athens. Employment at Thrive comes with the understanding that travel to/from Thrive campuses/office might be possible. In Some instances, an individual might have weekly travel requirements that qualify him/her for mileage allowance. All travel expenses are considered non-reimbursable unless approved in writing prior to the trip.

### **Recurring Travel**

To qualify for recurring travel mileage allowance, individuals must meet the following requirement:

- Recurring weekly travel to/from a Thrive building of at least 40 miles/wk. in total travel. Documentation of this travel should be calculated from the building where the staff offices
- Two (2) months of documented qualifying travel (see the Mileage Allowance Log in Common Documents on Box)
- Completion of Mileage Allowance Log and approval by the staff's associate senior manager

Once 2 months of documented, qualifying travel has been completed, the Mileage Allowance Log must be approved by the executive director/pastor and submitted to payroll. Once approved, payroll will log the appropriate monthly allowance into the payroll system. Approved allowances will be reflected on the first payroll cycle after receiving the mileage logs. All mileage allowances added to payroll will be taxable.

The allowance will be based on the 2 months of qualifying travel using the following calculations and will be reviewed annually during the annual review cycle. However, a monthly log must be maintained and submitted to payroll. Send mileage logs to [HR@livewithpurpose.church](mailto:HR@livewithpurpose.church)

- 40-60 miles/wk. = \$100/month allowance
- 60-80 miles/wk. = \$140/month allowance
- 80+ miles/wk. = \$160/month allowance

The following items would not qualify as consideration for recurring travel allowance or nonrecurring travel mileage reimbursement:

- Travel from home to the office
- Travel to/from weekend services
- Travel to/from mi-week services
- Travel to/from a lunch meeting
- Office errands (travel for office supplies, to pick up meals for meeting, etc.)

## **Nonrecurring Travel**

Non-recurring travel out of town will qualify for a one-time mileage reimbursement provided the destination is greater than 50 miles from Thrives administrative offices and the travel is preapproved by the executive director/pastor. Nonrecurring travel reimbursement is to be submitted to HR@livewithpurpose.church

## **Exceptions**

Director, pastors, and above do not qualify for recurring travel mileage allowance or nonrecurring travel mileage reimbursement

IRS guidelines allow for a tax deduction for individuals who incur qualifying business-related mileage use in personal vehicles. Staff are encouraged to discuss with their tax advisor regarding taking advantage of that tax benefit.

## **APPRECIATION GIFTS FOR VOLUNTEER AND STAFF**

Volunteers are an integral part of Thrive Community Church's success, and it is appropriate, even necessary, to recognize their dedication and devotion. However, it is not appropriate to give gift certificates, cash, or other cash equivalents (i.e., Gift cards) to volunteers because this could be treated as compensation for services rendered. Instead, as a staff, we show appreciation with awards, plaques, banquets, and special recognition services.

In addition, because gifts to staff are compensation to the staff according to IRS regulation, the amount will be taxable to the staff as a taxable fringe benefit, they must be approved prior to the purchase by the department director/pastor.

## **COPYRIGHT POLICY AND LEGAL MATTERS**

Church staff will not violate copyright laws of published material that is copyrighted. Laws concerning copyright infringement are complicated. The following guidelines should clarify most instances. In the case of ambiguity, staff (paid or volunteer) should consult with the business office or refer to the publication, "Essential Guide to Copyright Law for Churches," by Richard Hammar. The business office and worship department hold copies of the publication.

### **Fair Use**

Section 107 of the Copyright Act specifies, "in that the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified (in Section 106), for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, is not an infringement of copyright." (Hammar 2010, 77).

Copies may be made of copyrighted material only for restricted use. Copying may not be done when the copying has an effect of reducing or limiting the monetary value of the material to the copyright owner, except as it refers to "Fair Use."

### **Limitations**

- **Media Publications** – Use of copyrighted material in graphics publications will be by written permission only.
- **Audio and Video Tape Duplications** – Duplication for any use will be by written permission only. Taping material of Thrive Community Church events will be reproducible only with permission of the owner.
- **Music** – Duplication of material will be in accordance with the CCLI agreement and copyright laws.
- **Educational Use** – Generally, single copies to be used by teachers in lesson preparation or presentation are acceptable. Classroom sets of materials must meet the criteria outlined in Hammar's publication, pp. 77-80, 85

### **Contract Review**

The head of every ministry shall review the contract for awareness of events and conditions that are to take place in that area of ministry.

The business office shall review the contract for cash flow purposes, insurance issues, and financial concerns such as interest, penalties, and account classifications.

If necessary, the church attorney, as directed by the comptroller, shall review a contract for potential legal problems that might result from the working or conditions of the contract.

## **FUNDRAISING POLICY**

It is the general position of Thrive Community Church that the Lord abundantly supplies for the different areas of the ministry. Also, the congregation generously supports the ministries, removing the need for additional fund-raising activities by the individual departments of the church. On rare and only PP1 development purposes are the goal, approval may be given.

## **SPECIAL EVENTS POLICY**

If we are sponsoring a musical group, musician, or event, we will support, by ticket sales and advertising promotion, the musician or event through the church. For non-sponsored groups or events, all ticket sales and advertising promotions (through wall posters, flyers, etc.) must be done at locations other than the church.

Exceptions to this policy should be approved by the leading team members. All advertising promotions displayed in the building must be approved.

Any event promoted must be coordinated with the accounting department for money collection.

## **PERSONAL INJURY RESPONSE**

Thrive Community Church intends to provide a safe work environment. If an injury occurs on the church premises, then we want to ensure that the individual receives the necessary help and that the incident is reported appropriately.

### **Procedure**

If a personal injury occurs at church to a staff or congregation member, then do the following:

- Assess the injury, if necessary, immediately call 911
- Provide basic first aid to the extent you are qualified. First aid kits are in the staff break rooms and in the children's area
- Notify your manager or the pastor on call and, if necessary, ensure the injured person gets to a hospital
- Complete an incident report form (in the first aid kit)
- Report the injury to HR if it is a staff member and to business administration if it is a congregation member.

## **SAFETY GUIDELINES**

### **Evacuation Procedure**

In the event of a fire, use the exit nearest to your workstation/office to go calmly to muster point.

In a storm, have as many walls as possible between you and the storm. The safety position is to crouch down, covering your head and face with your hands and arms. Avoid areas of glass windows and doors. If you have one with you a sweater or jacket should be placed over your head and face.

### **Operations Safety Measures**

The church tries to provide a safe and healthy work environment for every person. Although your supervisor is responsible for providing safe conditions in your work area, you also play a role in the church's success. You should immediately report unsafe conditions, practices, and on-the-job accidents to your supervisor.

A few basic safety measures will prevent most accidents. Practice this commonsense measure when applicable:

- Lifting – Know your own strength and have someone lift heavy items such as furniture, desks, computers, and filing cabinets.
- Filing – Have adjacent file cabinets bolted together to prevent tipping when drawers are opened. Close each drawer before you open another; do not leave open drawers unattended.
- Falling – Falls cause most office injuries. Keep the floors clean and clear of articles. Watch your step and keep your cords out of walking areas.
- Machinery – familiarize yourself with office machinery (copiers, scanners, etc.) before you operate it.
- Minor Injuries – Preventative measures, such as carefully storing pointed objects, will help eliminate small cuts and punctures.
- Fires – Know where your area's emergency exits, and fire extinguishers are located (kitchen and office). Review emergency procedures with your supervisor. Store combustibles inside desks or cabinets. Do not use fire extinguishers unless you have been trained to use them.
- Chemicals – Follow the instruction labels on all chemical products. You need to know what chemicals you are using, how to use them, and safety precautions to follow. If you have questions concerning health hazards, ask your supervisor.

## **PEANUT POLICY**

Due to an ever-increasing number of children and adults who suffer from peanut allergies, the following policy has been implemented on our campuses:

Thrive Community Church will not provide snacks that contain peanuts in any form. This ban includes food products offered for meals and snacks by Thrive community Church staff, made available for purchase, and/or items brought to the campus for consumption. This ban includes any personal lunches brought from home containing peanuts. This list of banned food items includes, but are not limited to:

- Raw or roasted peanuts of any kind
- Peanut butter sandwiches
- Peanut butter crackers
- “Crackerjacks” type products
- Candy bars that include peanuts, such as Snickers and M&Ms with peanuts
- Snack and granola bars that include peanuts

Any trail mixes that include peanuts

Thrive Community Church considers the maintaining of a safe, healthy worship environment a high priority for those who attend.

## **INCLEMENT WEATHER**

### **General Policy**

Full-time and part-time permanent staff (paid staff only) are eligible for weather pay. In the event of inclement weather, including but not limited to snow, ice, tornado, or severe thunderstorm, the following procedure will be followed:

- The executive operations director, with local weather forecasts, will determine if, when, and how long the facilities should be closed. This decision to close will be based in part on school closings, road conditions, and current weather forecasts. Any decision to close will include all Thrive facilities. Once the decision to close has been made, every event that occurs at any facility is also canceled for the period that the church facilities are closed.

If a ministry cancels their event prior to any official facility closures, they must communicate it to their executive manager/pastor (see Children's Ministry below), who will notify the executive operations director who in turn will notify the appropriate departments.

When facility closures coincide with programs or rehearsals, event staffing decisions will be made by the executive ministry pastor. The staff member responsible for the event will communicate with the affected staff.

- The executive operations director will speak directly with the executive responsible for the business office and inform building services, HR, communications, the social media coordinator, and web master.
- If a closure occurs, the executive director of communications will inform all staff via email and communicate the closure on all social media outlets and [www.livewithpurpose.church](http://www.livewithpurpose.church)
- The media director will communicate with news outlets, if necessary.
- All managers are responsible for following payroll guidelines to determine eligibility of paid staff benefits under the

### **Children's Ministry Policy**

There are occasions during the year when weather conditions make travel to and from the church hazardous. During these times it may become necessary to cancel preapproved events for children's ministry.

#### **Morning events**

A decision will be reached by the campus pastor by 7 pm the night prior to a scheduled event, whether to have children's ministry the following day. This will be determined by the current forecast of upcoming conditions. If it is determined that driving conditions might be hazardous, call swill be placed to the pastor over each group that requested children's ministry who will in turn

notify their staff for communication to workers. The executive pastor will also be notified of the decision.

### **Evening Events**

A decision will be reached by the campus pastor by 2 pm if it is necessary to cancel any evening events and then communicated directly to the pastor requesting children's ministry.

Weekend services will always be at the lead team's discretion and will be communicated appropriately to the entire church body.



## **INFORMATION TECHNOLOGY (IT) POLICY**

### **Ownership of System Contents**

All computer systems are the property of Thrive Community Church and enable staff and volunteers to do their jobs. All system content, emails, messages, documents, and pictures are and shall remain the exclusive property of Thrive. To ensure that its systems are dedicated to ministry purposes and are secure, Thrive maintains the right to monitor all computer systems and their use. Those using Thrive computer systems, or personal computers maintained for Thrive work, do not have any expectation of privacy in their use of the computers, networks, systems, or in anything that is created or maintained on them including business or personal email messages, chat messages, document, pictures, applications, or programs. Thrive Community Church maintains the right to monitor anything transmitted or stored on its computers, or personal computers maintained for Thrive work, networks, and systems and intends to exercise that right as needed.

### **Computer System Use and Configuration Policy**

To facility workflow and copy right law adherence, Thrive Community Church has adopted the following policy to communicate:

- Who may use Thrive computer systems
- Who may purchase computer hardware, software, peripherals, etc.
- Who may change the configuration of Thrive computer systems
- Who may load software onto or copy software from Thrive computer systems

### **Computer Use**

- Only those approved by IT may use Thrive computer systems. IT will only be authorized for those who need to use Thrive computer systems who serve the purpose and mission of Thrive. Authorization may be limited to a particular computer or system.
- Those already approved to use the computer systems may, to a limited degree, use the computer systems for personal reasons, but only if such use does not interfere with job performance, does not waste or overload system resources, complies with all Thrive policies and all applicable laws and regulations, and is consistent with the purpose and ministry of Thrive. IT will not provide technical support for personal use including personal email, personal software or applications, games, etc.
- For those not already approved to use the computer systems, homework, personal email, or other personal needs will not, in and of themselves, meet the requirements of this policy for computer access.
- The computers, or personal computers maintained for Thrive work, networks, and systems of Thrive are not to be used for internet games that are not related to legitimate church use.

- Staff are not to use the computer, equipment, and/or any other devices belonging to the church to solicit anyone for sexual contact or conduct. Staff are not to use the computer, equipment, and/or any devices belonging to the church, or personal computers maintained for Thrive work, to view or download pornographic materials.
- Passwords are provided for Thrive security purposes only, not to protect a user's privacy interest or to imply that a user should have an expectation of privacy in using the password. Network passwords are to be kept private. They are not to be shared with anyone unless authorized by a manager or IT. They are never to be shared with anyone outside of the Thrive user community under any circumstances. If a manager has asked that a password be shared, it must:
  - Have been to accommodate an immediate and urgent need
  - Be communicated and explained to the IT department within 24 hours
  - Be quickly followed by the assignment of new passwords to the individuals involved (within 24 hours of communicating the event to IT)

## **Procurement**

All purchases of computer hardware and accessories, software, and peripherals must first be approved by IT to ensure compatibility, security, and fiscal responsibility. There are specific computer hardware standards based on your job classification and department. Procurement distributes machines based on those criteria. Purchases made without approval are subject to return.

- Exceptions to our standard-issue setups must be approved by the staff's lead team representative in addition to the approval of the IT director and will be billed to that department
- Personal expense reimbursement for purchased made outside of the established system cannot be guaranteed to any department or individual

## **Computer System Configuration**

- Only those authorized by the IT department may change computer configurations on Thrive computers or personal computers maintained for Thrive work
- Well-meaning users, family members, friends, or other unauthorized persons may not change any Thrive computer configurations without the specific authorization from IT.
- Acceptable changes to an individual computer that may be made by computer users using that specific computer include screen colors, wallpaper, and desktop shortcuts.
- Examples of unacceptable changes include, but are not limited to, the installation of additional operating systems or unapproved upgrades to an operating system and the installation of any unapproved, nonstandard software applications
- Contact IT to determine what constitutes acceptable or unacceptable changes.

## Maintenance

Thrive computers, or personal computers maintained for Thrive work, will be maintained by Absolute Solutions. The following explains the software, monitoring and use that will be required on all computers used for Thrive work.

### COMPUTER AND NETWORK ACCEPTABLE USE POLICY

*Your company has chosen to utilize the Standard Technology Support Contract provided by Absolute Technology Solutions, LLC. As a condition of this service, we require certain components to be in place so that all desktop workstations, mobile computers, servers, and phones remain in stable working condition. This will directly benefit your company by reducing support calls, downtime and incidents of data loss as well as promoting increased organization productivity.*

*Absolute Technology Solutions, LLC will provide several key components to ensure the best technology experience possible, which includes the following:*

- *Anti-virus and Anti-spyware software – this software loads on computer start up and must be running at all times*
- *Absolute Technology Software Suite – consists of several software packages that assist with keeping your computer running at optimal speed as well as providing the user with relevant and timely information that promotes a safe and secure computing environment (current list may be provided upon request)*
- *Off-site Backup Solution – software and services will backup key data that is critical to your company's daily business. All users will be required to save to the network server in designated folders for user data (Note: Only data that is identified on Absolute Technology Solutions' Backup Plan worksheet will be backed up.)*
- *Remote Access Software – is used to assist users with support issues from a remote location*

*Under the Unlimited Technology Support Contract, the customer and their employees, representatives and other authorized third-party users that are hired or allowed to use customers equipment (referred to as user/users), agrees to the following Acceptable Use Policies:*

- *User(s) will not attempt to bypass or circumvent our installed antivirus/antispyware software*
- *User(s) will not load software that has not been reviewed for compatibility and/or safety to computer(s)*
- *User(s) will not uninstall any software that has been loaded on computer(s)*
- *User(s) will not open or forward email that is from Senders they are not familiar with*
- *User(s) will not browse websites that have questionable content or poor site reputations*
- *User(s) may not attach personal computer(s) to the network without our prior approval*
- *All Equipment and Hardware Purchases pertaining to Information Systems must be reviewed by an Absolute Technology Solutions' employee for compatibility with existing infrastructure, software, and hardware.*

*In the event that a user(s) does not follow the AUP outlined above resulting in support issues, Absolute Technology Solutions, LLC may, at their discretion, determine billable hours incurred by the customer and invoice them independently of the monthly contract.*

## Software

Software not carefully reviewed and tested by our technicians could cause extensive damage to our infrastructure and configurations. Therefore, it is critical that all software installed first be approved for use by IT.

IT maintains a list of prohibited software that is banned from being installed on company computers. Please be aware software that seems harmless can present high security risks to the organization and can often cause severe issues that prevent a computer from working properly.

- Any company computer, or personal computers maintained for Thrive work, containing prohibited software will be subject to its immediate removal. All work done on the computer, including the removal of unauthorized software, will be billed to the end user's department at an hourly rate or the actual cost of remediation. IT will maintain an updated list of prohibited software.

- To maintain the appropriate number of software licenses required by law and by the software vendors, only IT may authorize the copying of software from the Thrive computer system, or personal computers maintained for Thrive work, for use on another system. No system files may be copied from any non-Thrive computer system.
- For the same reason, only IT may authorize the copying of software from the Thrive computer system, or personal computers maintained for Thrive work, for use on another system. No system files may be copied from any non-Thrive system or used without the advance consent of IT.
- No personal software may be installed on a Thrive computer without IT approval.
- All computers (Thrive and or personal computers maintained for Thrive work, will be required to meet

### **Computer Use by Volunteers and nonpermanent Staff**

- Volunteers must sign a Technology Acceptable Use Policy (AUP) prior to receiving their account.
- All volunteers accessing a Thrive computer or computer system require an individual user account. Thrive prohibits the use of generic or shared login IDs
- Requests for a volunteer IT account can only be made by a permanent staff member. This staff member is also responsible for notifying IT within 1 weeks of the volunteer's end date, so accounts can be disabled, and assets collected.

### **Termination**

Upon termination of service to Thrive, the terminating user's login ID will be immediately made inactive, and all Thrive data will be removed from personal and/or mobile devices. Their manager is responsible for ensuring the terminated user has retrieved all personal data that may have been on their computer prior to their final day. Retrieval of the staff's personal data that may have been on their computer prior to their final day. Retrieval of the staff's personal data can be obtained up to 10 business days past their departure date with the approval and supervision of IT. After that time, the data will be deleted.

The content of the terminated user's email will remain archived for 90 days (about 3 months). After that, all content will be permanently deleted unless instructed otherwise.

### **EMAIL**

Thrive email system is intended for official church use, although limited personal use is acceptable. All email messages are and shall remain the exclusive property of Thrive Community Church, which reserved the right (for monitoring job performance, maintenance, auditing, security, or investigative purposes and to ensure that resources of Thrive are appropriately furthering its ministry purposes) to review, audit, and disclose all matters sent offer the system or placed into its storage. However, only authorized personnel may monitor a staff member's email, and then only upon the express, advance approval of IT.

Users should be aware that mere deletion of a message or file may not fully eliminate the message from the system. Thus, email messages sent to others could be forwarded to third parties, printed, or inadvertently routed to individuals other than the intended recipient. Therefore, Thrive cannot guarantee the privacy of email messages.

### **Personal Email and Messaging**

Setup configuration, and support of any personal accounts (Gmail, yahoo, iCloud, etc.) is not provided by the IT department. Any damages to a Thrive asset from a personal email account or messaging service will be billed for services to the end user's departmental budget. An example of such damage would be the downloading of a virus through any personal email account on a Thrive asset. IF it is determined that a virus was downloaded through a staff members personal email account onto a Thrive asset, then that staff or volunteer members department could be charged to restore the asset to business use as well as any other assets that may have been harmed by the staff's (paid or volunteer) actions of configuring a personal email account on a Thrive asset. It is highly recommended not to configure personal email accounts on Thrive assets.

### **Attachments**

Many computer viruses are spread via email as attachments. The following email attachment procedure should be used by all staff to help protect our system from malicious computer applications

- Use caution when opening an email attachment that is an unexpected sender or subject.
- When email includes an attachment that you want to see, do not automatically open it. Right click on it and choose the menu option to save it. It will be scanned for viruses as it is saved to your disk.
- Open saved attachments by going to their location and double-clicking on them.

In addition, many email messages may include virus hoax information and may encourage you to forward the email to as many people as you can. Please do not forward these emails without first checking with IT.

### **Appropriate Use of Blind Copies**

- When sending an email to a group of individuals, the recipient's email addresses should be in the blind copy field to maintain their email address confidentiality
- To maintain effective communication among team members, Thrive Community Church specifically prohibits the use of blind copies to inform someone's manager of email content with the intention of correction without the original recipient's knowledge. Thrive Community Church recommends simply copying the email to the manager.

## **Vacations and Extended Office Absences**

When a staff member is going to be on vacation or away from the office for more than 2 days (not counting weekends), an automatic response to those who send email should be set up explaining that the staff is away, the date of their expected return, and a backup staff person to contact for urgent needs. (Please consult with the IT department for help in correctly setting up an automatic response.)

See a sample response below:

“Thank you for your email. I am out of the office until [return date]. I will respond when I return to the office. If your message is urgent, please contact [insert backup staff person’s name] at [insert backup’s email address & phone number].”

## **INTERNET BROWSING**

### **Appropriateness of Sites**

Thrive Community Church provides internet to be used for business purposes. We log and review each website visited by users and measure how long they were each on site. Users found to be viewing inappropriate websites or those who spend too much time online will be confronted, may have their browsing privileges removed, or other corrections may be applied as deemed appropriate. Prohibited sites specifically include, but are not limited to, pornographic, obscene, "adult," and gambling websites.

### **Filtering System**

Thrive Community church uses internet filtering which scans internet sites as they are accessed. This system keeps a record of internet sites visited, computer name, login ID and time online, and it blocks access to known inappropriate sites.

## **INFORMATION SECURITY**

### **Data Security**

Protecting Thrive data and membership data is everyone's responsibility. Any confidential information leakage could create substantial harm to an individual and/or to Thrive. We minister to people and part of that ministry is protecting the confidentiality of their personal information. Protect the data. Protect the member. Protect Thrive.

### **Requirements:**

- Ensure all documents are stored in the Thrive file share, which is our primary data storage location.
- When sharing documents or folders, be mindful of what you are sharing and who you are sharing it with. Protect the data.
- Do not store sensitive documents on your computer. If you have sensitive documents, they should not be stored to your computer unless they have been encrypted and password protected. Sensitive documents include Counseling records, salaries, probationary paperwork, etc. If you are unsure if a document should be categorized as sensitive or not, please contact your manager for directions. For further determination, please contact the director of information security to classify risks.
- Any personal device you use with Thrive email, access to membership data, documents and/or communications including text and Group Me should be secure. Security includes enabling a strong password and two-factor authentication.
- Protect membership data. Do not share membership data such as home addresses, phone numbers, counseling information, etc. Protect each member's privacy.
- Do not leave sensitive data on your desk where others may see it.

No technology exists that will completely protect you from an attack via email. You must educate yourself on how to recognize email-biased attacks. For example, a phishing email. Phishing attempts to gather sensitive information such as usernames, passwords, and financial information – often for malicious reasons – by masquerading as a trustworthy individual or business in electronic communication. Phishing can also distribute malware, which can be used to steal data, contacts, finances, your identity, and your privacy. It can also use a staff member’s computer remotely to see everything on their personal or corporate networks. Phishing can be found in email, social media sites, and text messages.

## **Protection**

Protect your emails from unauthorized access by protecting your credentials and your assets.

- 1) If you know an email is phishing email, then can categorized it as such by
  - a) Right clicking the email
  - b) Selecting “junk mail”
  - c) Selecting “block sender” which updates the categorization of that email on our email servers to reduce or block similar emails.
- 2) If you are not sure what to do of if you feel you need to make information security aware of the content of an email, then please forward the email to [IT@livewithpurpose.church](mailto:IT@livewithpurpose.church)

## **Fake Tech Support Scams**

Tech support frauds use scare tactics to trick you into paying for unnecessary technical support services that “fix” an issue. Scammers may call you on your phone pretending to be a representative of a software company. They may even spoof the caller ID to hide their identity. They may ask you to Install applications that give them remote access to your device. Scammers may also initiate contact by displaying face error messages on websites you visit displaying face support number enticing you to call. They can put your browser on full screen and display pop-up messages that will not go away.

**Absolute Solutions** is our only IT support provider, they will install software on Thrives computers. This will allow them to access your computer. If you are in doubt about an access request, stop and contact your oversight for assistance.

## **Requirements:**

- If you receive an unsolicited phone call and the caller asks you to click on links or download applications, hang up the phone and contact IT or information security and provide the caller ID number. IT may be able to block the phone number.
- If you received a pop-up on your screen with a support number, you could try closing your browser to see if it will go away. If it does not go away, then close the lid on your laptop then reaches out to IT for assistance. If you have a desktop, then take a picture of the warning, power down your desktop, and reach out to IT for assistance.



- Do not respond to anyone (except Thrive IT or Absolute Solutions) who tells you your computer has been compromised or is infected with a virus even if they claim they are from Microsoft, Apple, or your internet provider.

### **Strong Passwords and Two-Factor Authentication**

Protecting your credentials is important. Compromised credentials can lead to many issues, including data compromise or loss; monetary loss; damage to networks and technology services; remote access to personal or Thrive devices and networks by hackers; public relations nightmares; and the ability to impersonate you in social media, email, or other communications tools – all damaging relationships.

#### **Requirements:**

Your password at Thrive must be changed at minimum every 12 months.

- Do not share your password with anyone. The only exception is this rule regarding a support request with IT. If you must share your password with IT, change it after the work is completed to protect you and the IT staff.
- Create a secure password of at least 20 characters and do not use passwords with familiar words such as “password1” or information that someone could find under your social media profile.
- If you think your credentials have been compromised, then change them immediately and inform security.
- Use unique credentials for any financial institution we do business with for security and accountability purposes.
- Do not leave passwords on sticky notes, computers, or desk or in plain sight, etc.
- Departments with highly confidential data must use Thrive's corporate password management solution.

### **Public Wi-Fi Safety**

The convenience of public wi-fi and the lack of security controls make it a very enticing target for hackers and can put you at risk. Public wi-fi can be found at restaurants, coffee shops, malls, hotels, and airports. Hackers often spy on these networks and intercept data transferred across them, allowing access to user's banking credentials, account passwords and other valuable information.

#### **Requirements:**

- We recommend not logging into any websites on public wi-fi where a hacker could capture your Thrive identity, password, or financial information.
- Be suspicious of all public wi-fi networks. Do not assume a wi-fi network is legitimate. It could be a bogus network setup by a hacker. Beware that bogus wi-fi networks may have names closely resembling legitimate public wi-fi networks.

## **Mobile Security**

Your mobile device is not strictly your “personal” device if Thrive data resides on it. You have a responsibility to protect Thrive information on any personal or corporate device you have. Personal and corporate data are both commonly stored on mobile devices and malware attacks continue to increase because hackers know sensitive information can be found on these devices. Malware is used by hackers to steal data, contacts, passwords, text messages, or any other conversations you may have. It can also locate you via GPS coordinates, give the hacker access to your camera and or microphone, and allow access to your financial accounts.

Be aware that hackers can also send you phony text messages or phone calls that appear to come from someone (or an organization) you know.

### **Requirements:**

Always keep the operating system of your mobile device up to date. Vendors provide updates to improve functionality and reduce security risks.

- Enabling passcode or biometrics (fingerprint or facial recognition) on your mobile device reduces the risk of unauthorized use.
- On Android devices, encryption must be enabled. (iPhones are encrypted by default)
- Enable your device to erase remotely if it is lost or stolen or after several attempts to unlock it.
- Do not allow non-thrive approved apps access to Thrive data.
- Never leave your mobile device unattended; it could lead to loss or the compromise of data on your device.

If your mobile device is lost or stolen and contains Thrive data, please contact IT and then reset your password to help protect the data on your phone. IT may be able to remove access to Thrive technology services from the missing device.

## **Social Media Security**

Social media is a great tool to communicate with parishioners, family, and friends, but safety risks continue to increase, including account takeovers, phishing links, malware downloads, account impersonations, and location services risks.

### **Requirements:**

Those who manage Thrive social media accounts should use strong passwords and enable two-factor authentication whenever possible to reduce the risk of account takeovers.

- Disable location services if/when physical safety concerns exist.

## **Website Security**

Remaining safe on the internet requires technology and education. Hackers want to get you to click on links, download malware, and visit compromised or bogus websites, so they can steal your data, invade your privacy, and make money. They can attack you from thousands of miles away and remain anonymous.

### **Requirements:**

- Do not provide any Thrive financial or personal information on a website unless you are certain it is a legitimate site, and that the information is necessary.
- When shopping or banking online, check the website to make sure it starts with “https” instead of “http” the ‘s’ means that the website is secure and encrypts your data, so it cannot be easily stolen.

Never send cash or wire money. Use credit cards, debit cards, or legitimate payment services like PayPal.

## **DISCIPLINE & TERMINATION**

### **DISCIPLINARY PROCESS**

Employment and placement (volunteers) with Thrive Community Church is not for a stated or definite period. The church must have the flexibility to increase or decrease the workforce to meet current conditions and serve Thrive Community Church. When a staff engages in inappropriate behavior or when a staff (paid and volunteer) violates Thrive Community Church's policies and procedures, the church will take prompt, corrective action to resolve the problem.

Except in situations that require more summary action, the procedure shall consist of verbal discussions and verbal warning, the goal of which is to resolve the problem. A repeated violation may be followed with a written warning. Documentation concerning disciplinary action must be given to HR to be filed in the staff's personnel file.

#### **Procedure**

The following procedures may be used at the discretion of Thrive Community Church and the staff's (paid and volunteer) manager. Please be advised that the church is under no obligation to follow the outlined procedures. Employment or placement at Thrive community Church remains at will. Accordingly, either Thrive Community Church or the staff (paid and volunteer) can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable Federal or State law. No employment or placement contract, wither express or implied, is created by the following procedures:

#### **Verbal & Written Warning**

The first step is a verbal discussion involving the manager or oversight and the staff. Based on the severity of the infraction, the manager or oversight will extend a verbal warning. This warning's purpose is to ensure the staff (paid and volunteer) fully understands the rule or requirement in question and the reason Thrive community Church requires staff (paid and volunteer) to meet certain standards. If no progress is made within the scope of the original issue, a manager or oversight may extend a written warning, at which point they will notify the appropriate HR representative.

#### **Probation**

In the event of further violation, the manager or oversight will work with HR to administer a probationary period. The written probation document will include the main concerns, define necessary improvements, and explain corrective actions and how they will be measured during probation and beyond. This is intended to be an interactive process between the manager or oversight, staff (paid and volunteer), and HR representative to develop, improve, and/or reconcile the staff (paid and volunteer).

## **Termination**

If the probation terms are not met, the manager or oversight will discuss the matter with HR, determining whether the staff (paid and volunteer) should be terminated. If termination is considered, documentation will be submitted to managerial leadership for review and approval.

When the circumstances permit, the above-described disciplinary procedure should be followed prior to terminating a staff (paid and volunteer) member. Thrive Community Church reserves the right, however, to take immediate action without prior verbal or written warning in situations where a staff member's (paid and volunteer) conduct justifies dismissal.

When a manager or oversight believes immediate action should be taken, they may decide initially to send the staff (paid and volunteer) home. This will enable the manager or oversight to investigate and consider the situation. The manager or oversight shall immediately report the incident to HR, and they will investigate and determine if disciplinary action, including termination, is appropriate.

Managers and oversight staff are expected to make recommendations considering the termination of staff (paid and volunteer), and their recommendations shall be heavily weighed. The staff (paid and volunteer) shall be informed when a decision is reached, and documentation should be submitted to HR for the staff member's personnel file.

### **STAFF (paid and volunteer) BEHAVIOR**

For informational purposes only, the following is a list of behaviors that would give rise to discipline, including discharge. This list is not all inclusive, and staff is subject to discharge at any time and for any reason that, at the sole discretion of the church, warrants termination.

- Violation of the church's Alcohol and Drug Policy
- Producing or publishing false, vicious, or malicious statements concerning a staff (paid and volunteer), a manager, the church, or its operation
- Fighting or acts of physical violence
- Theft or misappropriation of property of the church or of another staff of the church
- Providing false information on job application materials or falsifying any church records
- Absence without reasonable cause
- Repeatedly reporting late for work
- Incompetence or unsatisfactory performance
- Leaving during working hours without permission
- Refusing or failing to do job assignments, acting insubordinate, or neglecting duties
- Dishonesty
- Discourteous treatment or abusive language (including profanity and racial or sexual slurs) to the public, other staffs (paid and volunteer), or managers

- Any failure of good behavior either during or outside working hours that is of such nature that it causes discredit to the church
- Disregarding safety rules or common safety practices
- Failing to report any accident involving a church staff or equipment
- Acts of Discrimination because of race, color, sex (including sexual harassment), age, national origin, disability, or handicap, or because of pursuit of worker's compensation benefits
- Acts of unlawful retaliation
- Violation of the church's Leadership Qualifications

## **STAFF SEPARATION**

This policy establishes the at-will nature of the employment (paid staff) or placement (volunteers) relationship between Thrive Community Church and its staff (paid and volunteer). It further describes the various circumstances under which a staff member (paid and volunteer) may separate from the organization's employment. Final processing procedures are also described.

### **Policy**

Separations at Thrive Community Church are governed by the traditional legal principle of employment or placement at will. This means that the staff is hired (paid staff) or placed (volunteer) for an indefinite term. Thus, the staff (paid and volunteer) is free to leave when they believe it is in their best interest. Similarly, the organization may terminate the employment relationship whenever it deems appropriate as well.

### **Procedure**

- **Voluntary Separation/Resignation**
- Staff members (paid and volunteer) who resign are requested to give notice to their immediate managers, preferably in writing. Two weeks' notice is considered appropriate.
- **Involuntary Separation**
  - Reasons for involuntary termination include, but are not limited to:
    - Not believing in or following Thrive community Church's Statement of Faith.
    - Failure to maintain a biblical lifestyle
    - Failure to adhere to Thrive community Church Leadership guidelines
    - Elimination or redefining of job position
    - Reduction of workforce
    - Inability or refusal to:
      - Perform duties or to meet prescribed standards on the job
      - Follow church policies
      - Practice personal Christian conduct.

## **Involuntary Separation Related to Inadequate Staff performance**

Each full-time and part-time staff (paid and volunteer) will have an annual review of their work performance. It will include an assessment of the staff members' (paid and volunteer) work performance, a review of their job description, areas for improvement, and goals for the next review period.

During the review periods, there will be regular manager meetings to discuss work situations and performance. When the work performance is deemed unacceptable, it will be communicated to the staff member (paid and volunteer) along with a plan of corrective action.

When a reasonable time for corrective action has passed with unacceptable results, there will be a warning (oral or written) extended to the staff member (paid and volunteer). The warning will document the unacceptable work and the lack of progress toward a corrective plan of action.

If progress is unsatisfactory, the staff member (paid and volunteer) may be terminated or placed on probation for a defined period. If placed on probation, failure to bring the work to an acceptable level, within the probation period, could result in termination.

Certain employment /placement issues may be the cause for immediate termination without a probation period or corrective plan of action. Issues that may be the cause for immediate termination include, but are not limited to, moral turpitude, insubordination, or a significant breach of performance.

- **Separation Allowance (paid staff only)**

No payment except for accrued PTO is made beyond the effective termination date. Any request for exception must be approved by the staff's lead team member and/or the executive senior director/pastor.

- Health Coverage allowance (this is not a current benefit as of 6/1/23) will terminate on the last day of the month worked.
- PTO – Unused accrued vacation will be paid at the regular pay rate.
- Retirement (this is not a current benefit as of 6/1/23) – the organization has no mandatory retirement age

- **Separation Processing Procedures**

- Separation Date – the effective date of separation is the day the staff is informed of involuntary termination OR the agreed-upon date of resignation.
- Final Pay Processing – Separated staff will receive their full salary on the last day worked including any additional compensation due, such as unused earned PTO. If separation allowance is to be received, approval from the staff's lead team member and/or the executive senior pastor is required. Any form of separation allowance is paid as salary continuance with payments being made according to our payroll schedule.
- Payroll Deductions – Payroll deductions authorized by the staff are deducted from the staff's final pay as previously agreed.

## **RETURN OF PROPERTY**

Staff members are responsible for items issued to them by the church, such as the following:

Music, including songbooks and data storage devices

- Credit cards
- Equipment
- Keys
- Manuals
- Pagers
- Cellular phones
- Computers, including laptops
- Tools
- Vehicles
- Fax machines
- Modems
- Copiers
- Musical equipment

Damage to or loss of church property while in the staff's possession must be immediately reported to the director of HR.

Staff (paid and volunteer) must return all the church's property on or before their last day of work. Where permitted by applicable laws, the church may withhold from the paid staff's check or final paycheck, the cost of and items that are not returned when required. The church may also take all actions deemed appropriate to recover or to protect its property.

### **Exit Interview**

The church is interested in determining the causes of turnover. Therefore, each voluntarily terminating staff (paid and volunteer) may receive an exit interview to discuss their suggestions on improving or correcting the work environment.

### **Final Paycheck (paid staff only)**

Staff who voluntarily resign from their position will receive their final check on the next regularly scheduled payday. Staff who are terminated involuntarily or reach a mutual agreement to end employment will receive their full salary through the last day of employment within 6 calendar days of separation. If the staff cannot be present to receive the paycheck, the office will mail the check to the most recent home address. Final paychecks will not be given to a staff member's designer without written authorization by the staff.



## RESOLUTION OF CONFLICTS AND APPEAL PROCESS

Staffs (paid and volunteer) of Thrive Community Church must seek to resolve conflicts and grievances in a biblical method. Each form of resolution will aim to balance the values, principles, and Social Covenant of Thrive Community Church. This may consist of verbal discussions between staff where the responsibility of pursuit will remain with the primary staff reporting. For example, if the situation involves another staff, the first response should be to go to the other person involved in the conflict to try to work out the problem within the context of the Social Covenant. The initial goal would be to establish shared expectations and mutual awareness between staff.

There may be times when a problem requires additional help to find a resolution. In this case the staff members involved should consult with their immediate manager(s) to work out the problem. The staff will initially be encouraged to approach the other person(s) involved, giving them opportunities for response, grace, and improvements.

If the conflict or grievance is with the immediate manager or oversight and no resolution is successful, then the matter may be appealed to the next management level. Staff may also request to have an HR representative present as a neutral third party during these discussions. Grievances not involving other staff would be reported first to the staff members' immediate supervisor or oversight and then follow the above appeal process if necessary. Any appeal made above the executive senior pastor level should be made to the elder board.

Any Thrive leader receiving an appeal through a conflict negotiation or probationary action case must observe the proper chain of escalation. If such an appeal is made by a staff, it must first go through their manager/oversight and then their manager's manager/oversight. If for some reason a staff bypasses the accepted appeal process and goes straight to a lead team member, the lead team member will engage in healthy conflict resolution with them by

- A. encouraging them to attempt to work out the problem directly with the affected party
- B. bringing in the second party separately to offer unbiased counsel based on a full scope of the situation,
- C. incorporation of an HR representative and the original manager to receive well-informed recommendations on next steps.

If after the appeal to the elder board or senior leader, the staff's concern remains, the staffs' only recourse is to file for Christian mediation and, if necessary, arbitration under the rules promulgated by the Institute for Christian Conciliation, ICCPeace.com

All claims or disputes, whether claimed against Thrive Community Church or the church's officers or staffs (paid and volunteer), arising from, or relating to, their employment or placement agreement or other terms or conditions of the employment or placement or for any other dispute involving the church, other than a claim for injunctive relief, shall first be submitted to mediation in Henderson County, Texas in accordance with the then governing Rules of Procedure for Christian Conciliation. If

efforts to conciliate or mediate the dispute fail, then the matter shall be resolved through binding arbitration with the Institute for Christian Conciliation. The decision of the arbitrator(s) shall be binding on both parties, and both parties submit themselves to the personal authority of the courts of Henderson County, Texas, both state and federal, for the entry of a judgement confirming the arbitrators' award.

If a dispute may result in an award of monetary damages that is covered by the church's insurance policy, then use of the conciliation, mediation, and arbitration procedure is conditioned on acceptance of the procedure by the liability insurer of the church, and the insurer's agreement to honor any mediation, conciliation, or arbitration award up to any applicable policy limits.