Faithbridge Employee Handbook 2026

Making more and Stronger Disciples of Jesus Christ…

Employee Checklist

Your action list for this Handbook.

- ❑ Read Parts I, II, III, IV, V, and VI.
- ❑ After reading the handbook, sign the Employee Handbook Acknowledgment form on **page 84** and the Employee Consent and Release Regarding Right to Inspect on **page 85.**
- ❑ After reading the Sexual Harassment Policy on page 43, complete and return the Sexual Harassment Policy Agreement on **page 86.**

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Part I: Employee Essentials

Status, Compensation, Time Off, Benefits, and Performance Standards Employee Status

Section 1.1 Opportunities and Statuses

1. Equal Opportunity Employer

(a) It is the policy of Faithbridge to provide equal employment for all qualified persons without regard to race, color, sex, national origin, age, disability, military history, or genetic information.

(b) All employees are expected to provide assistance and support for this policy to ensure compliance.

(c) Complaints or concerns about equal opportunity, discrimination and harassment should be raised with Human Resources.

2. Immigration Law Compliance

(a) In compliance with the Immigration Reform and Control Act of 1986, Faithbridge will hire and/or retain only persons authorized to work in the United States. Each new employee, as a condition of employment, must have completed the Employment Eligibility Verification Form I-9 by their first day of hire and presented documentation within three business days, establishing identity and employment eligibility.

(b) Employees may raise questions or complaints about immigration law compliance without fear of discrimination or reprisal.

3. Employment at Will

(a) Faithbridge is an at-will employer, and the church and/or employee has the right to terminate the employment relationship at any time, with or without cause or advance notice.

(b) This employment at-will relationship may not be modified by any form of oral or implied agreement. No Faithbridge leader, supervisor or church representative has the authority to alter this relationship, and no employee should ever interpret any person's statements as a guarantee of employment or continued employment for any specific duration or under any certain conditions.

4. Employment Classifications

(a) Regular Full Time:

- Full-time employees work a minimum of 30 hours per work week. This classification receives full employee benefits, unless otherwise agreed in writing.

(b) Regular Part Time:

- Part-time but regularly scheduled employees work more than 20 but less than 30 hours per work week. This classification receives some pro-rated benefits.

(c) Temporary Full Time:

- Full-time employees work a minimum of 30 hours per work week for a period not to exceed 120 days. A person who works in an interim position while we are looking for a regular employee shall be classified in this category. No benefits.

(d) Temporary Part Time:

- Part-time employees work less than 30 hours per work week for a period not to exceed 120 days. No benefits.

(e) Temporary As Needed:

- Employees who work on a part-time and as-needed basis. No benefits will be provided.

(f) Other Part Time:

- Employees who work less than 20 hours per week. No benefits will be provided.

5. Employees Changing from Part Time to Full Time Status

(a) Employees who are currently working part-time (regular or temporary) or temporary full-time and whose status changes to regular full-time will be eligible for full-time benefits.

(b) The effective date for benefits will be the first day of the following month.

6. New Employee Orientation

(a) Employees will learn about Faithbridge Church, their ministry, and individual job responsibilities from their immediate supervisor.

(b) Employees are encouraged to register and attend ***Fajitas and Faithbridge***.

(c) All employees are required to complete the online ***Ministry Safe*** training prior to their first day of employment.

(d) All employees are required to complete the Safe Ministry Policy prior to their first day of employment.

(e) Employees will be scheduled to attend ***Year One Orientation***, which is a weekly class of new hires that are taught the Faithbridge culture over the course of a year.

7. Employment of Spouses or Relatives

(a) Hiring the best-qualified applicant for a staff position is Faithbridge's primary objective. Relatives of Faithbridge employees will be considered under the same arrangement as any other applicant for a position opening and will not receive any preferential employment treatment. If hired, however, spouses and other related employees will be allowed to work within the same ministry but not within direct report of each other.

(b) The Lay Elders have authorization to approve exceptions to this policy based on recommendations from the Senior Pastor or Business Administration.

8. Personnel Files and Records

(a) It is critical that Faithbridge maintains current and accurate information about each employee. Employees are expected to make information updates (like changes to their name, address, phone number, and person to notify in case of emergency) in Paycom. It is also recommended to keep Human Resources informed of these changes. Changes to names and/or Social Security numbers will require the provision of original documentation authorizing the change.

(b) Human Resources should also be notified of any changes that may affect the employee's benefit arrangements (i.e., names of dependents, marital status, and beneficiary for insurance purposes).

Section 1.2 Compensation

1. Pay Schedule

(a) Hourly employees are paid semi-monthly on the 15th and the last day of the month. Hourly employees will be paid on the 15th for hours worked the 16th through the last day of the previous month. They will be paid on the last day of the month for hours worked the 1st through the 15th of the current month.

(b) Salaried employees are paid semi-monthly on the 15th for days worked the 1st through the 15th and on the last day of the month for days worked the 16th through the last day of the month. Note: This will also be the pay schedule for musicians and interns.

2. Additional Working Time

(a) It is the policy of Faithbridge to staff all hourly positions in such a manner that employees can complete their assignments during their regularly scheduled work week. Additional working hours are intended to resolve emergencies and temporarily alleviate problems resulting from an imbalance in the normal work schedule.

(b) Time worked in addition to an employee's regular schedule should not be worked by hourly employees unless prior authorization is obtained from the supervisor. Time segments that reflect additional working time must have approval prior to the time being submitted for payroll processing. It is the responsibility of all Faithbridge supervisors to communicate this policy to their staff to ensure that this policy is properly implemented. It is the responsibility of the hourly employee's supervisor to monitor and prioritize each hourly employees' work so that additional working time is kept to an absolute minimum.

3. Payroll Deductions

(a) Faithbridge withholds from payroll as required by law. The church also complies with all garnishment orders served upon it.

(b) All voluntary deductions from an employee's paycheck (i.e. health, dental, life, vision, 403(b), FSA, etc.) must be submitted in Paycom. If you need assistance, please contact Human Resources.

(c) Employees are encouraged to review their withholding allowances each year for federal income tax reporting purposes. These forms can become obsolete for employees because of the birth of a new child, a pay raise, or a significant increase in itemized deductions. Any changes to your W-4 must be submitted in Paycom. If you need assistance, please contact Human Resources.

4. Final Paycheck

(a) The final paycheck for voluntary terminated employees will be available under the normal payroll pay cycle.

(b) The final paycheck for involuntary terminated employees will be prepared in advance and issued to the employee upon termination when practical. Otherwise, the terminated employee will receive his or her final paycheck under the normal payroll pay cycle.

5. Expense Reimbursements

(a) To comply with Federal law, reimbursable expenses must be turned in within sixty (60) days of being incurred or it will be considered taxable income.

(b) Reimbursement for expenses incurred using your personal vehicle for Faithbridge business will require an odometer log be kept, signed, and submitted with the request for reimbursement. Logs can be picked up in the Accounting Office. As of January 2025, mileage will be reimbursed as follows:

- **Business Miles Driven =** $0.70 /mile
- **Medical/Moving =** $0.21 /mile
- **Service to Charitable Organizations =** $0.14 /mile

(c) Failure to adequately document reimbursed expenses potentially could result in disallowance of the expense being deemed as legitimate ministry expenses, and the associated reimbursement to you being deemed as taxable income. Employees will be reimbursed for ministry related expense reimbursements as outlined below:

(d) The general requirement for documentation requires identification as to the nature of the expense, seller, date, amount, and the church purpose for which it was expended. The purpose of an expense reimbursement is to document the reason the expense was incurred. A meal expense should include what was discussed during the meal. Absent this, it could be deemed as two colleagues merely having lunch together, which is not a legitimate reimbursable expense.

(e) Example: a receipt from Paul's for three salads and cokes totaling $20 noted as *"Lunch with Bill Smith and Jane Doe"* is insufficient. It should also include *"to discuss (upcoming program)"* in order to adequately identify the church purpose for the expense. Similarly, a receipt for $20 *"for paint"* is insufficient. It should include *"for second grade Kids Ministry Easter stage design".*

Section 1.3 Time Off

1. Recording Time Worked

(a) All hourly employees are required and responsible for recording a daily time reporting of his or her actual time worked.

(b) Employees should not record their starting time until they are ready to report to work and begin working. Late arrivals, all departures and breaks of more than twenty minutes should be recorded as well.

(c) Employees should never clock in or out for another employee or knowingly allow someone else to record his or her time record. Altering, falsifying, or tampering with work time records is prohibited, and is subject to disciplinary action, up to and including termination.

(d) If a change or correction is to be made, the employee should submit a "Punch Change Request" in Paycom and notify their supervisor. If the supervisor is unavailable, the employee should notify Human Resources for assistance.

2. Tardiness and Absence

(a) Ministry heads and supervisors rely on employee work schedules. Therefore, it is critical that each employee works his or her assigned schedule on a punctual and consistent basis. Any permanent change to an employee's schedule must be reported to their supervisor and to Human Resources.

(b) If an employee is unable to report to work for any reason, they must call their supervisor within one hour of their scheduled start time. The employee should talk directly to their supervisor. Leaving a message is not acceptable. It is the employee's responsibility to keep their supervisor informed daily regarding his/her status during a short-term absence unless an absence has been approved for a designated period of time.

(c) If an employee does not call in or report to work for two consecutive workdays, such actions may be considered as voluntary resignation.

3. PTO (Paid Time Off)

Faithbridge employees receive paid time off in a PTO bucket, where they are eligible to use their paid time off for whatever they need. Please note the following:

(a) Policy Guidelines

- Faithbridge PTO Policy benefits are available to employees working at least 20 hours per week.

- Examples for PTO: ANYTHING you want! It's your time, so use it for what you want.
- The PTO policy effectively removes the current Vacation and Personal Day policies
- PTO does not include bereavement, jury duty, mission trip, or parental leave.
- Employees will be eligible for PTO hours equivalent to the hours normally worked.

    i. If an employee works 20 hours a week, there PTO hours per day will be 4 hours
    ii. If an employee works 25 hours a week, their PTO hours per day will be 5 hours
    iii. If an employee works 30 hours a week, their PTO hours per day will be 6 hours
    iv. If an employee works 35 hours a week, their PTO hours per day will be 7 hours
    v. If an employee works 40 hours a week, their PTO hours per day will be 8 hours

(b) PTO Accruals

- Service of 0 Years through 2 Years = 4 Weeks (20 Days)
- Service of 3 Years through 6 Years = 5 Weeks (25 Days)
- Service of 7 Years through 11 Years = 6 Weeks (30 Days)
- Service of 12 Years through 14 Years = 7 Weeks (35 Days)
- Service of 15 Years or more = 8 Weeks (40 Days)

(c) Submitting a PTO Request

- If possible, PTO requests must be submitted in Paycom at least 2 full weeks prior to the requested day(s) off. It is the responsibility of the supervisor to approve or deny the request in a timely manner.
- Partial day requests are permitted. (i.e. dental appointments, kids' school activity, etc.)
- PTO requests for 2 consecutive weeks must be submitted at least 8 full weeks in advance.

    A) Any exceptions will be up to the direct manager's discretion.

- PTO requested by an employee will be honored when possible. It is understood that cooperation and agreement will be necessary to consider ministry needs and the desires of other employees. PTO requests will be approved on a first come, first-served basis, and only if the time off will not interfere with the normal ministry operations of the church. The Executive Pastor that leads the employee's ministry will resolve scheduling conflicts.

(d) PTO Rollover

- There is a 2-week maximum rollover for PTO from one year to the next.
- If an employee doesn't use PTO within the calendar year, only 2 weeks can roll forward, the unused portion is forfeited.

(e) PTO Payout

- At time of separation from Faithbridge, employees will be paid out for unused PTO balance (only earned and unused PTO) which will include the 2-week maximum rollover limit from the prior year, if applicable.

4. PTO During Major Worship Events

(a) Faithbridge has two major worship events (Easter and Christmas Eve), as well as Sundays with anticipated high attendance (such as *Back-to-School* in January and August, special events such as *Super Bowl Sunday* and *Fall Fun Day Sunday*, etc.). For each of these special worship events, Faithbridge expects ALL employees to work for the duration of the event.

(b) December 23rd and December 24th are designated blackout dates for Paid Time Off (PTO). All employees are required to be available and scheduled to work on these days. PTO requests for these dates will not be approved.

(c) Note: With the expectation communicated above, any exception, special consideration, or extenuating circumstance needs to be discussed in advance with your supervisor.

5. Holidays

(a) Employees away from work on unpaid leaves of absences other than leaves due to work-related injuries will not be compensated for holidays occurring during their leave of absence.

(b) In the event any of the Faithbridge paid holidays occur on Saturday or Sunday, Human Resources will assign an alternate holiday.

(c) In the event a holiday occurs on an employee's normal day off, an alternate day off must be submitted through Paycom and taken within one week preceding the holiday or within 60 days after the holiday. Alternate Holidays will expire at the end of the calendar year.

(d) In the event an employee is required to work on a scheduled holiday, an alternate day off will be approved by the immediate supervisor.

(e) Adjustments in the holiday schedule shall be determined by Human Resources, the Executive Pastors, the Senior Pastor, and the Lay Elders.

(f) All employees will receive pro-rated holiday pay based upon their hours per work week. For example, a 40-hour employee will receive 8 hours of holiday pay, and a 20-hour employee will receive 4 hours of holiday pay.

6. Parental Leave

Paid Parental Leave benefits are available to employees working at least 25 hours per week and with the completion of six (6) calendar months of employment.

* There will be consideration for parents who adopt or foster children. The number of weeks is based upon the age of the child being placed in the home. Proof of adoption or foster placement, such as an adoption certificate or placement paperwork will be required

(a) Mothers Giving Birth

- Mothers are eligible for six (6) weeks of paid time off at the employee's regular rate of pay, based on their regular work schedule and not to exceed 40 hours per week
- Proof of birth, such as a birth certificate or hospital records will be required.
- may not exceed two (2) single events in a 12-month period
- Employees may combine Faithbridge Parental Leave, PTO, and Short-Term Disability not to exceed 12 weeks in total of time off.
- Parental Leave must be taken within six (6) months (182 days) of the date of birth and must be used in a single segment of 6 weeks

(b) Fathers

- Fathers are eligible for two (2) weeks of paid time off the employee's regular rate of pay, based on their regular work schedule and not to exceed 40 hours.
- Proof of birth, such as a birth certificate or hospital records will be required.
- may not exceed two (2) single events in a 12-month period.
- Employees may combine Faithbridge Parental Leave and PTO not to exceed 12 weeks in total of time off.
- Parental leave must be taken within six (6) months (182 days) of the date of birth and must be used in a single segment of 2 weeks

(c) How do I access Parental Leave?

- Step 1: Discuss with your ministry leader your proposed leave (number of weeks out and last date of work)

- Step 2: Determine whether you will only use accrued PTO or short-term disability. Accrued PTO pays 100% of your wages. Short-term disability pays 60% of your wages.

- Step 3: Meet with HR to apply for parental leave at least 1 month prior to your last date of work.

- Step 4: Work with HR to enter time-off requests in Paycom for PTO, Unpaid Time (short-term disability), and Parental Leave

- Step 5: Birth Mother will apply for Short-Term Disability (optional). Call Equitable to initiate your claim at 1-855-899-0665, Monday through Friday, between the hours of 8:30 AM - 4:30 PM (ET). An Equitable account specialist will collect all your information over the phone.

7. Leave of Absence

(a) Personal Leave

- You are eligible for (but not guaranteed) a leave of absence if you are a regular full-time employee.

- Requests for a personal leave must be approved by the employee's supervisor and the Executive Pastor; based on the facts and circumstances surrounding each individual request.

- Employees who have completed at least 1 year of continuous service may request an unpaid personal leave of absence. This request must state the reason for the leave, as well as the beginning and ending dates.

- If you are being paid (personal time or vacation), the church will continue to pay its portion of the benefits cost for employee coverage. You should contact your immediate supervisor and Human Resources as soon as you know you are going to miss more than 10 days of work.

- If you are not paid for sick time or vacation, the church will continue to pay its portion of the benefits cost for employee coverage for the first 30 days. Beyond 30 days, the employee will be responsible for paying the costs of all benefits.

- Employees who return to work at the end of personal leave will be returned to their former employment classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available. It should be clearly understood, however, that no absolute guarantee can be made to an employee who takes a personal leave of absence that he or she will be assured of employment upon returning from that leave.

(b) Family and Medical Leave

- A leave of absence will be granted for the birth, adoption, or foster care placement of an employee's child, the care of an employee's child, parent, or spouse with a serious illness/health condition, or the employee's serious illness/health condition that makes the employee unable to perform his or her duties.

- Employees who have completed at least one year of employment may submit a written request for family and medical leave of absence, without pay, for any length of time up to a maximum of 12 work weeks in a 12-month period.

- Requests for family care and medical leave will normally be granted by Human Resources; based on the facts and circumstances surrounding each individual request. Requests for family care and medical leaves to care for a child, parent, or spouse with a serious illness/health condition, or an employee with a serious illness/health condition, must be accompanied by a health provider's written statement that certifies the need for the leave and an estimate of the length of time the employee will be unable to work due to the serious illness/health condition. Employees on family care and medical leave may be required, or may elect, to use accrued paid time off.

- Although the church is not able to guarantee reinstatement in all cases, employees on family care and medical leave who return to work immediately following the end of an approved leave will normally be returned to the same position they held immediately prior to their leave or, if that position has been eliminated, a comparable position if one is available.

- Employees with serious illness/health condition must present a health provider's written release of wellness, verifying that they are able to perform their duties safely and that they pose no health risk to others before they will be allowed to return to work.

(c) Bereavement Leave

- In the case of a member of the immediate family, as defined for bereavement leave (employee's spouse, children, parents, brothers, sisters, grandparents, spouse's children, spouse's parents, spouse's grandparents, or other relatives that reside in the employee's household), the regular full-time employee may be paid for the absence from scheduled work for a period not to exceed three (3) consecutive work days if the funeral is local or up to five (5) consecutive work days if the funeral is out of town. Bereavement leave must be requested and approved.

- In the case of a death of a relative other than the immediate family or close acquaintance, the employee may be granted up to three (3) bereavement days per year.

- This benefit does not apply if the death occurs while the employee is on vacation, holidays, leave of absence or absence for any other reason. Employees who require more days away from work than is allowed under this leave may request earned vacation time, or a personal leave of absence, subject to the approval of the employee’s direct supervisor, and Human Resources. The supervisor should contact Human Resources and furnish any needed information for payroll purposes.

- Bereavement leaves, as defined in this policy, will not accrue, or accumulate, nor be paid if unused at year-end or upon termination of employment. Hourly pay for this form of leave will be computed at the employee's regular rate to a maximum of eight hours for one day. This leave pay shall not be credited as time worked for the purpose of computing overtime.

- Any exceptions to Bereavement Leaves must be approved by Human Resources.

(d) Jury Duty

- Faithbridge believes it is the duty and responsibility of employees to answer a jury duty notice and serve if selected.

- Employees who are called to serve on jury duty will be paid their regular wages.

- Upon completion of jury duty, a jury duty attendance form provided by the Court should be submitted to Human Resources. Employees who are excused from jury duty for the day, or are excused early, should report back to work when it is practical to do so.

- If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal ministry operations, the employee's immediate supervisor may request that the employee seek court approval that such required service be rescheduled for a later date that would be more convenient for the church.

(e) Worker's Compensation Time Off

- If the Family and Medical Leave Act applies, the worker's compensation leave will run concurrently as family care and medical leave. All workers' compensation situations must be reported to Human Resources within 3 days of the incident, for proper workers' compensation reporting to be completed.

(f) Provisions for All Leaves of Absence

- Except for sickness or emergencies, employees are expected to inform their supervisor and the church of any planned absence from work. The employee should submit a request for time off via Paycom for approval by their supervisor. Employees are expected to give as much advance notice as possible, especially for extended absences, to allow their supervisor and the church to coordinate and reassign work responsibilities.

- When allowed, supervisors may request employees to reschedule their planned time off if it causes conflicts with ministry activities, employee shortages, etc.

- 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 resignation.

- Employees on leave of absence may be subject to lay off on the same basis as employees who are actively at work.

- Employees on leave of absence must communicate with Human Resources and their supervisor at least once each week regarding their status and anticipated date to return to work.

- Employees who falsify the reason for their leave may be terminated.

8. Short-Term and Long-Term Disability

(a) Short-term disability will begin after a 14-day waiting period for as long as 11 weeks, if necessary.

(b) Long-term disability will begin after a 90-day waiting period, for as long as to age 65, if necessary.

(c) In accordance with the guidelines stated herein, full pay during the 14-day waiting period for disability insurance will be effective from day one of disability for Ministerial and Professional staff. The church may require verification from a family physician.

(d) Support Staff will receive 60% of gross salary during waiting period upon written verification of a family physician.

(e) This arrangement will extend to the time that short-term and long-term disability benefits commence. Accumulated personal time shall be used in their entirety before this short-term salary continuance program will apply.

(f) Hours taken as short-term salary continuance will not be included in the base for overtime.

9. Workers Compensation Insurance

(a) Every employee of Faithbridge is automatically covered by Workers Compensation Insurance at the time of employment.

(b) All employees are required to immediately report any type of work-related injury or illness to their immediate supervisor, the Office Manager, and Human Resources, as soon as it occurs, regardless of how minor the injury or sickness may be. The Office Manager and Human Resources will then fill out an Incident Report and file a Worker's Compensation Claim.

(c) Incident Reports must be completed and submitted to the Office Manager and Human Resources within 3 days of injury. Proper first aid and/or medical attention should be sought immediately.

(d) An employee who is injured at work must provide a doctor's release before returning to work and must adhere to all work restrictions outlined by their healthcare provider.

(e) In accordance with Texas state law, there is a 7-day waiting period before income benefits begin under workers' compensation coverage. This means that if you are injured on the job and unable to work, you will not receive workers' compensation wage replacement benefits for the first seven calendar days of your disability.

(f) If your work-related injury or illness results in a disability lasting more than 14 days, you may be eligible to receive payment for the initial 7-day waiting period retroactively.

(g) Once eligible, workers' compensation typically covers approximately 70% of your average weekly wages, up to the maximum benefit amount set by the state.

(h) Medical benefits are available immediately and are not subject to the waiting period.

(i) For questions regarding workers' compensation claims, benefits, or reporting procedures, please contact Human Resources.

10. Federal and State Unemployment Programs

(a) Being a tax-exempt 501(c)3 organization, Faithbridge has elected not to voluntarily participate in state or federal unemployment programs. Therefore, church employees are not eligible to draw unemployment benefits from these programs should their employment here be terminated.

11. Continuing Education and Professional Memberships

(a) Where it can be demonstrated that Faithbridge will benefit from an employee's participation in a continuing education program or professional organization, time away may be granted and the related expenses may be paid or reimbursed from church funds. Requests for time away and payment of expenses related to continuing education programs (and professional organizations) must be approved in advance by the Director of Human Resources.

(b) Annually, during the employee's evaluation and budget preparation time, plans should be prepared and submitted to their supervisor. Requests will be reviewed and ultimately approved by the Director of Human Resources, Senior Pastor, and Lay Elders.

12. Education Assistance Policy

(a) The purpose of the Education Assistance Policy is to support the ongoing development and growth of church staff by providing financial assistance for approved educational opportunities. This aligns with our mission to equip individuals for effective ministry, leadership, and service, both within the church and in the broader community. By investing in the professional and spiritual development of our team, we seek to strengthen the overall impact of our Faithbridge's mission of making stronger disciples of Jesus Christ, who make stronger disciples of Jesus Christ.

(b) The Education Assistance Policy is intended to absorb a portion of the costs for approved courses, certifications, and seminars which contribute to knowledge of the Bible, church objectives and professional growth and development.

(c) Policy Specifics

- Educational assistance will only be awarded if the course, workshop, and/or training are relevant to the needs of the church and in line with work responsibilities.
- Only courses taken through accredited schools, or as otherwise approved by supervisor, (i.e. seminary, colleges, universities, Christian organizations, online correspondence, or professional organizations) will be considered for approval.
- Educational assistance will not be awarded for courses irrelevant to the vision, mission, and goals of Faithbridge.
- Educational assistance requires Executive Pastor approval prior to enrollment in the course, workshop, online courses, etc. Educational assistance will not be granted retrospectively.
- Any employee interested in a Masters or Doctorate course of study must obtain approval prior to enrollment from Founding Pastor and immediate supervisor.

- The employee can only use the educational assistance for qualified educational reimbursements.

- Faithbridge reserves the right to modify, suspend or terminate this policy at any time. The education assistance is contingent upon availability of funds.

- The administration of employee participation is handled by the supervisor, human resources and Executive Pastor of Business Administration to approve funds.

- An educational course study, requiring an employee to be away from the church during normal business hours, must be approved by the supervisor and an Executive Pastor to ensure the course furthers the church's purpose and the employee fulfill all hours designated in their job description.

- The employee must remain on staff at Faithbridge for at least one year after completion of the course study or forfeit the reimbursement.

(d) Eligibility

- Only full-time, regular employees of Faithbridge are eligible for reimbursement under this policy.

- Enrollment may only take place one year after the employee's full-time employment date or first anniversary date.

- Employees on leave of absence are not eligible for reimbursement under this policy.

- Employees must be in good standing to qualify. This includes having no written warnings or active Performance Improvement Plans (PIPs) within the past six months. Additionally, the employee must have received a rating of *Meets Expectations* or higher on their most recent performance review.

(e) Participation

- Once the employee decides on the course they wish to take and its location, they are to discuss it with their immediate supervisor.

- The employee must complete an application for educational assistance. This form must be submitted to the employee's supervisor at least two weeks prior to enrollment. The application will not be approved after completion of the course.

- The employee will pay the initial cost of the course and other expenses. Education assistance for eligible expenses will be provided via reimbursement only.

- Within 30 days after successful completion of the course, the employee is to submit to their supervisor evidence of successful completion, along with receipts for eligible reimbursable expenses.

- The immediate supervisor must approve the eligible reimbursable expenses. All receipts and evidence of successful completion of the course must be attached to an application for educational reimbursement and sent to the financial officer for processing.

- All documentation will be retained by the employee, HR files, and in Faithbridge's financial records.

(f) Reimbursement Guidelines

- Faithbridge will reimburse employees for education assistance up to $2,000 (let's discuss) per calendar year.

- Expenses eligible for reimbursement include tuition, required fees, and course materials.

- Books and software required for the course are reimbursable.

- Computer software (not course related), hardware, internet setup and late fees are not reimbursable.

- Educational assistance cannot include reimbursement for meals, lodging, transportation, or tools or supplies that an employee may retain after completion of a course.

- Parking fees, supplies (e.g. paper, pens, pencils, etc.) are not reimbursable.

- An educational reimbursement will not be made if the employee:

  i. Does not complete the course for any reason.

  ii. Resigns or terminates employment with Faithbridge.

  iii. Fails to satisfy/fulfill job requirements if courses are attended during normal work hours based on supervisor's review of responsibilities.

(g) Reimbursements & Matching Fund Scholarships

- Employees will be reimbursed for qualified expenses via payroll.

- Taxes will not be withheld, nor will this educational reimbursement be considered taxable or added to the employee's income.

- If attending a school that participates in matching funds, Faithbridge will send the funds directly to that institution (examples include, but are not limited to, Baylor, Asbury, etc.).

13. Ministerial and Professional Opportunities

(a) Senior Pastor

- The Senior Pastor and his wife will be allowed to attend Denominational and Renewal Meetings yearly with the church covering the expenses.

- The Senior Pastor will also be allowed to represent Faithbridge at speaking engagements according to his own discretion, provided that such engagements are not excessive and do not hinder the effectiveness of his ministry.

- The Senior Pastor will be allowed paid time away to attend conferences or seminars for personal or job enrichment at his own discretion, provided that such meetings are not excessive and do not hinder the effectiveness of his ministry.

(b) Other Full-Time Ministerial/Professional Staff

- Ministerial/Professional staff members will be allowed paid time away to lead or attend revivals, conferences, encampments, etc., and to attend conferences or seminars for personal or job enrichment not to exceed two weeks total per year, and not to exceed more than three Sundays, unless otherwise approved.

(c) Spouse Attending Conference with Employee

- When an employee attends a church approved and church paid conference and the spouse also attends, all travel, entertainment, and direct conference expenses relating to the spouse shall be considered a taxable benefit to the employee and reported on his/her W-2 at the end of the year as required by the IRS regulations.

(d) Sabbatical Leave (for Lead Team Only)

- Sabbaticals represent an opportunity for ministerial staff members to have a time of renewal, education, and refreshment. A sabbatical may be granted after each five years of full-time, continuous employment with Faithbridge. Criteria for reviewing requests for sabbaticals will include performance, level of responsibility, type of position, and other relevant considerations. A sabbatical is available and must be approved by the Lay Elders.

- A sabbatical is available, but not guaranteed, to eligible Lead Team staff members. It is not intended to be a routine expectation of employment. Lead Team staff members will use their best efforts to submit their request for Sabbatical at the beginning of every year to the Executive Pastor. This information will be used to approve time-away requests and assure that staff time away does not conflict with any planned ministry emphases.

- If a sabbatical is granted, the Lead Team staff member will receive his/her regular salary, normal vacation time, and any other benefits that would normally accrue during the sabbatical period. These payments will be considered taxable income to the employee and not tax-free scholarships since the employee is not a candidate for a degree and the payments were not for direct tuition expenses. To receive pay during the Sabbatical, the request will need to be submitted in Paycom.

- Expenses related to the sabbatical such as travel, meals, lodging, etc. will not be reimbursed by the church. These expenses will be considered personal in nature. Also, prior to leaving on a sabbatical, it will be the staff member's responsibility to make appropriate arrangements to cover his/her duties in their absence. The time away for a sabbatical can be combined with vacation, educational training, or preaching/teaching time away.

Section 1.4 Employee Benefits

1. Health Insurance

(a) Health Insurance is provided for all full-time ministerial/professional employees that work 30 or more hours per week. Coverage begins the 1st day of the month following hire date.

(b) If spouse, child, or family coverage is desired, the employee may request coverage through a payroll deduction. These enrollments can be implemented at New Hire Orientation, open enrollment, or due to a qualifying life event.

2. Retirement (403b) Participation

(a) Faithbridge provides retirement benefits according to the Plan Documents on file. Information regarding this benefit will be addressed by Human Resources during the New Hire Orientation.

(b) Employees are required to complete necessary forms to establish this arrangement. Information will also be provided to the employee in Paycom.

3. Minister's Housing Allowance

(a) All ministers desiring to receive a housing allowance exclusion must submit a Computation of Minister's Housing Allowance form December 1st of each year to Human Resources.

(b) The burden of proof for the actual use of the minister's housing allowance rests with the minister and is not the responsibility of the church.

Section 1.5 Performance Standards

1. Work Performance

(a) Employees may be disciplined, up to and including immediate termination without notice, for poor work performance. Examples of poor work performance are as follows, but are not limited to:

- Below average work in quality or quantity.
- Poor attitude, including rudeness, lack of cooperation, acts of dissention within staff.
- Excessive absenteeism, tardiness, or abuse of break and lunch privileges.
- Failure to report to work.
- Failure to follow supervisory instructions or abide by church work policies and procedures.

2. Performance Evaluations

(a) Employees will receive a written performance evaluation after approximately 90 days of service and semi-annually thereafter.

(b) You will have the opportunity to discuss your performance evaluation with your immediate supervisor. This is a good time to ask questions and clarify important points. Performance evaluations help the church to make important decisions about job placement, training, and development, and pay adjustments.

(c) A satisfactory performance evaluation does not guarantee a salary increase nor alter, modify, or amend the at-will employment relationship between you and the church.

3. Misconduct and/or Unacceptable Behavior

(a) Employees may also be disciplined, up to and including immediate termination without notice, for misconduct and/or unacceptable behavior. Examples of misconduct include but are not limited to:

(b) Acts of insubordination, divisiveness, or gossip.

(c) Abuse, misuse, theft, or the unauthorized possession or removal of church property or the personal property of others.

(d) Falsifying or making a material omission on church records, reports, or other documents, including payroll, time sheet personnel, and employment records.

(e) Divulging confidential church information.

(f) Disorderly conduct on church property, including fighting or attempted bodily injury or the use of profane, abusive, or threatening language toward others.

(g) Violation of any law adversely affecting the church or conviction in court of any crime that may cause the employee to be regarded as unsuitable for continued employment.

(h) Violation of any church policy or procedure.

(i) Marking or signing the time record of another employee or knowingly allowing another employee to mark or sign their time record.

(j) Improper use of church property or materials.

(k) Any offensive or inappropriate actions that could impugn or harm the integrity or reputation of the church.

(l) Any immoral conduct that brings reproach upon the name of the Lord Jesus Christ and the church.

(m) Failure to serve cooperatively with other staff or promote harmony.

(n) It is important to recognize that not all church policies specifically provide for disciplinary action upon violation, but that is Faithbridge policy, nonetheless.

4. Disciplinary Action

Because of the many possibilities that might exist in any set of circumstances, it is not practical to set out the appropriate action for dealing with every employment problem. The range of disciplinary actions could be from just mentioning the problem to the employee up to and including immediate termination without notice. The church reserves the right to enter any phase of discipline, at any time, depending on the nature and frequency of offenses. When discipline is necessary, the following actions may be performed. However, the level and method of discipline are at the sole discretion of Faithbridge.

(a) Step One: Verbal Warning

- In a private counseling session, the immediate supervisor will remind the employee of the need to meet acceptable standards of performance and will seek the employee's agreement to perform properly in the future.

- Once the verbal session has concluded, the supervisor will send a follow-up email to the employee summarizing the discussion. The employee must then respond confirming he or she understands the warning. The supervisor will forward the email documentation to Human Resources to be kept in the employee's file.

(b) Step Two: Formal Reprimand/Notice

- In this meeting the immediate supervisor will explain the unacceptable standards of performance and stress the importance of improvement or correction.

- This reprimand will be documented in advance. The employee and immediate supervisor must sign this warning. A copy of the warning will be given to the employee and the original forwarded to Human Resources to be kept in employee's file.

(c) Step Three: Final Written Warning

- If previous counseling has not corrected the situation or should a problem of sufficient seriousness arise so that a final warning is considered appropriate as a first step, a final written warning will be issued.

- The employee's immediate supervisor, Human Resources, and the Executive Pastor will issue this notice, and it will be signed by the employee and his/her immediate supervisor. The final warning will be kept in Human Resources in the employee's file.

(d) **Step Four: Termination**

5. Resignations

(a) A resignation is a voluntary resignation that is initiated by the employee.

(b) A resignation letter should be submitted to the supervisor and Human Resources. Employees are expected to provide at least two (2) weeks written notice.

(c) An Exit Interview will be conducted by Human Resources. Please note that it is possible for the Executive Pastor and Senior Pastor to be included in the Exit Interview process.

Part II: Health and Safety

Keeping Faithbridge a safe place for work and ministry.

Section 2.1 Safe Ministry Policy

Faithbridge Staff and Server Agreement to keep Faithbridge a Safe Ministry Church

We exercise great care in recruiting and placing staff and servers because we believe that protecting the safety and well-being of the children, students, and adults we minister to is our utmost responsibility. This policy covers how to keep Faithbridge a safe place both for the people you are serving and the people you are serving with. For the protection of all, any staff member or volunteer who serves at Faithbridge must abide by our Safe Ministry Policy.

We especially want parents and guardians to be aware of policies designed to protect the most vulnerable among us. We invite and fully expect everyone involved with our church to notify Faithbridge ministry staff immediately if they see anything contrary to these policies and/or conduct that does not appear to be in the best interest of a child, student, or fellow adult.

1. General Rule of 3 with Minors

(a) Staff and Servers will never be alone with a minor (person under 18).

- Always make sure you are not alone with a minor and that you can be seen and heard by another adult unrelated to you or the child.
- When you are speaking to a minor one-on-one, it should be in a public setting where both you and the minor can be seen and heard by others.
- Doors and windows in the rooms must always remain unobstructed.
- If a child needs assistance in a restroom, the door must always remain open, and two females must be present.
- Diapers may only be changed by a female member of the paid staff within full view of the classroom.

2. General Rule of 3 with Married Adults

(a) Married staff and servers should be especially careful in interactions with those of the opposite sex.

- Married staff and servers should not travel or meet off campus alone with an unrelated member of the opposite sex.
- When on campus, married staff and servers must either meet in a public space or in a room with the door open or with a window that allows them to be easily seen.

- We must take care that we do not unintentionally place married staff and servers in a potentially compromising situation, such as leaving two individuals of the opposite sex as the last remaining people on campus or alone in a building after an event.

3. Conduct for Staff and Volunteers

(a) While acting in your capacity as a paid or unpaid staff member at Faithbridge, the following rules shall apply both in person and through digital contact and interaction:

- Volunteers and staff will portray a positive role model by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.

- Volunteers and staff are expected to act and react with Christian love and understanding in all situations.

- Volunteers and staff must treat people of all races, religions, and cultures with respect and consideration.

- Volunteers and staff should never be alone with a minor or a married adult of the opposite sex. (See "Rule of 3" above.)

- No volunteers or staff shall bring firearms into the Faithbridge facility (they may be on campus if locked inside your vehicle). Further, no volunteers or staff shall possess a firearm at any Faithbridge-sponsored event.

- Volunteers and staff will dress appropriately. This includes shorts, skirts, and dresses that are fingertip length or longer and shirts with appropriate necklines. Most ministries provide a t-shirt for volunteers and staff to wear. Clothes should be comfortable, appropriate, and modest as you participate. For example, serving with young people usually involves sitting on the floor, playing games, and jumping around. If an event involves swimming or water, modest swimwear will be worn.

- Volunteers and staff shall not be abusive in language or action, including but not limited to:

  i. Physical abuse, including strike, spank, shake, or slap, etc.

  ii. Verbal or mental abuse, including, to humiliate, degrade, threaten, or intimidate.

  iii. Sexual abuse, including inappropriate touching and exposure.

  iv. Inappropriate Conversations, including topics and words that are not generationally appropriate.

  v. Sexually harassing behavior, defined in Section 2.2.

- Using, possessing, or being under the influence of alcohol or illegal drugs while serving and/or in the presence of minors is prohibited.

(b) Additionally, when serving with minors:

- Volunteers and staff must be free of physical and psychological conditions that could adversely affect a minor's health, including, but not limited to, fever or contagious diseases.
- Volunteers and staff should never leave minors unsupervised.
- Smoking or use of tobacco products in the presence of minors is prohibited.
- Volunteers and staff should not use or tolerate profanity in the presence of minors.
- Volunteers and staff should never be nude or exposed in the presence of minors or other adults of the opposite sex. This includes situations such as showering or changing during events or mission trips, as well as crass behavior such as, but not limited to, "mooning," etc.
- Volunteers and staff should never expose minors nor endorse the exposure to minors of obscene, pornographic, or illegal material, including, but not limited to, sexually explicit communication, texts, media, etc.
- At no time shall anyone pursue a dating relationship with a minor. Volunteers should be sensitive to minors with "crushes."
- Volunteers and staff will not give one-on-one gifts to minors.
- Volunteers and staff will not engage in physical horseplay, give minors piggy-back rides, massages, or have children sit on their laps. Children pre-school age and younger are allowed to be held for comfort, but the goal should be to get them to sit next to you, rather than on your lap. Side hugs, high fives, and fist bumps are all appropriate!
- Texas state law requires that all citizens report any suspected abuse or neglect of a child or a youth under age 18 to the Texas Department of Protective and Regulatory Services. See Section VII for more details.

(c) Any suspicion or awareness of policy violations should be reported immediately to Faithbridge staff, Faithbridge Human Resources, a Lead Team member, or Lay Elders.

4. Sexual Harassment Policy for Servers

(a) Faithbridge will not tolerate harassment of anyone by supervisors, co-workers, pastors, leaders, volunteers, customers, vendors, agents, or other third parties.

(b) Sexual harassment is any verbal or physical conduct of a sexual nature that causes fear, humiliation, annoyance, offense, personal degradation, or creates a hostile environment.

(c) Anyone who feels harassed should report directly to a Faithbridge staff member, Faithbridge Human Resources, a member of Lead Team, or a Lay Elder so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, should be addressed under this policy. Faithbridge staff members are further bound by the Sexual Harassment Policy found in the Employee Handbook.

(d) **Examples of Sexual Harassment include:**

- Physical acts of a sexual nature, such as:

    i. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body, or poking another person's body.

    ii. Exhibitionism, molestation, sexual battery, rape, or attempts to commit these assaults.

- Unwanted sexual advances or propositions, such as:

    i. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits or detriments.

    ii. Subtle or obvious pressure to engage in sexual activities.

- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile serving environment.

- Sexual or discriminatory displays or publications anywhere in the workplace, such as:

    i. Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually demeaning or pornographic.

    ii. Sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

5. Social Media & Communication Contact with Minors

(a) Volunteers and staff will not reach out to an elementary age child or younger electronically via text, email, social media, sharing photos, video chat, etc. Further, volunteers and staff must agree to:

- Never take children's pictures at Faithbridge or any Faithbridge-sponsored event while serving and/or post them to social media sites without prior staff approval.

- Notify ministry lead if they see or hear of any of these things happening between kids elementary age or younger and volunteers and staff.

(b) For the target ministry age of 6th through 12th grade:

- We believe that part of effectively ministering to students involves building relationships and trust with students, so that our staff and volunteers become "safe places" of development and processing for students. We know that the world and lives of students can be challenging, so our desire is to have people surrounding them who will point them back to the truth and life of Jesus.

- This relationship and trust-building happens:

  i. During scheduled times of ministry at Faithbridge,

  ii. Through communications with students in person, via text, email, and approved social media platforms, and

  iii. Through spending time outside of scheduled ministry time with students.

- Therefore, subject to the guidelines outlined below, we encourage staff and volunteers in direct developmental roles with students to engage with them through text, email, in-person meetings, and approved social media platforms. We see the benefit in students knowing they have layers of people around them – parents, guardians, staff, leaders – who support them and are available to them.

(c) General guidelines for communicating with Student Ministry age minors

- Volunteers and staff must be expressly approved by ministry leads to communicate with minors electronically via email, text, social media, sharing photos, video chat, etc.

- Staff and volunteers may interact with students via social media in public avenues. Examples: follow on Instagram, add as a friend on Facebook, and comment on posts/pictures publicly.

- No private/direct messages on social media platforms can be exchanged. This also includes any form of private/direct messages on video games.

- Staff and volunteers may NOT communicate with students via social media using any form of communication that disappears after a given time frame. (Snapchat messages, temporary messages on Instagram, etc.)

- Staff and volunteers may only communicate via social media through accounts where their identity is clearly known.

- Unless specifically approved (see "Exceptions" below), no emails or texts will be exchanged across gender boundaries.

- Staff and volunteers will never delete communications of any kind with students.

- One-on-one video chatting is never permitted. Group video meetings are only allowed under very specific conditions, outlined in "Exceptions" below.

- Photos may be exchanged on approved platforms. However, no inappropriate content, including, but not limited to, partial or specific nudity, violence, drug, or alcohol references, etc., may ever be exchanged.

- Staff and volunteers will never make any contact (in person or digitally) between the hours of 10pm and 6am, apart from crisis situations of which a staff member must be informed immediately.

- Staff and volunteers who are contacted by a student in a fashion outside the bounds of the social media policy will respond with the stock "grace statement redirect" (see below).

- Staff and volunteers will never communicate with a student while using or under the influence of alcohol or drugs.

- Any inappropriate material shared with volunteers should be reported to staff leaders immediately.

- Any suspicion or awareness of policy violations should be reported immediately to staff leaders.

- Student ministry does take pictures and videos of students to post and promote events, activities, etc. You may opt out of having your students' pictures posted by request.

(d) Guidelines for Approved Staff and Volunteers

- All of the General Guidelines above, plus:

- **Minors Under 13**

    i. With parental awareness, we will only engage students under 13 (over elementary age) via email, text, phone, or “GroupMe.”

    ii. If contacted via any other electronic communication means, staff and volunteers will respond with the “Grace Statement Redirect” (see below).

    iii. Parents/guardians may opt-out by request.

- **Minors Over 13**

    i. In addition to email, text, phone, and "GroupMe," staff and volunteers may publicly interact with students over 13 years of age on approved social platforms (follow on Instagram, add as a friend on Facebook, comment on posts/pictures publicly).

    ii. If staff or volunteers are contacted through a private/direct message on social media, they are to respond with our stock "Grace Statement Redirect" (see below).

    iii. Social media interaction will be limited to a select number of approved platforms (see "Approved Social Media Platforms" below).

iv. Staff and volunteers who are in direct developmental roles with students will engage in communication with students through approved communication platforms. Parents/guardians may opt-out by request.

(e) Exceptions for Certain Roles

- If given specific permission from ministry leads, certain staff and volunteers may contact minors of the opposite gender privately through text, phone, or GroupMe, as appropriate for role-specific ministry (e.g., contacted for scheduling on a serve team, etc.).

- If ministry is not able to take place in person, student ministry leaders and staff may be given permission to lead their small groups or other ministries over Zoom communication platforms under the following requirements and guidelines:

  i. Upholding the rule of three (3) still applies. You may video call with multiple students/people present, but NO one-on-one video meetings are ever allowed.

  ii. There is a chat feature on Zoom, but just like our guidelines for other social media platforms, the use of the direct message feature is prohibited.

  iii. Considering the safety of both students and leaders, Zoom presents the feature that you must be invited to join a call. Zoom also has a feature that requires passwords and member IDs for calls. Leaders will utilize these functions for the meetings they host to ensure privacy for all parties.

  iv. Leaders must let their ministry leader know when their meeting is scheduled, so there is accountability with us knowing when meetings take place.

  v. For safety, leaders will also record their meeting and send a copy to their ministry leader after their call.

  vi. The same hours of communication with students are in place. Leaders must communicate with students between the hours of 6am and 10pm.

  vii. Remember, as you use this platform, our Safe Ministry Policy still applies. That means that you need to still consider your dress code as you are "with" your students. This also means you need to be above reproach with what is on your screen – consider your background and surroundings.

  viii. You also need to be upholding our existing policies for leader conduct while using Zoom. These policies include not being under the influence of alcohol or any substance when around students, appropriate language, etc.

- If communication goes beyond role-specific nature, the staff or volunteer will use the “Grace Statement Redirect” (see below) and connect them with the appropriate person.

(f) Approved Social Media Platforms

- The following list of platforms is exhaustive and subject to change at any time. When in doubt, always ask first. Platforms not listed here should not be used for student engagement by any staff or volunteer in any role.

    i. Planning Center

    ii. GroupMe

    iii. Facebook

    iv. Instagram

    v. Zoom (only under the restrictions explained above)

    vi. Age-appropriate Video Games (while upholding the "Rule of 3")

(g) Grace Statement Redirects

- *"Thanks for reaching out. I will reply and continue this conversation via text or email shortly."*
- *"Thanks for reaching out. I am not the right person to have this conversation with you; I want to refer you to someone who can continue this conversation."*

6. Driving/Transporting for Faithbridge-Sponsored Events

(a) Before driving for a Faithbridge-sponsored event, volunteers and staff must complete a Motor Vehicle Records Information form (a check of your driving record will be run) and be approved. The motor vehicle check is good for one year.

- Permission to drive will be based on the following:

    i. The minimum age is 25 and the maximum is 70.

    ii. No more than two moving violations in the past three years.

    iii. No more than one accident recorded in one year.

    iv. No DWI in the last 7-year period.

(b) All drivers require a valid driver's license and current automobile insurance.

(c) In addition, when transporting minors in groups, parents are to be informed of the group's travel plans (departure time, anticipated arrival time, and return time). You must have parental permission to drive their child.

(d) In an emergency, the volunteer will attempt to call the minor's parent to obtain permission for transportation. When it is not possible to reach a parent, a minor will be transported by two adults.

7. Faithbridge Events with Minors

(a) Overnight Events

- With permission from Faithbridge staff, volunteers can plan overnight events with students. An "event" is any activity associated with a Faithbridge-sponsored ministry or activity involving 3 or more students. In addition to the requirements set forth in the Safe Ministry Policy, any approved overnight event must include:

    i. Written parental permission and a medical release for each student participant.

    ii. The presence of at least two approved adult servants who are unrelated to each other.

    iii. An agenda for parents distributed at least 48 hours prior to the event that includes location of event, phone numbers of location and leaders, and anticipated departure and return times.

    iv. A completed over the counter or prescription medicine form for any student participant needing one.

- Faithbridge reserves the right to include additional requirements for any off-site or overnight event.

(b) Offsite (but not overnight) Events

- With permission from Faithbridge staff, volunteers can plan single-day offsite events with students that do not involve an overnight stay. An "event" is any activity associated with a Faithbridge-sponsored ministry or activity involving 3 or more students. In addition to the requirements set forth in the Safe Ministry Policy, any approved offsite event must include:

    i. Written parental permission and a medical release for each student participant.

    ii. The presence of at least one approved adult servant.

    iii. An agenda for parents distributed at least 48 hours prior to the event that includes location of event, phone numbers of location and leaders, and anticipated departure and return times.

    iv. A completed over the counter or prescription medicine form for any student participant needing one.

(c) Faithbridge reserves the right to include additional requirements for any off-site or overnight event.

8. Duty to Report Suspected Harm, Abuse or Neglect

(a) Oftentimes in ministry, people will elect to share personal information, struggles, and circumstances that require swift ministerial follow-up. Sometimes legal and parental follow-up are also required. Faithbridge staff members are responsible for assessing each situation and deciding appropriate follow-up and reporting steps. Volunteer shall report all information shared to lead staff when you have:

- Suspicion of harm to self or others, or
- Suspicion of harm to a minor (self-harm or inflicted).

(b) “Harm to self” can include situations such as, "The minor has reported the use of illegal drugs," "I suspect the minor may be self-harming by cutting arms when stressed," or “This person in my small group confided in me a desire to end their own life.”

(c) “Harm to others” could include situations such as, "The minor reported drinking alcohol and driving others home,” “The minor made threats against others,” or “I have suspicion of spousal abuse with someone in my ministry.”

(d) Additionally, Texas law requires every adult to report the following to the appropriate authorities:

- Child abuse and neglect.
- Abuse, neglect, self-neglect, and exploitation of the elderly or adults with disabilities living at home.
- Abuse of children in child-care facilities or treatment centers.
- Abuse of adults and children who live in state facilities or are being helped by programs for people with mental illness or intellectual disabilities.

(e) This mandatory reporting applies to all individuals. The law even extends to individuals whose personal communications may be otherwise privileged, such as attorneys, clergy members, and health care professionals.

(f) All persons are required to make the report immediately, and individuals who are licensed or certified by the state or who work for an agency or facility licensed or certified by the state and have contact with children as a result of their normal duties, such as teachers, nurses, doctors, and daycare employees, must report the abuse or neglect within 48 hours.

(g) Texas law broadly defines "abuse" and "neglect" so that every action in which someone's physical or mental health or welfare has been or may be adversely affected is potentially covered. A person acting in good faith who reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

(h) Additionally, Texas law prohibits sexual contact outside the bounds of marriage between a person and their minister, clergy, spiritual advisor, counselor, therapist, or other person of authority who can exploit the emotional dependency of that person.

(i) Any reporting must be brought to the attention of Faithbridge staff. We ask volunteers and staff to submit to and trust our leadership as we walk through situations together. When it comes to legally required reporting of suspected abuse or neglect, it is not the job of the volunteer or employee to decide guilt or innocence; it is simply our job to report.

(j) Faithbridge staff members who fail to report suspected abuse or neglect to the appropriate authorities as required by law within 48 hours are subject to discipline up to and including termination.

9. Reporting Violations of this Policy

(a) Any volunteer or employee who learns of, observes, or has reason to be concerned about violations of this policy must immediately inform a Faithbridge ministry staff member, a member of Lead Team, Faithbridge Human Resources, or a Lay Elder. Reports do not need to be made in writing.

(b) Employees and volunteers who believe that they themselves or any other individual has been subjected to violations of this policy, whether by a church member, volunteer, leader, employee, or a third party, must promptly report the facts and names of the individuals involved to a Faithbridge staff member, a member of Lead Team, Faithbridge Human Resources, or a Lay Elder.

(c) All Faithbridge staff members who receive reports or information about suspected violations of this policy, observe what may be violations of this policy, or suspect that violations of this policy are occurring, are required to report such suspected violations to Faithbridge Human Resources.

(d) In addition to being subject to discipline if they engaged in violating this policy themselves, supervisors and managers will be subject to discipline up to and including termination for failing to report suspected violations or otherwise knowingly allowing violations to continue.

10. Safe Ministry Policy Investigation

(a) Faithbridge takes reports of violations of this policy very seriously. As a result, all reports of policy violations will be thoroughly and promptly investigated.

(b) During such investigation, Faithbridge will take appropriate measures to maintain the confidentiality of the participants to the extent possible. Although it may be necessary to divulge some information to ensure that a fair investigation is conducted, Faithbridge will limit information to only those people with a need to know of the complaint or of the investigation.

(c) If an investigator concludes that conduct in violation of this policy has occurred, the offending individual(s) will be subject to corrective action, including formal discipline, up to and including termination of employment. Faithbridge will discipline any individual who violates this policy even if such conduct does not rise to the level of a violation of the law.

11. Reporting and "Name Clearing" for Employees and Volunteers

(a) Because of the nature of church ministry, with high levels of implied trust and greater potential to have access to vulnerable people, churches are at a higher risk of predatory behavior. In our due diligence to protect the safety of all Faithbridgers, employees and volunteers are required to report or "Name Clear" individuals who they suspect or know do not conform to our Safe Ministry protocol and/or Faithbridge Safe Ministry Policy and have access to Faithbridge members and attenders of any age. This includes, but is not limited to:

- Someone who is a registered sex offender.
- An individual with assault charges.
- Someone who shows the signs of a high-risk individual outlined in the Ministry Safe training, including but not limited to:
    i. History of violence or abuse, physical, verbal or otherwise.
    ii. History of threatening violence or abuse.
    iii. History or has shown signs or willingness for self-harm and suicidal tendencies.
    iv. History or tendency to harm animals.
    v. Frequently talking, making, or sharing social media posts about hatred, disgust, or violence against others.
    vi. Providing inaccurate or incomplete information on an application to serve.
    vii. Pattern of volunteer or work history around a particular age or sex of child.
    viii. Applicant regularly gaining access to children of a specific age and sex.

(b) Examples of having access to Faithbridge members and attenders of any age can include, but is not limited to:

- Physical access, including, but not limited to:
    i. On-campus ministry.
    ii. In-home ministry (e.g., small groups).
    iii. Transportation and travel.

- Access through relationships, including, but not limited to:

    i. The spouse, household member, or loved one of an employees or volunteers.

    ii. Someone who has authority over an employee or volunteer, including an employer, leader, pastor, etc.

- Anyone who has access to communication devices of an employee or volunteer, including, but not limited to:

    i. Anyone who has access to the devices, approved or not, detailed in Section III above.

    ii. Anyone who has access to devices, including phones, computers, and tablets used to access the church database and other sensitive record data.

Section 2.2 Sexual Harassment Policy

Faithbridge is committed to providing a workplace free from sexual harassment. As such, Faithbridge will not tolerate harassment of anyone by supervisors, co-workers, pastors, leaders, volunteers, customers, vendors, agents, or other third parties.

Sexual harassment is any verbal or physical conduct of a sexual nature that causes fear, humiliation, annoyance, offense, personal degradation, or creates a hostile working environment.

Any employee who feels harassed should report directly to Human Resources, a member of Lead Team, or a Lay Elder so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, should be addressed under this policy.

1. Examples of Sexual Harassment

(a) Physical acts of a sexual nature, such as:

- Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body.
- Exhibitionism, sexual battery, molestation, rape, or attempts to commit these assaults.

(b) Unwanted sexual advances or propositions, such as:

- Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits or detriments.
- Subtle or obvious pressure sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

(c) Sexual or discriminatory displays or publications anywhere in the workplace, such as:

- Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually demeaning or pornographic.
- This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

2. Reporting Sexual Harassment

(a) If an employee believes that they or any other individual has been subjected to harassment, whether by an employee or a third party, the employee must promptly report the facts and names of the individuals involved to Human Resources, a member of Lead Team, or a Lay Elder.

(b) Any employee who learns of, observes, or has reason to be concerned about sexually harassing conduct must immediately inform Human Resources, a member of Lead Team, or a Lay Elder. Complaints do not need to be made in writing.

(c) All supervisors and Lead Team members who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior, or suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to Human Resources.

- In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

- Supervisors and managers will also be subject to discipline for engaging in any retaliation.

(d) An updated list of all Lay Elders and their contact information is kept at *faithbridge.org/staffportal.*

3. Sexual Harassment Investigation

(a) Faithbridge takes complaints of sexual harassment very seriously. As a result, all complaints of sexual harassment will be thoroughly and promptly investigated.

(b) During such investigation, Faithbridge will take appropriate measures to maintain the confidentiality of the participants to the extent possible. Although it may be necessary to divulge some information to ensure that a fair investigation is conducted, Faithbridge will limit information to only those people with a need to know of the complaint or of the investigation.

(c) All parties contacted during a sexual harassment investigation will be expressly reminded that Faithbridge will not tolerate retaliation in any form against any employee who believes or is concerned that sexual harassment has occurred and reports such conduct pursuant to this policy.

(d) Moreover, Faithbridge will protect any employee who participates in any sexual harassment investigation from any resulting retaliatory conduct. If an employee believes that they are experiencing retaliation because of having made a complaint pursuant to this policy or having participated in a sexual harassment investigation, the employee must promptly report the facts and names of the individuals involved to their ministry's Lead Team member and Human Resources.

(e) If an investigator concludes that conduct in violation of this policy has occurred, the offending individual(s) will be subject to corrective action, including formal discipline, up to and including termination of employment. Faithbridge will discipline any individual who violates this policy even if such conduct does not rise to the level of a violation of the law.

4. Sexual Harassment Training

(a) To ensure that Faithbridge's employees remain educated about their obligations under this policy, Faithbridge will require all employees to annually receive training regarding our zero tolerance for sexual harassment at work.

(b) By signing this Sexual Harassment Policy, I acknowledge that I have received this Sexual Harassment Policy and understand its contents. I further acknowledge that I have been instructed to contact Human Resources should I have any questions about this policy and agree to do so.

Section 2.3 Policy on Employees and Romantic Relationships

It is important that everyone in the workplace understands that romantic relationships between employees could create a possibility of favoritism, abuse of power, claims of sexual harassment, or a hostile working environment. It is also important to understand that as a church, romantic relationships with an uneven power dynamic between an employee and a church member creates a possibility of ministry confusion, coercion, abuse of power, spiritual abuse, and claims of sexual harassment.

This policy seeks to set forth clear guidelines as to how romantic relationships between unmarried employees should be conducted in ministry and in the workplace.

1. Romantic Relationship Between Employees

(a) Supervisors

- Under no circumstances should a supervisor seek, initiate, encourage, suggest, imply, or carry on a romantic relationship with an employee who directly or indirectly reports to them.

- Displays of romantic affection from a supervisor to another employee, including expressing romantic interest, flirtatious behavior, excessive gifts, physical touch, showing favoritism, suggestive joking, or any other behavior that indicates a desire for a romantic relationship are strictly prohibited and grounds for termination.

- Employees may not seek a position where they would report to a person to whom they are romantically involved.

(b) Co-workers

- Faithbridge does not prohibit unmarried employees from having romantic relationships, provided that their relationship does not constitute an unequal power dynamic, including but not limited to:

    i. Someone in their spiritual and/or pastoral care or counseling.

    ii. Someone with whom, because of the pastor's position of spiritual leadership, could be manipulated or coerced into a romantic relationship.

    iii. Because romantic relationships between employees could create a possibility of favoritism, conflict of interest, abuse of power, claims of sexual harassment, and other situations that could lead to an unhealthy or hostile work environment, both employees are required to inform their supervisor, and/or a Lead Team member of the same gender of the romantic relationship.

- Additionally, both employees in a romantic relationship are required to contact Human Resources and sign the Co-Workers Romantic Relationship Acknowledgment Form (see the end of the Employee Handbook for an example of this form), confirming the voluntary nature of the relationship for both parties, and waiving claims of sexual harassment for any events between the two parties prior to its signing.

- One or both employees should notify Human Resources in writing if the relationship status changes and they no longer wish to continue a romantic relationship with the other employee.

- Employees in a romantic relationship will be professional in their conduct, including refraining from public displays of affection or other physical contact that would be considered inappropriate by a reasonable person on Faithbridge property, in the presence of Faithbridge members, or during any Faithbridge related business.

- As per the Faithbridge Policy on Sexual Harassment, employees are prohibited from making unwanted romantic overtures or sexual advances towards anyone, including towards someone from a previous romantic relationship. Retaliation for rebuffed romantic overtures, or for the ending of a romantic relationship, is strictly forbidden as outlined in the Sexual Harassment Policies.

- By signing the Employee Handbook, employees acknowledge that Faithbridge reserves the right to make employment decisions as are necessary to ensure that the risks enumerated above regarding romantic relationship will not occur. Such steps include but are not limited to transfer of one or both parties involved in the relationship; adjusting lines of reporting or communication; and requiring the parties to acknowledge in writing the voluntariness of any such relationship (as outlined above). Refusal of reasonable modification to an employee's position will be deemed a voluntary resignation.

- Any employee who believes that he or she has been adversely affected because of this policy, or who believes that this policy is not being adhered to, should speak with a supervisor and/or Human Resources.

2. Romantic Relationships between Employees and Church Members

(a) Pastoral Care

- Under no circumstances should an employee or pastor seek, initiate, encourage, suggest, imply, or carry-on a romantic relationship with any parishioner with whom there is an uneven power dynamic, including but not limited to:

    i. Someone in their spiritual and/or pastoral care or counseling.

    ii. Someone with whom, because of the pastor’s position of spiritual leadership, could be manipulated or coerced into a romantic relationship.

- Displays of romantic affection from a pastor to a person in their spiritual or pastoral care, including expressing romantic interest, flirtatious behavior, excessive gifts, physical touch, showing favoritism, suggestive joking, or any other behavior that indicates a desire for a romantic relationship are strictly prohibited and grounds for termination.

(b) Employees and Church Members

- Employees are not prohibited from having appropriate romantic relationships with Faithbridge Church members, provided that the employees' position does not constitute an uneven power dynamic. Examples of uneven power dynamic between an employee and a parishioner includes, but is not limited to:

  i. A parishioner who seeks spiritual or pastoral advice from the employee.

  ii. A Faithbridge member or volunteer who serves or leads in the ministry that the employee leads or serves (e.g., a Kids Ministry coordinator would be in an uneven power dynamic with a Kids Ministry).

- Romantic relationships between employees and church members not only create a possibility of risk of spiritual or pastoral abuse, should the relationship end, it also creates a potential ministry discipleship conflict. For these reasons, and the reasons listed above, employees are required to report their romantic relationship with a church member to their supervisor, and/or a Lead Team member of the same gender.

- Additionally, the employee in a romantic relationship with a church member is required to contact Human Resources and sign the Employee-Church Member Romantic Relationship Acknowledgment Form (see the end of the Employee Handbook for an example of this form), confirming the employee has read and understands the requirements and risks of a relationship with a church member.

- Employees in a romantic relationship should be professional in their conduct, including refraining from public displays of affection or other physical contact that would be considered inappropriate by a reasonable person on Faithbridge property, in the presence of Faithbridge members, or during any Faithbridge-related business.

(c) Romantic Relationships, Employees, and the Safe Ministry Policy

- Keeping Faithbridge a Ministry Safe Zone

  i. As explained in the Faithbridge Safe Ministry Policy, churches are at a higher risk of predatory behavior due to high levels of implied trust and greater potential access to vulnerable people. Employees have the highest level of access to other leaders, volunteers, and minors, including access to the church database and other sensitive record data. For these reasons, Faithbridge holds employees to the highest standards when it comes to Ministry Safe policies.

ii. For the safety of themselves and of the people they are called to serve, we ask that employees remain especially vigilant. Employees are asked to enforce the Safe Ministry Policy not only with their teams, but with themselves. If they begin a romantic relationship with someone who shows the signs of a high-risk individual outlined in the Ministry Safe training, we ask that they report this to their supervisor, a Lead Team member of the same gender, or, to Human Resources.

iii. By signing the Employee Handbook, employees acknowledge that if they enter into a romantic relationship with someone who has a criminal history of violence, assault, abuse, or any sex-related crime, including being registered as a sex offender, Faithbridge reserves the right to make employment decisions as are necessary to ensure the continued safety of fellow employees and parishioners. Such steps include but are not limited to modifying the employee's role, transferring the employee, or terminating the employee. Refusal of reasonable modification to an employee's position will be deemed a voluntary resignation.

Section 2.4 Conflict Resolution Between Employees

(a) In accordance with God's Word, all Faithbridge employees are asked to consider first the steps listed below in resolving conflict:

- In all conflicts employees will seek to act in a Christ-like manner and not give in to emotions.
- Employees will pray and seek the Lord's comfort and guidance in the matter.

(b) Employees will first go to the person alone who has caused the offense and seek to resolve the differences and restore the relationship. Employees will value the restoration of the relationship above the exposing of that person's possible transgression. Each employee will listen to the point of view of the other and seek to understand his/her perspective on the issue.

(c) If the conflict cannot be resolved, the procedures described in Section 2.5 are to be followed with the decision of the Lay Elders being final.

Section 2.5 Work Related Grievances and Complaints

(a) Employees have an opportunity to present their work-related grievances through a dispute resolution grievance procedure. Faithbridge will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

(b) An appropriate grievance is defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees. However, complaints and concerns about harassment or discrimination are not addressed through this grievance procedure. They should be raised through the complaint procedure set forth in the Sexual Harassment Policy covered in Section 2.2.

(c) Employees must notify Faithbridge in a timely fashion of any grievance considered appropriate for handling under this policy. The grievance procedure is an exclusive remedy for employees with appropriate grievances.

(d) Employees will not be penalized for the good faith use of the grievance procedure. However, it is not considered proper if an employee abuses the procedure by raising grievances in bad faith or solely for the purposes of delay or harassment, or by raising grievances that a reasonable person would judge to have no merit. Initiating a grievance does not limit the right of Faithbridge to proceed with any disciplinary or other action.

(e) The grievance procedure has a maximum of four (4) steps, but grievances may be resolved at any step in the process. Grievances are to be fully processed until the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

(f) Employees who feel they have an appropriate grievance should proceed as follows:

- Bring the grievance to the attention of the immediate supervisor within ten (10) working days of the time the employee knew or reasonably should have known of the grievance. The supervisor is to investigate the grievance, attempt to resolve it, and give a decision to the employee within ten (10) working days of the timely presentation of the grievance. The supervisor should prepare a written and dated summary of the grievance and decision.

- Appeal the decision to the Executive Pastor, if dissatisfied with the supervisor's decision. Such an appeal must be made in writing within ten (10) working days of the supervisor's decision. The supervisor's summary of the grievance and decision also should be submitted. The Executive Pastor will confer with the employee, the supervisor, and any other members of management considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved within ten (10) working days of the appeal.

- Appeal an unsatisfactory Executive Pastor decision to the Senior Pastor. The timeliness requirements and procedures to be followed are the same as those in Step 2.

- Appeal an unsatisfactory Senior Pastor decision to the Lay Elders. The timeliness requirements and procedures to be followed are the same as those above. Lay Elders will take the necessary steps to review and investigate the grievance and will then issue a written, final, and binding decision as time permits.

(g) Decisions on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as Faithbridge policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.

(h) Information concerning an employee grievance will be held in confidence to the extent practical. Supervisors, Ministry Lead Team Members, and other members of management who investigate a grievance are discussing it only with those individuals who have a need to know about it or are needed to supply necessary background information.

(i) The terms of this agreement, however, are not intended to be a substitute for, or in any way alter, the rights and obligations of any employee and Faithbridge to administer and adjudicate claims which state law mandates are exclusively within the jurisdiction of the state's Worker's Compensation system. All records of this agreement will be kept in Human Resources for record.

Section 2.6 Alcohol, Drugs, and Controlled Substances

(a) Faithbridge is committed to maintaining a safe and healthy work environment for all employees, one free from drug and alcohol use.

(b) No employee shall arrive at work under the influence or experiencing the after-effects of drugs or alcohol.

(c) Faithbridge reserves the right to perform drug and alcohol testing and searches for drugs and alcohol if the presence of or use of drugs or alcohol, individually or in tandem, is in question. Searchable areas include, but are not limited to desks, filing cabinets, storage facilities, vehicles and packages.

(d) Should drugs or alcohol be found during a search, or the use of drugs or alcohol be suspected or observed by any employee, the employee responsible will be subject to disciplinary action by Faithbridge leadership, up to and including termination.

(e) Because employees serve as representatives of Faithbridge both during and outside regular work hours, all staff are expected to exercise discretion and good judgment in any setting where alcohol is present. Conduct that reflects poorly on the church's mission or reputation, even at personal or social events, may be addressed through corrective action.

(f) Employees are expected to comply with all applicable federal, state, and local laws regarding alcohol use and distribution. Any violation of these laws, or of this policy, will result in disciplinary action, up to and including termination of employment.

- Under no circumstances may alcohol be served, provided, or made accessible to anyone under the legal drinking age of 21.

- Any employee who knowingly provides alcohol to a minor, allows a minor to consume alcohol at a church function, or fails to take reasonable steps to prevent such access will be subject to disciplinary action, up to and including termination of employment.

Section 2.7 Vehicle Safety

1. Driving Standards

(a) We are careful drivers, and obey all local traffic laws and regulations, including having appropriate levels of automobile liability and property insurance.

(b) We will operate motor vehicles with caution, free from any distractions which compromise safety. Faithbridge discourages the use of cell phones while the vehicle is in motion without a hands-free feature. At no time may the driver of a Faithbridge-sponsored activity use a cell phone while driving others. Texting while driving is explicitly prohibited when representing Faithbridge.

(c) We do not travel alone with members of the opposite sex.

(d) Acceptable drivers should not be under the age of 21.

(e) Drivers transporting people should not be under the age of 25, nor over the age of 70.

(f) Drivers of passenger vans and buses should be at least 25 years of age.

2. Driver Training

(a) Employees who will be driving on behalf of Faithbridge must complete a Driver Application Form, and provide a copy of their driver's license and current automobile insurance to Human Resources for processing.

(b) Drivers should be selected only after reviewing the current MVR, which meets company requirements.

(c) Employees who will be driving a bus are required to attend a specialized training program required by the state.

(d) Any driver with any of the following over the past three years does not meet our underwriting insurance criteria, and will not be permitted to drive on behalf of Faithbridge:

- More than two moving violations in the past three years
- More than two accidents in the past three years
- More than one accident in any one year
- Speeding over 85 miles per hour
- Additionally, drivers with any of the following are unacceptable:
- Suspension or revocation for other than failure to pay fines
- Driving under the influence of alcohol or drugs
- Careless driving
- Negligent homicide arising out of the use of a motor vehicle
- Operating during a period of revocation or suspension

- Using a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Operation of a motor vehicle without owner's authority
- Operating a motor vehicle while unlicensed
- Speed contests

(e) Any other criminal use of a motor vehicle

Part III: Honor Code, Integrity, and Ethical Responsibilities

Honoring God in the Workplace

Section 3.1 Honor Code

- **Philippians 2**
- *14 Do all things without grumbling or disputing; 15 so that you will prove yourselves to be blameless and innocent, children of God above reproach in the midst of a crooked and perverse generation, among whom you appear as lights in the world, 16 holding fast the word of life, so that in the day of Christ I will have reason to glory because I did not run in vain nor toil in vain. 17 But even if I am being poured out as a drink offering upon the sacrifice and service of your faith, I rejoice and share my joy with you all.*

1. As a Faithbridge Staff Member:

(a) You are a representative of Faithbridge. As such, you must endeavor to uphold all the principles for which we stand.

(b) In addition, Faithbridge also potentially bears a level of accountability and liability for your actions while you are carrying out your responsibility as a staff member of Faithbridge. In this regard we must ensure we take no actions, which could place ourselves, Faithbridge, or our faith and principles in any unfavorable light or legal jeopardy.

(c) Satan would delight in being able to distort innocent actions or comments into embarrassing or compromising situations. He would also delight in creating legal conflicts to reduce our impact for God's Kingdom.

2. Conduct:

(a) We acknowledge that the way we present ourselves to others is of vital importance to the way others perceive Christ. Our conduct should never be an embarrassment to Christ but should exemplify the best qualities of a mature believer and servant/leader.

(b) We will pledge to honor God in every dimension of our lives. In attire, speech, and behavior we will strive to demonstrate a spirit and mindset consistent with Biblical standards in all situations.

(c) Faithbridge staff members are called to maintain a disciplined life of Bible reading, and prayer. We abstain from drunkenness, dishonest gain, illegal drugs, pornography, sexual immorality (any sexual activity outside the bonds of a heterosexual marriage), and all behaviors that might cause Christ to grieve and others to stumble.

(d) Employees are to maintain a Christ-like lifestyle witness inside and outside the Church office and buildings. See the Faithbridge Employee Handbook for how this affects our computer and Internet resources. One specific area to mention in detail: we must be especially careful in our interactions with those of the opposite sex. All staff members who are married should not travel alone or meet off campus alone with a member of the opposite sex. When on campus, you must meet in either a public space or in a room with either the door open or a window that allows you to be easily seen. We must take care that, as people leave a meeting, we do not leave two individuals of opposite sex as the last remaining ones present thereby unintentionally placing them in a potentially compromising situation.

(e) We do not meet individually with children or young people who are not part of our immediate family. We must also be careful that individual caregivers or event sponsors/chaperones are not left alone with children or youth (please refer to our Safe Ministry Policy for additional safeguards when ministering to children).

3. Unlicensed Counseling:

(a) We do not venture into any type of mental health or emotional “counseling” as part of our group activities. Only those who are licensed by the state for this type of counseling may legally do so.

(b) This does NOT preclude or prevent praying for, or with, those who need or want prayers for healing, forgiveness, or restoration, nor does it prevent spiritual and biblical teaching as part of a group’s activities.

4. Confidentiality:

(a) We understand that confidences are held well; however, staff members must also clearly understand that they may need to confer with their staff supervisor or a pastor.

(b) Each person is responsible for safeguarding the confidential information obtained during employment.

(c) In the course of your work, you may have access to confidential information regarding Faithbridge, members of the church or community, or perhaps even fellow employees.

(d) You have the responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties.

(e) Access to confidential information should be on a “need-to-know” basis and must be authorized by your supervisor.

(f) Any breach of this policy will not be tolerated.

Section 3.2 Personal and Ethical Responsibilities

Living a Life Above Reproach

1. General Guidelines

(a) All employees must conduct their personal affairs in such a fashion that their reputation as well as that of Faithbridge is not jeopardized and ethical and/or moral questions do not arise with respect to their association or work with Faithbridge.

(b) Employees are expected to use good judgment and common sense by avoiding acts that could violate sound business ethics or cause harm to the church and/or fellow employees.

(c) Potential ethical conflicts could include receiving expensive gifts from church suppliers or church members, misappropriation of work time, biased selection of vendors or vendor contracts, and disclosures of confidential church information to others or use for personal gain. Compliance with these standards is the responsibility of every employee.

2. Financial Integrity

(a) All employees are to respect the church's budget process and final adopted budget. Staff are to administer the budget effectively and abide by the following financial guidelines:

(b) Transferring funds from one budget area to another without prior permission from the Business Administrator is prohibited. Ministry Leads are permitted to transfer funds between line items in their adopted budget area, but their total budget cannot be exceeded. In the event that the Business Administrator is unavailable, employees should consult the Executive Pastor.

(c) Staff should be careful to never solicit or encourage gifts from church members or guests for themselves, their family, or any other ministry of Faithbridge other than General Fund offering.

(d) Staff members do not have the authority to obligate the church or sign any contract without pre-approval by the Business Administrator.

(e) To avoid the appearance of possible conflict-of-interest, church funds shall not be used to cash personal checks of employees.

3. Cash Handling Policy

(a) All employees must adhere to the Faithbridge cash handling policy as follows:

(b) All non-contribution funds (i.e., ministry class fees, mission trip funds, camp fees, etc.) must be always under the supervision of two church staff or ministry representatives during an event.

(c) When money is received, two individuals must count the cash, total the checks, and complete a Deposit Envelope. The funds will be sealed in the envelope, and both individuals must sign the Deposit Envelope and deliver to Accounting.

(d) When the Accounting Office is closed a church employee or ministry representative will take responsibility for securing the sealed, counter-signed envelope until the earliest possible opportunity to give it directly to an accounting or administrative staff person.

(e) This individual will remain present while the accounting/administrative staff person verifies the amount in the Deposit Envelope. Both individuals will initial the envelope after the funds have been verified.

(f) Both individuals will drop the cash in the safe. The Accounting team will keep the checks for processing. To avoid the appearance of possible conflict-of-interest, church funds shall not be used to cash personal checks of employees.

4. Conflict of Interest Policy

(a) The purpose of this policy is to ensure that all decisions and actions taken by employees of Faithbridge Church are made solely in the best interest of the church and its mission. Employees are expected to conduct all church business with integrity and to avoid situations in which personal interests could conflict, or appear to conflict, with the interests of Faithbridge.

(b) A conflict of interest exists when an employee's personal, financial, or other interests may compromise, or reasonably appear to compromise, the employee's ability to act in the best interest of Faithbridge. This includes situations in which the employee, a family member, or a close associate:

- Has a financial or ownership interest in an organization doing or seeking to do business with Faithbridge.
- Receives, or stands to receive, compensation, gifts, or favors of more than nominal value from an organization or individual engaged in business with Faithbridge.
- Could personally benefit from a decision, contract, or transaction made on behalf of the church.

(c) Examples of situations that may create a conflict of interest include, but are not limited to:

- An employee who owns a cookie business selling baked goods to the church for Christmas or other church events.
- An employee who recommends or approves a vendor in which they or a family member have a financial or ownership interest.
- An employee who accepts free products, services, or significant discounts from a vendor seeking to do business with the church.

- An employee who uses church information, property, or influence for personal financial gain.

- An employee who participates in hiring or supervision decisions involving a family member or close friend.

(d) Employees must promptly disclose any actual, potential, or perceived conflict of interest to their immediate supervisor or to senior leadership. Upon disclosure, the appropriate leadership will review the matter and determine whether a conflict exists and what action, if any, is necessary to address it. Employees with a conflict of interest must not participate in any related discussions, evaluations, or decisions.

(e) Failure to disclose or properly manage a conflict of interest may result in disciplinary action, up to and including termination of employment.

5. Confidentiality of Church Information

(a) Employees have access to information of a sensitive and confidential nature contained in church records, correspondence, emails, and other similar documents.

(b) Employees serve in a position of trust, and they have an obligation to Faithbridge and to those persons to whom the church ministers to see that the confidentiality of their information is strictly maintained and protected. Unauthorized use or disclosure, even if inadvertent, compromises both the employee and the church and seriously erodes the confidence of others without which Faithbridge simply could not effectively minister.

(c) Information regarding Faithbridge, its members, or other persons to whom Faithbridge may minister is considered confidential. Employees may not disclose, duplicate, or use this information except as required for the completion of their duties with the church.

(d) Following are several helpful tips that employees should use in handling confidential information:

- Protect confidential papers on your desk by keeping them face down when not in use.

- Safeguard confidential documents by storing them in a locked file cabinet when not in use.

- Never leave personal notes and papers on your desk when you leave for the day.

- Discard confidential papers, notes and photocopies in the secured shredding containers located in the print room.

(e) The employee's obligation to preserve the confidentiality of information acquired during their employment continues even after the church no longer employs them. The employee may not disclose, after separation of their employment, any information that they were not permitted to disclose during their employment. Moreover, the employee may not utilize the confidential information he or she acquired while employed at Faithbridge even after their departure from the church.

6. Social Media Policy

(a) Some Faithbridge Church employees who maintain a social media presence or who are considering beginning one have asked about the church's perspective regarding these sites (including Instagram, LinkedIn, Facebook and Twitter, etc.) In general, we view these social media sites positively and respect the right of our employees to use them as an avenue of self-expression and outreach.

(b) As an employee of Faithbridge Church, you are seen by our members and outside parties as a representative of the church. Therefore, as in all areas of daily life, a church staff member's personal social media presence is a reflection on the church, whether or not the church is specifically discussed or referenced. If you choose to identify yourself as a Faithbridge Church employee or to discuss matters related to the church online, please bear in mind that, although you may view your site as a personal project, many readers will assume you are speaking on behalf of the church.

- **Notify Your Supervisor.** If you currently have a personal social media presence or are considering starting one, be sure to discuss this with your supervisor. Also, if you have any questions, feel free to share them with Human Resources.

- **Include A Disclaimer.** On your site, please make it clear to your readers that the views you express are yours alone and that they do not necessarily reflect the views of Faithbridge. To help reduce the potential for confusion, we recommend you prominently display the following notice, or something similar, on the homepage of your site:

  i. *"I work at Faithbridge Church. Everything here, however, is my personal opinion and is not read or approved before it is posted. Opinions, conclusions, and other information expressed here do not necessarily reflect the views of Faithbridge Church."*

  ii. We recommend a disclaimer if your site is published under your name, even it if is entirely personal and does not mention Faithbridge Church or your employment, as readers will inevitably connect your personal life to your professional life.

- **Respect Our Confidentiality.** You must take proper care not to purposefully or inadvertently disclose any information that is confidential or proprietary to Faithbridge Church. Consult Human Resources and the church's confidentiality policies for guidance about what constitutes confidential or proprietary information. Be sure that what you are announcing has been in the Sunday bulletin, on the website, or announced from the stage before posting it. Otherwise, check with your supervisor. Any employee who violates our policies regarding confidentiality will be subject to serious discipline, up to and including immediate termination of employment.

- **Respect the Church and its Staff.** Since your site is a public space, we expect you to be respectful to the church and our leaders, employees, volunteers and members. Any employee who uses a personal website to disparage the name or reputation of the church, its practices, or its pastors, officers, employees, volunteers or members will be subject to serious discipline, up to and including immediate termination of employment.

- **Respect Copyright.** Do not use the Faithbridge Church logo on your site or reproduce church material without first obtaining written permission from the Worship and Communications Pastor.

- **Respect Your Time.** All time and effort spent on your personal site should be done on your personal time and should not interfere with your job duties or work commitments.

- **Respect Our Convictions, Persuasions, and Opinions** *(Doctrine Guidelines for Leaders and Staff Members at the end of the Employee Handbook).* When working for a church, it is important to remember that employment decisions will be made based upon our Christian beliefs as outlined in the Convictions, Persuasion, and Opinion's document. If your personal social media presence displays inappropriate images or reflects personal opinions or life-style choices that are contrary to Faithbridge Church's religious beliefs, you may be subject to discipline, up to and including immediate termination of employment. For this reason, we encourage you to first seek guidance from your supervisor or Human Resources if you have any questions.

- **Follow the Employee Handbook.** Be sure to conform to the rules of this Handbook, especially as it relates to harassment and illegal activities (including, in this case, spam and piracy). As with other forms of communication, do not engage in personal, racial or sexual harassment, unfounded accusation or remarks. For more information about Faithbridge Church's policy regarding harassment, see Human Resources.

- **Use Common Sense.** Use common sense in all communications, particularly on a website accessible to anyone. What you say on your site could potentially be grounds for dismissal. If you would not be comfortable with your manager, co-workers, or the executive team reading your words, do not write them.

7. Copyright Infringements

- Churches use many types of works, including but not limited to scripture verses, songs, lyrics, movies, video clips, books, articles, workbooks, pictures, logos, electronic graphics, computer fonts, and computer software. Because these works are typically protected by copyright law, every effort shall be made to ensure works are obtained from legal sources and then used within the boundaries of copyright law.

  (a) Do not obtain work except through legal sources.

- The church network and systems must not be used to violate copyright laws. Using peer- to-peer software to download copyrighted material such as music and movies is illegal. Also note that content availability on a website cannot be assumed to indicate license for use from the copyright holder.

  (b) Follow all licensing requirements.

- Find and read the license terms carefully. For example, family or home-use software licenses are not legal for use at church. Shareware software licenses may be legal to try but not for continued use after a specified evaluation period.

(c) Contact the copyright owner.

- Ask for permission in writing before copying any copyrighted work or portion thereof unless permission is already granted.

(d) Contact your supervisor if you are not certain about how copyright law affects works you plan to leverage for church use.

- If they do not know the answer, they can help you reach an answer or take responsibility to find the answer. For further guidelines, questions, and answers, go to *https://www.thecopyrightcoach.com/factsheets/.*

Part IV: Stewarding Resources, Property, and Other Workplace Guidelines

Need to think of a subtitle for this one

Section 4.1 Workplace Etiquette and Guidelines

1. Personal Appearance and Dress Code

(a) Staff appearance reflects not only on the person as an individual, but also on the church. The appearance of employees should be appropriate to the occasion and their duties. Employee attire should always be neat and appropriate while on church grounds. Faithbridge leadership expects staff to take pride in their appearance and strive to achieve a positive image when representing the church.

(b) As a staff member or volunteer, you are no longer simply a participant—you are now a leader. That means your actions, attitude, and appearance set the tone for others. Scripture reminds us that those who lead are set apart for a higher calling (1 Timothy 4:12). Your role comes with the responsibility of being an example in every setting—worship services, outreach, trips, events, and even casual gatherings.

(c) General Guidelines:

- Dress code is BUSINESS CASUAL. Jeans are fine!
- Clothing should not display messages or images that promote alcohol, drugs, sexual content, inappropriate language, or innuendo.
- All shirts and tops must have sleeves. Tank tops, muscle shirts, and similar attire are not permitted.
- Tops should provide full coverage. Please avoid clothing that shows cleavage or low-cut necklines.
- Undergarments must be fully covered by outer clothing. This includes avoiding visible bra straps, boxer shorts, or similar items.
- Clothing should not be tight-fitting or revealing. Items made of spandex or similar materials—such as yoga pants, leggings, and tight sweatpants—are not permitted.
- Shorts should be of modest length and should be at least fingertip length when arms are relaxed at the sides.

(d) If you're questioning whether something is appropriate, it's probably best to choose something else. When in doubt, err on the side of modesty and professionalism

(e) Responsibility for enforcing the dress code rests with Human Resources and the Ministry Lead Team, who are expected to address any violations as needed.

(f) Staff members will be assigned an employee badge at New Hire Orientation. This badge will give access to the three office doors. If a badge is lost or stolen, the employee must report to Human Resources immediately, so that the badge can be deactivated, and the employee can be assigned a new badge.

(g) Staff badges must be worn during regular office hours and all Faithbridge events.

2. Keeping a Ministry Excellent Workplace

(a) Employees are responsible for maintaining their own office or workspace in a neat and efficient manner. Employees need to assume security and protective care of their equipment. Employees also need to assume clean-up of their own work and activities in other joint work areas such as the print room and staff kitchen.

(b) Employees should turn off lights in church facilities when an area is not in use. Any other areas to improve energy conservation (i.e., dripping faucets or leaks) should be reported promptly to Facilities. Stewardship of church funds and facilities must always be a priority of all church employees.

3. Parking on Church Premises

(a) Parking spaces on church premises are available on a first-come, first-served basis and may not be reserved. Employees should not park in spaces that have been designated as disabled or visitor parking, in fire lanes or drop-off areas.

(b) Parking is at the employee's own risk. Faithbridge will not be responsible for any forms of theft or damage to an employee's vehicle parked on or near church premises. Additionally, Faithbridge will not be responsible for any personal property left in vehicles that is lost, damaged, stolen, or destroyed. Vehicles should always be locked when unattended. It is the responsibility of each employee to use prudent measures in safeguarding their vehicles while on church premises.

4. Employee Family Members during Office Hours

(a) We thank God for the spouses and children of our staff. Children, however, are not allowed on the church premises without proper supervision.

(b) The church cannot assume responsibility for a child left unattended during any time of the day or night. Furthermore, employees should not get in the habit of allowing extended visits from children, spouses, or other family members during work hours.

5. Personal Mail and Packages

(a) Due to the large amount of mail that Faithbridge receives each day, it is important that any mail of a personal nature be delivered to the employee's home address and not the church.

6. Work-related Email and Other Electronic Communication

(a) Every communication the employees and lay leaders of Faithbridge have with the public or with other employees should be of the highest possible quality. Therefore, employees and lay leaders are expected to pay close attention to any (email) message sent internally or externally. Email messages sent externally should receive the same attention to details as do hard copies.

(b) While church employees have individual passwords to email, voice mail and computer network systems, these systems are always accessible to and by the church and may be subject to unannounced, periodic inspections by the church.

(c) This policy applies to all telephone, electronic and computer network systems which are accessed on or from church premises, used in a manner which identifies the employee with Faithbridge, or accessed using Faithbridge computer equipment and/or via Faithbridge-paid access methods. Faithbridge maintains back-up copies of all email and voice mail and these records, as well as the usage records of Faithbridge computer network and telephone systems may be reviewed by Faithbridge at any time.

(d) Employees are to use Faithbridge email and voice mail only for Faithbridge business, not for personal reasons. Personal reasons include, but are not limited to, non-job-related communications, research, and solicitation.

(e) Employees are prohibited from using church telephone and computer systems in any manner that may be offensive or disruptive to others. This includes, but is not limited to, the transmission of racial or ethnic slurs, gender-specific comments, sexually explicit images or messages, any remarks that would offend others on a basis of their age, political or religious beliefs, disability, race, color, national origin or military or veteran status or status in any group protected by law, or any messages that may be interpreted to disparage, discriminate against, or harass others.

(f) Employees should report any pornographic or otherwise inappropriate web sites that get through filtering. Call the Office Manager or designee immediately to report any inappropriate incursion so that the church's filtering services may be updated.

(g) Employees should also keep in mind that when email messages are exchanged with people outside the church, through the Internet or otherwise, the privacy of the messages depends upon policies and practices of service providers and network managers not within the control of the church.

(h) Any deviations from this policy must be reported immediately to the Office Manager.

7. Phone Usage During Office Hours

(a) Church leadership realizes that it may be necessary for employees to occasionally make and receive personal calls and texts. However, such calls should be held to a minimum. Such personal calls should be made, whenever possible, during scheduled breaks and lunch periods.

(b) Long-distance personal calls charged to the church are not allowed. Employees are expected to inform family members and others contacting them of these guidelines.

8. Use of Printers, Copiers, Fax Machines, etc.

(a) Faithbridge printers and copiers are for official church business use only.

(b) Faithbridge printers/copiers can be used on an occasional basis to make a few personal copies. Any volume or bulk coping or printing of personal items should be done off site.

Section 4.2 Work-Provided Tools and Property

1. Personally Owned Property

(a) Personally owned property brought within the church facilities remains the responsibility of the property owner. The owner should maintain appropriate insurance for the property should it be lost, stolen, or destroyed while located on the premises of the church. Employees should not bring large sums of money, jewelry, or other valuables to work. The church assumes no responsibility for any lost, damaged, stolen or destroyed personally owned property while located within the church facilities. Please note that all personal property should be clearly labeled with the employee's name.

(b) The following are examples of what is and what is not considered personal property:

- Books, tapes, periodicals, or other materials purchased by employees to assist in their on-going continuing education or teaching (i.e. sermon preparation) are the property of the employee.

- Training materials purchased for church use from church budget accounts such as children's video series and Sunday school training materials are the property of the church.

- Videos purchased for church use remain church property.

- Office equipment such as desks, chairs, shelving units, storage cabinets, file cabinets, calculators, files, etc. are church property.

    i. Employees are expected to use all Faithbridge office equipment—such as computers, phones, printers, and furniture—only for their intended purposes and in accordance with company guidelines. Under no circumstances should any employee attempt to alter, modify, disassemble, or tamper with office equipment in any way.

    ii. This includes, but is not limited to, installing unauthorized hardware or software, removing parts, changing configurations, or making physical alterations to desks, chairs, or technology assets.

    iii. Any necessary adjustments or concerns regarding equipment should be reported to the Facilities or IT department. Unauthorized modifications may result in disciplinary action and could lead to liability for any resulting damage.

- Music purchased for any music function of the church is the property of the church. This includes demonstration tapes for the same music.

- Music acquired through a continuing education program, or other such music seminars is the property of the Worship and Communications Ministry.

- Music subscription packets purchased on an annual basis are the property of the Worship and Communications Ministry.

- Other Ministries - All camping, athletic, AV, and electrical equipment that is purchased remains the property of the church.

- All other items not specifically mentioned are property of the church.

2. Access and Removal of Church Property

(a) It is critical that Faithbridge have access at all times to items of church property. Therefore, Faithbridge reserves the right to access employee offices, workstations, filing cabinets, desks, credenzas, and any other items of church property at its discretion, with or without advance notice or consent. Such access would also include records, documents, files, schedules, ledgers, etc.

(b) No items are to be loaned or removed from the church grounds without the approval of a Lead Team member.

(c) Removal of official church documents or records without the express consent of the Director of Human Resources or his/her designee is strictly prohibited.

3. Issuance of Church Property and Equipment

(a) Employees should never copy church keys (except for the Facilities Manager). Copying of church keys may result in immediate termination.

(b) Any church-owned property and/or equipment (i.e., keys, proximity cards, credit cards, laptop computers, recorders, uniforms, etc.) which are personally issued to an employee to perform their job remains the property of Faithbridge. It is the employee's responsibility to use these for church-related business only. These items will be recorded and maintained in the employee's personnel file. They must be returned to Human Resources at the time of the employee's termination or at any time upon request of church leadership.

4. Right of Inspection

(a) Employees are prohibited from locking or otherwise securing any church desk, storage area, or locker with any lock or locking device not supplied by the church.

(b) All searches under this policy shall be conducted by the Senior Pastor, Executive Pastor, Human Resources, or a principal of the church (designated as top management in the absence of the aforementioned persons) in the presence of two witnesses. All decisions related to whether a search shall be conducted, and the manner in which a search shall be conducted, shall be made either by the Executive Pastor or by a designated principal in his absence.

5. Church Computer Usage

(a) Computers owned by Faithbridge have been purchased for the sole purpose of carrying out the Vision and Mission of the church. The following guidelines apply to all employees and members of Faithbridge:

- The purchase of all computers, software, printers, and other computer accessories must be pre-approved by the Office Manager.

- Faithbridge provides computers and related equipment to employees for work-related purposes. To maintain consistency, functionality, and professional appearance, employees are not permitted to alter Faithbridge computers in any way.

    i. This includes, but is not limited to:

        A) Installing unauthorized software or hardware

        B) Changing system settings beyond standard user preferences

        C) Applying stickers, decals, or labels

        D) Making any permanent or semi-permanent physical modifications

- All computers remain the property of Faithbridge and must be kept in their original condition. Any necessary changes or issues should be directed at the IT department for review and approval. Unauthorized modifications may result in disciplinary action and/or liability for damages.

- All computer logins and email accounts will be activated through Human Resources upon New Hire Orientation. Any changes must be submitted to Human Resources.

- Computer software needs to be installed or removed by the Systems Administrator (i.e., BEMA) only. There will be no exceptions (including screen savers and games).

- Violations of Software Copyright Laws are strictly prohibited and are grounds for termination.

- Improper use of the Internet via a church computer could be grounds for termination, such as excessive personal shopping, chat room usage, and playing computer games. Viewing pornography at any time is grounds for immediate termination.

- Computers and computer software are not to be removed from the church premises without approval of the employee's direct supervisor.

- Computer disks and flash drives brought from outside the church office must be scanned for viruses before using.

- Downloading of files from the Internet can cause viruses and equipment corruption. Downloading of files from unknown sources (this includes forwarded messages/pictures) is prohibited.

- Email is not private. It is owned by Faithbridge and can be used in a lawsuit against us.
- Faithbridge computer systems are to be used for church business and associated ministries. There is no expectation of privacy in the use of Faithbridge computers.
- All computers owned by Faithbridge will be subject to random periodic inspection for compliance with these guidelines. Failure to comply with these guidelines could result in immediate termination.
- Equipment not provided by the Office Manager and Human Resources will not be maintained or serviced by the church. Every effort is made to maintain system compatibility and standardization to ensure adequate maintenance and repair of such equipment. Approval from the Office Manager is required before the item is accepted.
- The use of personal software on church computer systems will not be allowed without prior written approval from the Office Manager. If there is a software package an employee desires to have available on church computer system, the employee should notify the Office Manager. The Office Manager will perform an evaluation to determine appropriateness, cost and other considerations, and if approved, it will be purchased from church funds and installed by the Systems Administrator (i.e., BEMA.)

6. Computer Security Guidelines

- It is a priority of Faithbridge to achieve the highest levels of confidentiality possible in the church's computer network. To maintain proper security controls, cooperation will be necessary in the following areas:

(a) Passwords

- User passwords are used to identify authorized users on the church's system. Therefore, each employee password must be maintained confidentially and known only by the employee, and if the employee chooses, by the Office Manager or Systems Administrator (i.e., BEMA.) The employee should not otherwise share his or her password, leave it in written form near any computer, or allow anyone else to use it. If an employee discovers or suspects that their password has been disclosed or compromised, the employee should immediately change their password. Passwords should be a minimum of eight (8) characters, including a combination of letters, numbers, and punctuation.

(b) Use of System

- The computer system is to be used only by those with assigned accounts. Access will be limited to selected church members who have ministry related computer use. If special computer access is needed, the Ministry Lead should contact the Office Manager.

- If a ministry is having a hardware, software or system problem, they should communicate this to the Office Manager or Systems Administrator (i.e., BEMA) for further assistance via the web-based ticketing system.

(c) Logging Off System When Away from Office

- If employees are going to be away from their desk or at the end of the workday, they should lock the computer screen or log off the computer system to prevent unauthorized access under their username.

- Employees should shut their computers down at the end of each work week, in order for the Systems Administrator (i.e., BEMA) to perform system updates and bug fixes.

(d) Stand-Alone Computers and Laptops

- All files loaded on an off-site laptop must be scanned for viruses before reconnecting to the network.

Part V: Emergency Protocol and Campus Procedures

Section 5.1 Fire Emergency Evacuation Plans

1. During and After Office Hours

(a) Confirm the event and assess situation

(b) Notify Facilities Manager/Coordinator, Office Manager, On-Duty Officer

- Note: Once notified they will take control
- Respond to any life-threatening situation
- Rescue anyone in immediate peril, when safe to do so.

(c) Call 911, report the fire, and sound the fire alarm (if necessary). The pull station is located next to the fire panel in the admin hallway.

(d) Notify the staff and any visitors by:

- Public Address System (by Facilities Team member)
- All Page telephone system ext. 880 (by Facilities Team member)
- Radios- Channel 1

(e) Confine the fire by closing all the doors around the fire (if possible)

(f) Evacuate the facility to designated area: (see Map for evacuation sites)

- Green parking lot (away from the building) for personnel working in the Administration Wing, CC West, or Backstage areas.
- Gravel parking lots for CC East and those working in Connections Portable
- Blue parking lot for the Kids Wing and Kids Building
- Account for staff personnel, visitors, children, and volunteers

(g) Check for injuries, missing personnel

- Begin medical assistance
- Confirm injured are being cared for
- Notify families if necessary

(h) Once all personnel have been accounted for, release those who are not critical to the recovery process, providing them with a telephone number for instructions

(i) Do NOT re-enter the building until given the "all clear" by the fire department

- **Note: If children or students have been evacuated from the building, appropriate procedure MUST be followed to ensure the safety of each child (Student & Kids Ministries to develop their own procedures for release.**

2. During Worship Services

(a) Confirm the event and assess situation

(b) Notify Facilities Manager/Coordinator, Office Manager, on-duty Officer

- Note: Once notified they will take control
- Respond to any life-threatening situation
- Rescue anyone in immediate peril

(c) Call 911, report the fire, and sound the fire alarm (if necessary). Note: All efforts should be made to make staff aware prior to notifying the public to help safely prepare for possible evacuation

(d) Notify the staff and any visitors by:

- Public Address System (by Facilities Team member)
- Stage announcement (by Lead Team, Facilities Team, or on-duty Officer)
- Radios- Channel 1

(e) Confine the fire by closing all the doors around the fire (if possible)

(f) Evacuate the facility to designated area: (see Map for evacuation sites)

- Center Court West & Atrium - Front Lawn, away from building AND keeping roads clear for emergency vehicles
- Center Court East & Atrium and Connections Portable – Gravel parking lots directly east of the building, keeping roads clear for emergency vehicles
- Kids Wing and Kids Building- Blue parking lot
- Student Loft and Administration Wing - Green parking lot

(g) Check for injuries, missing personnel

- Begin medical assistance
- Confirm injured are being cared for
- Notify families if necessary

(h) Account for all students and children prior to releasing to their parents/custodians following specific Ministry release procedures (determined by each Ministry area)

(i) Once all personnel have been accounted for, release those who are not critical to the recovery process, providing them with a telephone number for instructions

(j) Do NOT re-enter the building until given the "all clear" by the fire department

- **Note: If children or students have been evacuated from the building, appropriate procedure MUST be followed to ensure the safety of each child (Student & Kids Ministries to develop their own procedures for release.**

Section 5.2 Weather Related Emergencies

1. Non-worship times

(a) Confirm the event and assess situation (weather warnings may be monitored by accessing internet, radio, television, or any other form of mass media regarding weather)

(b) Notify a Lead Team member or Facilities Manager/Coordinator if time permits

(c) Notify all church personnel and visitors at the FB facility of the severe weather warning via:

- Public Address System (by Facilities Team member)
- All Page telephone system ext. 880 (by Facilities Team member)
- Radios – Channel 1

(d) Move all staff, visitors, children, and students to a safe location within the main buildings. Personnel in the Connections Portable and outside must immediately come into the main buildings

- Inside rooms (no windows)
- Stairwells
- Hallways
- Bathrooms

(e) Account for staff personnel and visitors

- Confirm any injuries, call 911 if injuries require medical attention
- Notify families (if necessary)

(f) Secure unsafe areas and restrict outdoor activities

(g) Resume normal activity only after receiving the "all clear" signal from Facilities or Lead Staff member

2. During Worship Events

(a) Confirm the event and assess situation (weather warnings may be monitored by accessing internet, radio, television, or any other form of mass media regarding weather)

(b) Notify a Lead Team member if time permits

(c) Notify all church personnel and visitors at the FB facility of the severe weather warning by:

- Public Address System (by Facilities Team member)
- Radios – Channel 1
- Stage Announcement (by Lead Staff member/on-duty Officer, or Facilities Team member)

(d) Move all guests in both CC West and CC East away from the sides near windows, moving as many guests as possible to under the balcony structure (in West), behind the curtains, and towards the rear of the room

(e) All Parking Team volunteers move inside the facility

(f) All constables move inside building, assist in blocking exits and crowd control

(g) All volunteers or visitors within the Atrium area should move as far away from the glass as possible (bathrooms, kitchen, under the Atrium balcony)

(h) Staff personnel should ensure guest safety within the FB facility:

- Inside rooms (no windows)
- Stairwells
- Hallways
- Bathrooms

(i) Move any children and students to secure locations

- Inside rooms (no windows)
- Stairwells
- Hallways
- Bathrooms

(j) Personnel in the Connections Portable and outside must immediately come into the main buildings. All Shepherds, Teachers and Kids or Student Staff should remain with their Ministry areas. Under no circumstance should any child be released to their parent or guardian until given direction by a Kids Ministry Staff Leader

(k) Account for staff personnel, children, students, volunteers, and guests

(l) Confirm any injuries; call 911 if injuries require medical attention, and notify families

(m) Secure unsafe areas and restrict outdoor activities

(n) Sound "all clear" signal when appropriate (by Facilities Team member)

(o) Resume 'normal' activity if possible

- Stairwells
- Hallways

Section 5.3 Emergency Lockdown Procedures

In the event that a situation should arise that would warrant a lockdown of the building, such as a person with firearms on Faithbridge property, a threat that would propose imminent danger, or other such situations; the following procedures should be followed:

Confirm the event or situation as one that warrants a lockdown

Notify Facilities Manager, Constables, and Church Leadership by: (Keeping situation as quiet and calm as possible)

- Word of mouth
- Radio

Notify Kids and Student Ministry Leadership of the danger so they can begin their lock down procedures. All volunteers that are serving outside should immediately be directed inside the main buildings.

Connections Portable – Doors will be locked from the outside by Security or Facilities personnel. Close blinds and keep activities as "normal" as possible. Handheld radios should be used for communication. Under no circumstance should the door be opened until the "all clear" signal has been given. This will be done by the police, Facilities Manager or the Ministry Leader.

Kids Wing and Kids Building – keep children in their classrooms and shut/lock doors. Keep children away from windows, close blinds and continue activities. No children should be released to their parents/guardians until the "all clear" signal has been given. This will be done by the police, Facilities Manager, or Ministry Leader.

Student Ministry (Loft) – move students into the Loft area. Keep students away from the window, close blinds and close/lock doors. Continue "normal" activity until the "all clear" signal has been given. No students should be released to their parents/guardians until the "all clear" signal has been given. This will be done by the police, Facilities Manager or the Ministry Leader.

Center Court (East & West) and Atrium - Lead staff, Facilities Team and Constables should secure all the exterior doors. All volunteers, visitors and staff should move to Center Court. If necessary, directions should be given from the stage letting others know of the situation and how to precede next, assuring the public that children are safe. Note: No person should be released to the Atrium or outside the building until the "all clear" has been given. This will be done by the police, Facilities Manager or Ministry/Church Leadership.

Dismiss guests/servers and staff members that are not critical to follow up procedures once the police have assured Church Leadership that there is no danger.

Section 5.4 Faithbridge Closing Procedures

Please remember that it is necessary to check all 4 buildings and Connections Portable. You should avoid being in the building after office hours alone.

Lights
All lights in the 4 buildings and Connections Portable are to be turned off. Don't forget to check all the bathrooms for lights. If you need a tour around all the buildings to know where all the light switches are located, please let the Facilities Manager or Office Manager know and we will get you updated.

Parking Lot
Check the parking lots for any extra cars (especially the east loading dock area tucked behind the trash area).

Exterior Doors
Make sure the panic bars on the doors are 'popped' out. Push/ pull on all doors to make sure they have engaged.

Set the Alarm
Use the alarm panel near the receptionist desk, backstage East, or the Student Building
Once you have turned off all the lights, checked for extra cars and locked all the doors…you can set the alarm. Address any doors "in fault" by physically pushing on the door to verify it is closed. The zone numbers are listed on a map near the alarm panel (just inside ADMIN) Once you set the alarm, you have about 45 seconds to exit. Exit through the doors and check them behind you to make sure they are securely closed.

- Alarm Codes
- West Building - 4-digit code +1
- Student Building - Code, Press CMD, Select "ALL", Press CMD

Gate
Lock the gate(s) upon leaving. It's always a good idea to make a quick trip around the parking lots in your car to make sure you do not miss any random cars. Place cones on the outside of the gate in the middle of each lane.

If you have any questions, please don't hesitate to call either Rob Ohmes 281-300-4309 or Michele Lehwald 281-224-7186.

Section 5.5 Faithbridge Medical Emergency

EMERGENCY ACTIONS – In the event of an injury or other medical emergency: Do not move the victim unless they are in immediate danger. Broken bones can be misaligned if moved improperly and can cause further injury.

Contact the on-site EMT to respond – The EMT will make the decisions if 911 needs to be called. Send 2 Safety and Security Team members and 1 LEO to ensure the scene remains confidential, safe, and orderly.

Call 911:

- Identify your address as:
    - Faithbridge Church
      1800 Stuebner Airline Road
- Identify where the room/area is where the victim is located.
- Identify the situation, describe what happened, and identify the type of injury or illness.
- If possible, send someone to meet the ambulance to bring them expeditiously to the scene.
- Notify the family of the victim

First Aid Kits are located:

- First Aid / Servers Room in CCW
- First Aid Room in CCE
- Kids Ministry
    - Approximately 15 – one for each of the classrooms downstairs
- FSM Building
    - 4 by the sink in the Café
    - 1 in the Chapel closet
    - Approximately fifteen in the Road Vault.

Defibrillators are located:

- Next to the parking team room/ in CCW
- East Atrium
- Administration Office near the Snack Prep Kitchen
- FSM Building

Section 5.6 Faithbridge Bomb Threat

When a bomb threat is received by phone:

- **If the threat of explosion is immediate** –
    - Evacuate all people from the premises at once.
    - Call 911 and give them all the information that you received.
- **If the caller indicates there's some time before the bomb goes off** stay on the line, remain calm, listen very carefully to what the caller says while getting the BOMB THREAT CHECKLIST (Appendix A)
    - Following the checklist, get as much information as possible about the location and description of the bomb and the caller
    - Stay on the line only as long as the caller continues to provide useful information.

Ask questions unless doing so angers the caller

- Immediately evacuate the premises. Take the checklist with you.
- Call 911 and give them all the information that you have received.
- Report the call to the Command Center (if operational)

Section 5.7 Faithbridge Severe Weather

The National Weather Service has developed a method of identifying storm conditions that fosters the development of tornadoes. The weather service uses a two-stage system to alert people to tornado danger.

WATCH: Atmospheric conditions are conducive for tornadoes although none have been sighted.
WARNING: A tornado has been spotted, visually or by radar.

In the event of **severe weather**, the following procedures should be followed:

- The Command Center or the Safety and Security Team Leader will monitor the weather conditions visually and at www.weather.com.
- If a tornado threat is present, all occupants should be directed to (the designated tornado/severe weather shelter area).
- Assist disabled personnel in your area.
- Warn others and encourage them to get to safety immediately.
- All doors should be closed.
- Everyone should stay clear of windows and exterior doors.
- If a tornado strikes the building, everyone crouches on their elbows and knees and put their hands over the back of their head.

In the event of **lightning or thunderstorms**, the following procedures should be followed:

- The Command Center or the Safety and Security Team Leader will monitor the weather conditions visually and at www.weather.com.
- When a thunderstorm threatens, all who are outside should be instructed to go inside immediately.
- For those that are indoors, stay away from phone, windows and water, including sinks and faucets.
- If you are in a hard-topped car, stay there, if you are caught outside
- Stay away from any object that could act as a natural lightning rod, such as a tall tree in an open area, an open field, or small isolated sheds.
- If you are caught in an open area,
    - Crouch low to the ground.
    - Do not lie flat on the ground.
    - Stay away from fences or other metal objects.

Section 5.8 Faithbridge Suspicious or Hostile Person/Lockdown

When there is a perceived threat to people in the building

- **Perceived threat OUTSIDE building**
  - Lock all exterior doors immediately
  - Call 9-1-1 immediately
  - Ask individuals inside to stay away from exterior windows/doors
- **Perceived threat INSIDE building**
  - Notify the Command Center immediately (if open) to coordinate LEO on site to respond.
  - Call 9-1-1 immediately out of presence of threatening individual, give full description of person and their exact location, if possible, stay online with dispatch while emergency personnel are in route
  - Close and lock interior doors
  - No moves to agitate threatening individual, comply with their requests

Purposeful Disruptions

Purposeful disruption may include individuals or groups loudly chanting, standing silently, holding signs, filling worship area, shouting, attempting to interfere with a speaker, or speaking to the congregation. Safety & Security team members should:

- Keep the congregation calm.
- Radio for on-site LEO to respond
- Position yourself between pastor/congregation and the disruption.
- Have the Command Center call 911 if the situation turns violent or the person or group doesn't comply with instructions from the on-site LEO
- Encourage the person causing the disruption to move to the lobby area.

Unintentional Disruptions

Unintentional disruptions may include an emotional or excited member or guest who sings, cries, shouts, dances, talks, or disrupts without violent intent.

- Safety and Security team members should move to an advantageous location to quickly react if conditions deteriorate.
- Use appropriate means to care for the disruptive individual and minimize disruption. These may include:
  - Calming and controlling techniques- communicating with the person
  - Shield and guard the congregation and pastor
  - Divert and direct the disruption to another area

Warning Signs

All serve Team members who have contact with ANY INDIVIDUALS displaying the following behaviors should immediately contact on-site LEO and the Command Center:

- Threatens harm or talks about killing others
- Constantly starts or participates in fights
- Loses temper and self-control easily
- Swears or uses vulgar language most of the time
- Possesses or draws artwork that depicts graphic images of death or violence
- Frequently initiates domestic violence

- Becomes frustrated easily and converts frustration into controllable physical violence

Section 5.9 Faithbridge Active Shooter

An active shooter is a hostile person(s) actively causing deadly harm or the imminent threat of deadly harm within a confined and populated area. In most cases the shooter uses a firearm in an unpredictable manner, and the situation evolves quickly. During weekend services and large events, Faithbridge hires active, uniform law enforcement officers to ensure the quickest response to any and all threatening situations. The following Run-Hide-Fight response will be shared twice annually with the entire congregation.

In the event of an active shooter situation, all staff should direct those under their control to follow the Run-Hide-Fight response plan as outlined below.

Run
If it is safe to do so, the first course of action that should be taken is to run out of the building and far away until in a safe location. Congregants and staff should be trained to:

- Leave personal belongings behind
- Visualize possible escape routes, including physically accessible routes for individuals with disabilities
- Avoid escalators and elevators
- Take others with them, but do not stay behind because others will not go
- Call 911 when safe to do so
- Let a responsible adult know where they are.
- A staff member with a bull horn will give an all clear on both sides of the church (outside) once it is safe to return. All that have ran should return to the muster point stated over the bull horn. The muster point will not be inside initially.

Hide
If running is not a safe option, hide in as safe a place as possible. Congregants and staff should be trained to hide in a location where the walls might be thicker and have fewer windows. In addition:

- Lock the doors
- Barricade the doors with heavy furniture
- Close and lock windows and close blinds or cover windows
- Turn off lights
- Silence all electronic devices
- Remain silent
- If possible, use strategies to silently communicate with first responders; for example, in rooms with exterior windows, make signs to silently signal law enforcement and emergency responders to indicate the status of the room's occupants
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room)
- Remain in place until given an all clear by identifiable law enforcement.

Fight
If neither running nor hiding is a safe option, as a last resort, when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers or chairs.

NOTE: These types of situations will generate a lot of media attention. All media communications and inquires will be made by the Pastor or designated spokesperson.

Part VI: Important Documents and Forms

Faith statements, important information, and required signatures.

Section 6.1 Doctrine Guidelines for Leaders and Staff Members

Prayerfully review the following doctrine guideline with the understanding that these beliefs and issues have varying levels of importance to each person. Faithbridge seeks team members who passionately share the same belief convictions and are comfortable ministering alongside others who may or may not share the exact same belief persuasions or opinions.

We believe if our differences involve convictions, we should not attempt ministering together. But we are comfortable with your holding differing persuasions and opinions if you can model, teach, and promote Faithbridge's positions without feeling your integrity is compromised.

CONVICTIONS — Core Christian beliefs that we believe are the essence of Christianity.

- ❑ Authority of Scripture — The sole basis of our beliefs is the Bible, the 66 canonical books of the Old and New Testaments. The Bible is the Word of God, fully true; our final authority in all matters of faith, practice, and lifestyle.
- ❑ God — There is One true God who exists eternally in three Persons: God the Father, God the Son, and God the Holy Spirit, who are of one substance and equal in power and glory.
- ❑ Deity of Christ — Jesus Christ is 100% God and yet 100% man, born of the virgin Mary.
- ❑ Substitutionary Atonement — Though all have sinned and deserve eternal separation from God, Jesus Christ died on the cross as our substitute—taking upon Himself the penalty for our sins.
- ❑ Resurrection of Christ — On the third day Jesus rose from the dead in the body which had been laid in the tomb, defeating sin and death.
- ❑ Salvation by Grace through Faith — A person can be saved from the condition of sin and spiritual death only by the grace of God, when that person experiences the free gift of new birth by placing his or her personal faith in Jesus Christ.
- ❑ Second Coming of Christ — Jesus Christ will return someday, at a date undisclosed by Scripture, to judge the living and the dead. Those who have received the gift of salvation will spend eternity with Christ. Those who have rejected the gift of salvation will be condemned to eternal separation from God.

PERSUASIONS — Beliefs about which we have persuasions, though recognizing many biblical Christians have drawn different conclusions.

- ❑ Predestination — All have sinned and cannot save themselves. Jesus died for all, and God is drawing all people to Himself. Before the foundation of the world, God-who stands outside our continuum of time-foreknew who would place their faith in His Son, Jesus Christ. His foreknowledge, though, does not logically necessitate His predestinated salvation of certain individuals. God has, indeed, predetermined that the Church will be saved (corporate election), but a person becomes a part of the Church through responding to His wooing, prevenient grace and choosing to place his or her faith in Jesus Christ.

- ❑ Assurance of Salvation — Scripture makes clear that it is the privilege of all Christian believers to rejoice in the assurance of their salvation from the very moment in which they trust Christ as their Savior, and thereafter. This assurance is not based upon any kind of merit but is produced by the witness of the Holy Spirit who confirms in the believer the testimony of God in His written Word (Rom. 8:15-16; 1 John 2:3-6, 3:24, 5:11-12).

- ❑ Tongues — The supernatural spiritual gifts still exist today. Speaking in tongues is a valid gift for the Church today and should operate under the boundaries of 1 Corinthians 14. One such boundary: speaking or praying in tongues confuses unbelievers attending a corporate worship service (1 Cor. 14:23-25) and should therefore be expressed in believers' settings such as like-hearted prayer groups and personal prayer times. Speaking in tongues may accompany being filled with the Holy Spirit but is not "the sign" that a person is filled with the Holy Spirit.

- ❑ Baptism — We believe water baptism is a sacrament to be observed by the Church today, a means by which we experience God's grace tangibly, though not a requisite to salvation or church membership. Faithbridge offers to those who have placed their faith in Christ any of three modes of water baptism practiced throughout Church history: immersion, pouring, and sprinkling. Faithbridge offers either infant dedication or infant baptism, leaving that decision to parents. Any prior baptism in a Christian church, including infant baptism, is acceptable, although we have a strong preference for celebrating believer's baptism.

- ❑ Communion — We believe the Lord's Supper is a sacrament to be observed by the Church today, a way we experience God's grace tangibly, though not a requisite to salvation or church membership. We believe that Communion is an outward sign or symbol of the broken body and shed blood of Jesus Christ. While we do not believe that the bread and juice literally turn into the actual flesh and blood of Christ, we do believe that in Communion we experience the very real presence and grace of Jesus Christ with us.

- ❑ Spiritual Warfare — Satan and demons exist. They were defeated through the cross but will not be destroyed until the Second Coming. Believers have authority in Jesus' name over demonic powers. Believers may be oppressed by demons but not possessed. Prayer is essential for the Church.

- ❑ *Women in Ministry* — God has established authority in the home based on gender, but He has established authority in the Church based on office. God does call and equip women for pastoral ministry offices.

- ❑ *Church Government* — Several different church government configurations can fulfill the Bible's description of church government. The Faithbridge Staff drives ministry decisions at Faithbridge, with the Senior Pastor serving as presiding elder. The Council of Lay Elders serves in an advisory and accountability role, primarily to the Senior Pastor.

- ❑ *Church Membership & Leadership* — All persons who commit to uphold these beliefs and pledge to live according to the Membership Covenant are welcome to be an active part of the vibrant community and body of Christ at Faithbridge. Potential leaders must be known for a period of time sufficient for two or more other leaders to affirm they are living by their membership commitment (I Tim. 3:1-13; Eph. 4).

OPINIONS — Topics about which we welcome opinions about, but would not even argue for, such as:

- What songs or instruments should be used in public worship services.
- Which Bible translation is best for sermons or devotions.
- Various biblical end times scenarios and timelines interpretations.

Section 6.2 Faithbridge's Biblically Guided Positions on Current Social Issues

Beneath is a list of many of today's most pressing social issues, followed by statements written with our best effort to balance the grace and truth which defined Jesus Christ our Lord (John 1:14; 17), and built from our conviction that God's Word is our ultimate authority:

We ask that you keep these three principles in mind as you read through this list:

- We are aware that the Church, historically and globally, has not always stewarded well the balance of biblical truth with loving grace and acceptance in all areas.
- We believe peace is found in the truth of the Gospel, which calls us to keep our eyes on Jesus and His outrageous love, forgiveness, and extension of grace to all who would believe in Him.
- These positions are not ranked in importance; they are merely our best effort at applying God's authoritative Word to our culture's current most frequently asked questions.

Please read these carefully and indicate any statements you cannot support with integrity to discuss with a Faithbridge staff leader.

- ❑ **Alcohol** - Scripture never condemns the non-intoxicating consumption of alcohol; however, it does condemn drunkenness (see Lk. 21:34; Rom. 13:13; Gal. 5:21; Eph. 5:18; 1 Pet. 4:3). Inappropriately used, alcohol can damage one's health, safety, job, and relationships.

  As followers of Christ, we must ensure that the exercise of our freedom to consume alcohol never becomes "a stumbling block to the weak" (1 Cor. 8:9), including those with a propensity towards intoxication, victims of alcohol-related tragedies, relatives of alcoholics, children and under-age students, and pre-Christian skeptics who assume alcohol is forbidden and seek to find faults in Christians. Our personal preferences are always of secondary concern to the reputation of Christ, since we have been crucified with Christ and thus no longer live, but rather, live by and through Christ indwelling in us (Gal. 2:20).

  Faithbridgers must do everything possible to create a safe place for all people, while also preventing potential legal and reputational controversies; therefore, we choose to abstain from serving or consuming alcohol at all Faithbridge-related functions, living by the spirit of the law over the letter of the law, when in doubt.

- **Identity & Gender** - We believe, as children of God, our identity and value are found in our relationship with Jesus. We reject social status, marital status, sin struggle, sexuality, or even our gender as the ultimate definition or summation of our identity (Gal. 3:28). All these things can have an undue grip on our heart and sense of identity. Instead, we are called to holiness and the pursuit of intimacy and communion with God the Father through the work of Jesus Christ and the power of the Holy Spirit.

  We believe God created the distinction of gender between male and female within His good design, with each gender serving unique purposes within creation (Gen. 1:27-30). We recognize that, culturally, the topics of sexuality and gender are uniquely intertwined, and present deep and complex issues. In pursuit of conforming ourselves to God's design, we believe first our identity should conform and cling to who we are in Christ, and second our biological gender is given to us by God to steward for God's purposes.

- **Sanctity of Life** - We believe life is a gift from God and must always be regarded as sacred (Gen. 1:27). From conception to death, the beginning and the ending of life are the God-given boundaries of human existence (Job 14:5). Every person, including preborn children, elderly individuals, those with special needs and others marginalized by society, possesses inherent dignity and immeasurable worth.

- **Abortion** - We believe the life inside a mother's womb is a living person and therefore, we believe the act of abortion is incongruent with God's will (Ps. 139:13-16; Jer. 1:4, 5; Ex. 20:13). We implore anyone considering abortion to seek counsel and help with God-honoring alternatives from Faithbridge and our network of support partners. At the same time, ours is not a message of guilt for past choices, but of grace-knowing God offers full forgiveness to anyone who repents of sin and turns to Jesus Christ (Eph. 1:7; Col. 2:13-15)-and we seek to embrace, welcome and support each person in his or her spiritual and emotional healing at Faithbridge.

- **Suicide** - We believe suicide is not the way a human life should end and is incongruent with God's will (Gen. 9:6; 1 Cor. 6:19, 20). Often the result of untreated depression and/or pain and suffering, we strongly appeal to anyone contemplating suicide to seek pastoral, medical, and therapeutic support. Suicide is not "victimless," and we consider the stigma that so often falls on surviving family and friends unjust. We lovingly embrace surviving family members and encourage them to find community, support and emotional healing in the church. We affirm nothing, including suicide, separates us from the love of God (Rom. 8:38, 39) and is not in and of itself an "unforgivable sin."

- ❑ **Sexuality, Singleness, and Marriage** - In a culture that often considers seeking pleasure its highest priority, we believe as Christ-followers we must instead put expression of sexuality in its proper perspective-a gift that should be enjoyed and honored within God's design, not as an essential element of happiness or fulfillment.

  We are reminded that "none are without sin" and "all have fallen short of the glory of God" (Rom. 3:23). Our hearts break for all who are challenged and struggle in pursuit of God's call to sexual purity. No matter the struggle, we welcome the opportunity to walk alongside everyone in pursuit of Christ together.

  All are welcome to attend Faithbridge and to participate in activities and ministries within the church, just as all are welcome to the free gift of grace found in Christ.

  However, after repenting of sin and turning to Christ, we lovingly insist that any believers actively behaving sexually outside of God's design wait for a period sufficient to establish a pattern of freedom and victory prior to being a candidate for a leadership role at Faithbridge (I Tim 3:16).

- ❑ **Sex** — We believe sex within God's design is always a mirror of His oneness involving the whole person (physical and spiritual), uniting, in marriage, one man and one woman into "one flesh" (Eph. 5:31). We believe sexual expression is a gift from God given to man and woman in marriage—and only them—to solidify and enhance their covenant relationship (Eph. 5:21). We believe violation of the marriage covenant and sexual expression outside its bounds stand in contrast to God's design and is thus sinful. Examples of these include, but are not limited to, adultery, polygamy, polyamory, pornography, homosexuality, co-habitation, sex before marriage, or any sexual relationship where one or both partners are exploitative or abusive (Ex. 20:14; Matt. 5:27, 28; Rom. 1:26, 27; 1 Cor. 6:9–13; Col. 3:5; 1 Thess. 4:3).

- ❑ **Singleness** — We believe "singleness" is a gift and an integral part of God's design within the body of Christ (1 Cor. 7:7–8). We reject that singleness is simply a "season" with the ultimate goal of marriage. We believe God has called all believers, whether single or married, to be agents of His redemptive purposes in the world.

- ❑ **Marriage** — We believe marriage is a lifelong, exclusive, and interdependent relationship between a man and a woman. Scripture offers healthy guidelines for a lifelong, loving, monogamous marriage between a man and a woman in terms of procreation, godly intimacy, the nurture of children, and sexual activity (Gen. 1:27, 28; Gen. 2:18; Mal. 2:15; 1 Cor. 7:2).

- ❑ **Divorce** — We believe God loves every divorced person wholly and fully, as do we. We recognize that divorce is a reality, as evidenced by sin and brokenness. Because "God hates divorce" (Mal. 2:16) for the pain and division it so often causes, we strongly encourage biblical reconciliation and restoration within marriage (presuming neither person has remarried and/or that there is no threat to someone's health or safety), and accordingly, we offer a range of marriage-strengthening ministries in hopes that no marriage ends in divorce. We recognize that the high frequency of divorce affects numerous people in the church, and thus we also offer and encourage involvement in our divorce-recovery ministries. Neither divorce nor remarriage serve as single qualifying or disqualifying issue for leadership in the church. We work to understand the fuller picture of a person's story, while guiding individuals into a lifestyle consistent with God's Word (Matt. 5:27–32; Matt. 19:3–9; 1 Cor. 7:10–16).

- ❑ **Homosexuality** —We believe God loves all people (John 3:16), including those who are sexually attracted, oriented and/or identify themselves in a sexual lifestyle outside of God's original design. Though we recognize the practice of homosexuality as sin, we emphasize grace, love, and the sacred worth of all people in the midst of truth. We also recognize that the temptation of same-sex attraction is not in and of itself a sin (James 1:13–15). Acknowledgment Form for Doctrinal and Social Issues

Section 6.3 Employee Handbook Acknowledgment

I hereby acknowledge receipt of the Faithbridge Employee Handbook. I understand and agree as specified in the Handbook, that the Handbook is not a contract of employment or a guarantee to continue employment.

I further understand and agree, as specified in the Handbook, that my employment with Faithbridge may be terminated at any time, with or without cause.

I understand that no one at Faithbridge except the Senior Pastor, Executive Pastor or Director of Human Resources has authority to make any arrangement with me contrary to the foregoing, and that they can only do so in a signed written agreement.

I also understand that no course of dealing with or conduct by Faithbridge as to me or any other employee of Faithbridge (whether announced to or known by me or not) shall constitute a contract of employment for any compensation or other benefits.

I understand that it is my responsibility to review the Employee Handbook in its entirety. It is my obligation and right to discuss any questions or concerns with Human Resources prior to signing the Employee Consent document.

Employee Signature **Date**

Employee Name

Section 6.4 Employee Consent and Release Regarding Right to Inspect

I acknowledge that I have received a copy of the Faithbridge Employee Handbook and that I have read and understand the Handbook and the policies contained in it. I further understand that by signing this acknowledgment, I agree to adhere to all policies, including the Honor Code, as a condition of my employment and/or continuing employment with the church. I also acknowledge that I am an employee at will and that my employment may be terminated at any time for good cause, bad cause, or no cause, and I further acknowledge that my failure to adhere to the church's policies may subject me to disciplinary action, up to and including immediate termination without notice.

In connection with the enforcement of the church's policies, I consent to the church's conducting searches for items prohibited by this policy, including, but not limited to, searches of: my person; my clothing; any computer files, data, drives or disks; any desk locker or storage area provided for my use by the church; any personal belongings I possess while on the church's premises or while conducting business on the church's behalf, regardless of whether I am on the church's premises, including, but not limited to, handbags, purses, briefcases, and/or back packs; and/or any vehicle I have possession of while on the church's premises or while conducting business on the church's behalf, regardless of whether I am on the church's premises, including, but not limited to, any privately owned vehicle owned by me or used by me and/or any vehicle owned, leased, or financed by the church or used by the church to transport products or goods.

I understand that all desks, computer drives, data, disks and files, storage areas, lockers, and all vehicles owned, financed, or leased by the church or used by the church to transport goods are subject to search at any time without my permission. I understand that I am prohibited from locking or otherwise securing any such desk, drive, data, disk or file, storage area, locker or vehicle with any lock or locking device not supplied by the church.

I understand that any and all searches under the handbook may be undertaken without any suspicion or evidence that I have or may be violating the church's policies. I also understand that such searches may be conducted randomly, without notice to me, without my consent, and/or outside my presence.

I further understand that all searches under this policy shall be conducted by the Senior Pastor, Executive Pastor, Director of Human Resources, or a principal of the church (designated as top management in the absence of the aforementioned persons) in the presence of two witnesses. All decisions related to whether a search shall be conducted, and the manner in which a search shall be conducted, shall be made either by the Executive Pastor or by a designated principal in his absence.

I hereby release the church, and its officers, directors, shareholders, agents, representatives, employees, subsidiaries, and affiliates from all liability, including liability for negligence, associated with any searches undertaken pursuant to enforcement of the church's policies.

Employee Signature **Date**

Employee Name

Section 6.5 Sexual Harassment Policy Agreement

I, (print name) _____, certify that I have read and agree to comply with the Faithbridge Sexual Harassment Policy in **0, Section 2.2, page 43.**

Full Name (printed): _____

Signature: _____ Date: _____

Section 6.6 Unmarried Co-Workers Romantic Relationship Acknowledgment Form

I, _____, have voluntarily entered into a romantic relationship with another Faithbridge employee, _____.

I acknowledge that Faithbridge is committed to maintaining a workplace free from harassment, discrimination, abuse, retaliation, and favoritism. Faithbridge does not tolerate unwelcome advances or behavior that causes a hostile work environment or constitutes sexual harassment. I have read and understand Faithbridge's harassment policy.

I acknowledge and understand that I may not seek or accept a position where I would report to the person with whom I'm in a romantic relationship. I acknowledge and understand that conduct will be professional and appropriate manner and refrain from displays of public affection.

I will inform Faithbridge immediately if the romantic relationship ends, or if the conduct or advances of the other employee are no longer welcome. I agree that, if the expression of romantic interest is not accepted or if the relationship ends, I will respect the other employee's decision and not pursue that person or seek the relationship or engage in any other conduct towards the other person that could violate the *Romantic Relationships* or *Sexual Harassment* Policies within the Employee Handbook.

Waiver of Sexual Harassment Claim: Employees involved in a romantic relationship agree to waive their rights to pursue a claim of sexual harassment for any events prior to the execution of this contract.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

HR Representative Name: _____

HR Representative Signature: _____

Date: _____

Section 6.7 Unmarried Employee-Church Member Romantic Relationship Acknowledgment Form

I, _____, have voluntarily entered into a mutual romantic *relationship* with a Faithbridge Church member/attender, _____.

I acknowledge that Faithbridge is committed to maintaining a ministry free from harassment, discrimination, abuse, retaliation, and favoritism. Faithbridge does not tolerate unwelcome advances or behavior that causes a hostile ministry environment or constitutes sexual harassment. I have read and understand Faithbridge's harassment policy.

I acknowledge that both parties have entered into the romantic relationship on their own, without coercion or manipulation, or through the abuse of power, spiritual, pastoral, or otherwise. I acknowledge that I have not and will not hold or practice any roles or positions where the Church Member is under my spiritual or pastoral care as a part of my Faithbridge duties. I acknowledge and understand that my conduct will be professional and appropriate and will refrain from displays of public affection when in the presence of other Faithbridge members, attenders, or employees.

I will inform Faithbridge immediately if my pastoral or spiritual status over the Church Member changes, if the romantic relationship ends, or if the conduct or advances of the Church Member are no longer welcome. I agree that, if the expression of romantic interest is not accepted or if the relationship ends, I will respect the Church Member's decision and not pursue that person or seek the relationship or engage in any other conduct towards the other person that could violate the *Romantic Relationships* or *Sexual Harassment* Policies within the Employee Handbook.

Waiver of Sexual Harassment Claim: Employees involved in a romantic relationship agree to waive their rights to pursue a claim of sexual harassment for any events prior to the execution of this contract.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

HR Representative Name: _____

HR Representative Signature: _____

Date: _____