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EMPLOYMENT

“Therefore...be steadfast, immovable, always abounding in the work of the Lord, knowing that your labor is not in vain in the Lord.”

1Corinthians 15:58 (NKJV)

1.0 HIRING

While an administrator may initiate and supervise the interview process for their respective staffs, all employees of Covenant Life International, Inc. (which shall be referred to as CLI hereafter) are hired at the discretion of the senior pastor. All salary packages are approved by the Board of Elders.

2.0 PROCESS OF EMPLOYMENT

When a supervisor desires to create and post a new position, a job description must be written for the projected position and sent with a letter of request to the appropriate administrator and the senior pastor for approval. If approved, then these documents are submitted to the Board of Elders for their approval of a salary package for the position.

If and when the budget for the new position has been approved by the Board of Elders, the interview process officially begins. The business administrator then begins to also compile a compensation profile for the new position.

Each applicant must submit a resume to the staff member who posted the position. After the resume is assessed, an interview will then be scheduled with the applicant in order to review the job description and to ask and answer any pertinent questions pertaining to the position. Once the interviews are completed and an applicant has been selected, the candidate's resume will be submitted to the Senior Pastor. Upon approval, a start date and orientation are scheduled.

3.0 TYPES OF EMPLOYMENT

Covenant Life International, Inc. offers four different types of employment, depending on the position and job responsibilities.

Full Time: At least 35-40 hours per week

Half Time: At least 25 hours per week

Part Time: At least 15 hours per week

Stipend: An agreed amount of time

4.0 STAFF STRUCTURE

All staff at CLI falls under one of five categories. The categories are as follows:

- A. Worship Team
 - 1. Music
 - 2. Media
 - 3. Drama
- B. Business Team
 - 1. Finance/Accounting
 - 2. Business
 - 3. Income Streams
- C. Operations Team
 - 1. Systems Operations
 - 2. Maintenance
 - 3. Events
 - 4. Calendar
- D. Family Ministry Team
 - 1. Nursery/Preschool
 - 2. Children
 - 3. Youth
 - 4. Small Groups
 - 5. Christian Education
 - 6. Sports
 - 7. Senior Adult Ministry
- E. Church Ministry Team
 - 1. Assimilation
 - 2. Hospitality
 - 3. Care
 - 4. Evangelism and Outreach

For a complete and detailed breakdown of the staff structure and church hierarchy, please see the Organizational Charts located in the CLI Church Operations Manual under “Boards and Leadership”.

5.0 EMPLOYEE ORIENTATION

Employee orientation takes place during the new staff member's first week of employment. The orientation is usually conducted by an administrator, along with other staff they have chosen to help. Because the orientation is very extensive, it often encompasses most of the employee's first week at CLI.

The Church Staff Orientation Form (See Attachments for a sample) lists the many areas that are covered during orientation. The employee orientation can be broken down into three major categories:

1. Business Office Orientation: covers information about payroll, employee benefits, check requests, etc.
2. Supervisor's Orientation: covers information about the employee's job description, the CLIC Employee Handbook, etc.
3. Operations Orientation: covers things like security codes, keys, supplies, mail boxes, phone system, use of copy machine and postage, etc.

6.0 STAFF MEETINGS

The staff will meet with the senior pastor each week. The staff is required to attend this meeting in which each staff member shares updates, news, and other pertinent information about their group's projects and activities. Each staff member is required to adequately prepare for this discussion and bring a written report to the meeting. "Off the cuff" verbal reports are not accepted.

WORKPLACE GUIDELINES

“Whatever you do, work at it with all your heart, as working for the Lord, not for men...it is the Lord Christ you are serving.”

Colossians 3:23, 24 (NIV)

“Everyone must submit himself to the governing authorities...for he is God’s servant to do you good.”

Romans 13:1, 4 (NIV)

1.0 GENERAL

The purpose of these guidelines is to define CLI’s general workplace expectations. By keeping employees informed of these expectations, both the church and the employees will be able to operate God’s house in a more decent and orderly manner.

The workplace guidelines listed in this handbook must not be considered as exhaustive or all-inclusive.

2.0 OFFICE HOURS AND ATTENDANCE

Office hours are from 9:00 A.M. until 5:00 P.M. Monday through Friday. Each employee is expected to be punctual and conscientious regarding attendance. Maintaining a consistent record of attendance reflects a staff member’s personal integrity, and such stewardship is essential for accountability of God’s resources. Sunday is the beginning of the work week at CLI and all Sunday services (including evening services if applicable) are considered to be part of the mandatory working hours for all paid staff. If an employee will not be able to attend on Sunday, they will need to request this time off and it may be considered a vacation day or personal day.

2.1 Lunch Breaks

Lunch periods should be kept to one hour in length unless there is a work-related lunch meeting. Work-related business meetings should be kept to a two-hour maximum.

2.2 Working Offsite

During regular working hours, employees may not work from home or another offsite location without the prior approval from their immediate supervisor (Senior Pastor excluded).

2.3 Inclement Weather

If inclement weather prevents one or more CLI staff members from traveling to work, those employees will work from home to the best of their abilities using their laptops and cell phones.

2.4 Tardiness and Absence

Consistent attendance and punctuality are expected from all CLI staff. Maintaining a consistent record of attendance reflects a staff member's personal integrity and such stewardship is essential for accountability of God's resources. Employees who are tardy or absent excessively or show a consistent pattern of absence, whether excused or unexcused, will be subject to disciplinary action, up to and including dismissal.

3.0 CHILDREN IN THE OFFICE

In extreme circumstances employees are sometimes allowed to bring children to the office during regular business hours. Approval to do so must always be obtained by the Pastor. In such cases, it is important for the children to stay in the parent's work area and be mindful that it is an office environment. Other work areas are off limits without parental supervision.

4.0 CONFIDENTIALITY OF CHURCH INFORMATION

During the course of employment at CLI an employee may have access on a regular basis to information of a highly sensitive and confidential nature. Employees of CLI serve in a position of trust and they have an obligation to the church and to those persons to whom the church ministers to see that the confidentiality of this information is strictly maintained and protected. Unauthorized use or disclosure, even if unintentional, compromises both the employee and the church and damages the confidence of others.

Therefore it is essential for every member of the church office and pastoral staff to maintain confidentiality regarding church business. This pertains to any church records, transactions, correspondence, counseling, inter-office memoranda, as well as any conversations and negotiations involving business associates, members of CLI or other

friends and acquaintances of the church. This information must not in any way be made public, be discussed with other persons outside of the office or be shared with other church staff for which it is not intended.

In short, any information an individual becomes aware of because of their employment at CLI regarding the church, its members, or those ministered to, is considered confidential information. The employee may not disclose, duplicate or use this information except as required in the performance of their job at CLI. Failure to do so could result in disciplinary action.

Following are just a few helpful tips that CLI employees can use in handling confidential information:

- Protect confidential papers by keeping them face down.
- Safeguard confidential documents by storing them in a locked file cabinet when not in use.
- Mark each confidential folder or envelope "CONFIDENTIAL".
- Shred confidential papers, notes and photocopies before they are thrown away in the trash.
- Use passwords to access personal and confidential files that are stored on personal computers.

The employee's obligation to preserve the confidentiality of information acquired during their time at CLI continues even after the church no longer employs them. The employee may not disclose any information which they were not permitted to disclose during their employment.

5.0 USE OF CHURCH COMPUTERS AND INTERNET ACCESS

5.1 General Usage and Modifications

Each department and/or work area has been issued a designated computer that may include a variety of hardware and software applications. Since the computers are the property of the church, please consult with the business administrator prior to any modifications (i.e. upgrading software, adding modems, etc.). Any modifications, including downloading games or other software from the Internet are strictly prohibited without approval.

Upon leaving or in the case of termination of employment the computer shall remain the property of CLI. Any exceptions must be approved by the senior pastor.

5.2 Computers Used for Personal Use

During business hours, all employees must keep personal usage of their computer to a minimum (i.e. attending to personal business, monitoring social networking sites, etc.).

5.2.1 Use of Internet and Email

The purpose of CLI's network resources including email and the internet is to support the overall mission and goals of this church. All email and internet usage shall be limited to legitimate church business unless otherwise specifically authorized by an employee's supervisor.

5.3 Blocking Sites with Inappropriate Content

CLI reserves the right to utilize software that makes it possible to identify and block access to internet sites containing material deemed inappropriate.

5.4 Monitoring of Computer and Internet Use

CLI reserves the right to monitor and log onto any and all aspects of its computer system including internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

6.0 WORKPLACE BEHAVIOR

6.1 Courtesy, Service and Respect

Our primary responsibility at CLI is to serve others and reflect the love and character of Jesus Christ. We have frequent opportunities to assist church members, attendees and other visitors. It is important to be sensitive to their

needs by being friendly, informative and willing to help in any way necessary. Patterns of rude behavior at CLI will not be tolerated and may lead to dismissal.

All staff members are asked to make public relations a priority. It is vital that all members and attendees are treated with respect and understanding at all times regardless of the situation. This means that staff members are asked to meet all situations prayerfully, calmly and courteously. It is important for all staff to maintain good relationships with the church congregation.

6.2 Relationships with Co-workers

Staff members are also expected to maintain good relationships with all other staff, elders and leaders of the church. They are expected to assist, encourage and edify their co-workers in an attitude of true cooperation.

6.3 CLI Model of Friendliness

As a church leader and primary care giver, staff members are expected to demonstrate the CLI model of friendliness. As you model friendliness, you will teach others. Please internalize and personalize the following five points:

- *I will show a spirit of welcome, enthusiasm and an expectation of good things in worship services.*
- *I will display a convincing smile that portrays joy, hospitality and warmth to those I see at church.*
- *I will extend a personal and friendly handshake that conveys openness, respect and fellowship.*
- *I will express appreciation and love to first-time visitors, regardless of their race, gender, social status or economic status, and share a sincere invitation for them to return.*
- *I will convey a caring attitude to members and friends by talking to them, listening to them and supporting them in Christ-centered living.*

7.0 PERSONAL APPEARANCE AND DRESS CODE

We portray an image to those we are privileged to serve in God's church. Therefore we should always strive to present ourselves with professionalism and excellence. Good

grooming habits are expected of all CLI employees. Business casual or casual dress is permitted.

8.0 APPEARANCE OF WORKPLACE

In like manner, we should also strive to maintain an atmosphere of professionalism and excellence at our workspaces. Work areas should be neat, clean and orderly. No office should be used as a place of storage.

9.0 PERSONAL PHONE CALLS

Regardless of whether it is a church phone or a personal cell phone, all employees must keep personal phone calls and text messaging to a minimum.

10.0 POSSESSION OF WEAPONS AND FIREARMS

CLI prohibits the possession of any weapons or firearms by non-authorized personnel in the office, on church grounds or at any locations where any church activity is conducted. Only qualified personnel who have been authorized by CLI are allowed to carry weapons.

Due to the seriousness of this offence, a zero tolerance approach is taken and violation of this policy will result in immediate termination.

Any employee who suspects that an individual on church property possesses a weapon should immediately contact church security. Non-authorized personnel should make no effort to restrain anyone suspected of possessing a weapon.

OFFICE PRODEDURES

“Let all things be done decently and in order.”

1 Corinthians 14:40 (NKJV)

1.0 KEY ISSUANCE

Keys are issued to certain staff, ministry leaders and other authorized parties to access the CLI facility. A temporary key may be signed out by the office secretary for special events. These keys will be returned to the church office secretary after the event. Also, upon termination of employment all church keys will be returned.

2.0 OFFICE EQUIPMENT AND SUPPLIES

2.1 Use of Copy Machine

The copy machine is available to all staff and ministry leaders. The business office will issue each authorized user a departmental code which they will enter prior to use.

We encourage each employee to adhere to the following guidelines:

- If copier paper runs out during your time of use, please be mindful to refill the tray with appropriate size paper.
- Please be sure to keep all copier paper in its original package and storing space or in the copier itself.
- Please try to keep the area as neat as possible

2.2 Use and Ordering of Office Supplies

Office supplies are stocked in designated areas for the needs of all staff members and ministry leaders. When the last of an item is taken, it is imperative to notify the secretary so that an order may be placed.

3.0 MINISTRY PURCHASES

Any ministry purchases need to be approved before purchase by way of a Purchase Order Form.

3.1 Reimbursements

Receipts will need to accompany a Purchase Order Form in order to be reimbursed. These requests for reimbursement will have to be approved.

COMPENSATION AND BENEFITS

1.0 PAYMENT OF WAGES

All salaries will be paid bi-weekly. Employees will receive a printed check stub that reflects their gross pay and withholdings.

Each employee is automatically eligible for a 3% cost-of-living raise when the Board of Elders determines that funds are available.

W-2 forms are issued to every employee by January 31 of each year.

1.1 Confidentiality of Salary and Wages

Employee salary and wages are considered extremely confidential. Salary and wage information is not published for public disclosure here CLI and we desire to protect the privacy of our staff members.

Employees must not seek information about a fellow worker's compensation. If such information is inadvertently related to an employee, he or she is not to discuss it. This information is considered church business and is therefore sensitive and confidential.

1.2 Garnishment of Wages

As required by law, CLI is required to honor legal garnishments of employees' wages. CLI will notify the applicable employee of any garnishment notice received by the church.

2.0 HOLIDAYS

The following are paid holidays after 6 months of completed employment:

New Year's Eve
 New Year's Day
 Good Friday
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day & Friday after Thanksgiving
 Christmas week
 Employee's birthday (SERVICE TIMES EXCLUDED)

3.0 PERSONAL DAYS

All full-time employees and staff members are granted a total of five (5) days per calendar year for personal time. This does not include part-time or temporary employees.

Each employee will be given a chart to document their personal and vacation time along with their supervisor's initials of approval.

3.1 Conditions for Use of Personal Days

Full-time staff members may use personal days for the following reasons:

- Sickness
- Death in family
- Attendance at training programs, meetings or conventions
- Additional time needed for active training as a member of the National Guard or organized reserve of any branch of the United States Armed Forces
- Time needed to serve as a witness in a court case
- Additional time needed to serve on jury duty
- Important personal business
- Serious illness of immediate family members
- Engaging in other ministry not related to CLI. These engagements must be pre-approved by the employee's supervisor.

4.0 JURY DUTY

Employees who are subpoenaed to serve as jurors in the courts of the United States will receive their regular pay for a maximum of five days per calendar year. If an employee serves beyond five workdays their only compensation will be the normal juror's pay

received from the court. They also have the option for taking personal or vacation time for any days served beyond the first five days.

5.0 MILITARY TRAINING

Employees who are required as members of the National Guard or any other reserve unit of the United States Armed Forces to attend a training period not exceeding two weeks will be granted the necessary time off and will be paid the difference in the amount they receive from the government for this training (less travel allowance) and their regular wages for that period.

These employees must present a statement from the commanding officer as to the length of training and the amount of compensation (less travel allowance) received for the period of training.

If the training period lasts longer than two weeks the employee has the option of using personal or vacation time or simply taking additional time off without pay. All additional time must be approved in advance by the employee's supervisor.

If there is an active call-up of staff members who are reservists or National Guard members, those employees returning from active military service are entitled to reinstatement and other required rights in accordance with federal and state law.

6.0 EXTENDED ILLNESS

In the event of extended illness or physical disability, an employee or staff member will be given due and appropriate consideration by the senior pastor and board of elders.

7.0 MATERNITY LEAVE

A full-time employee who is an expectant mother is granted maternity leave with pay for a total of six (6) weeks. A full-time employee who is the father of a new-born baby is granted a two-week paternal leave with pay. Ministerial employees who leave for either of these reasons are responsible for finding others to cover their program responsibilities during this time.

8.0 VACATION

Permanent, full-time employees are eligible to use vacation time after 6 months of service. Vacation days are calculated from their date of hire. The accrual of vacation days based on years of service is as follows:

Years of Service Completed**Days of Vacation**

6 months	5 days per year
2 years	10 days per year
7 years	15 days per year
10 years	20 days per year

All requests for vacation must be submitted in writing or via email to the senior pastor. Each employee will be given a chart to document their personal and vacation time along with the approving pastor's initials (see attachment 8-A).

Vacation should be requested a minimum of 60 days prior to the requested date and should be planned in consideration of important church dates.

Unused vacation days do not roll over to the next year and CLI" does not pay the employee for any unused days at the end of the year.

There is no limit to the number of vacation days an employee may use at once as long as they receive approval from the senior pastor. However, when planning an entire week of vacation, employees are asked not to miss two Sundays in a row. Please refer to the chart below for acceptable ways of planning week-long vacations.

Example 1: An employee can leave at the end of one work week and return for the following Sunday's services.

Example 2: An employee can leave immediately after the Sunday services and return for work on Monday of the following week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday Example 1 Leave for vacation	Saturday
Sunday Example 2 Leave for vacation	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Example 1 Return for Sunday
Sunday	Monday Example 2 Return to work	Tuesday	Wednesday	Thursday	Friday	Saturday

9.0 INSURANCE BENEFITS

9.1 Medical Insurance

Medical insurance may be provided for all pastoral staff members. This benefit will be negotiated at the time of hire.

PERFORMANCE STANDARDS

1.0 PERFORMANCE EVALUATIONS

Employee evaluations will be performed by their immediate supervisor or the senior pastor and will be presented to the elders.

The purpose of the performance evaluation is to inform the employee how well they are doing and set goals for the forthcoming year. Factors taken into consideration include length of time in the position and the performance requirements for the position. Each evaluation elaborates on the employee's areas of strength as well as areas that need improvement.

2.0 DISCIPLINE

Each employee and staff member has the responsibility to contribute to the efficiency and effectiveness of the church's day-to-day operations. When directions and guidelines are ignored or abused the individual will be subject to discipline in the form of verbal correction (reprimand), short-term probation, or dismissal from staff. The type of discipline depends upon the severity and frequency of the offense. This is not referring to innocent mistakes or human weaknesses, but it refers to apparent, intentional, ongoing, consistent disregard for authority and/or lack of diligence to faithful service.

3.0 CESSATION OF EMPLOYMENT

3.1 Resignation

Employees must submit their resignation in writing to the senior pastor at least two weeks in advance.

3.2 Termination

There are several reasons why employees may be terminated. Some are as follows:

- Excessive Absenteeism
- Improper or unacceptable conduct
- Unacceptable job performance
- Adverse economic conditions (CLI not having the funds to retain someone's services)
- Excessive moral failure

After consultation between an employee and supervisor where the issues of concern have been specifically addressed, the employee can be terminated with proper notification either with or without pay. Severance pay is not to exceed the equivalent of two weeks' salary. Any exceptions to this policy must be approved by the senior pastor and the board of elders.

Questions:

Employee Signature

Date

Pastor's Signature

Date

