Policy and Procedures for Paid Staff at North Christian Church

Definitions

Anniversary Date	The date of hire of an employee to a part-time or full-time position for the North Christian Church.
Exempt Employee	An employee meeting federal guidelines regarding professional, administrative or other described qualifications.
Full-time Employee	An employee who is scheduled to work a minimum of forty (40) hours in a regular scheduled week.
Immediate Family	Wife, Husband, Daughter, Son Mother, Father, Sister, Brother Step-Mother, Step-Father, Step-Children, Grandchild Mother-in-law, Father-in-law, Grandmother, Grandfather
Non-exempt Employee	An employee who is entitled to overtime pay under Fair Labor Standards Act.
Part-time Employee	An employee whose regularly scheduled work week is less than forty (40) hours.
Harassment	It is our policy that employees and others acting on North Christian Church's behalf are entitled to respectful treatment in the workplace. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behavior of all kinds. We are committed to providing a workplace in which the dignity of every individual is respected. Each of us should understand that incidents of harassment and inappropriate behavior will not be tolerated at North Christian Church. Please see the last page of this document for the full Harassment statement from North Christian Church.

I. General Provisions

Purpose and Effective Date

The purpose of this policy is to establish a system of personnel administration, which shall govern recruitment, appointment, promotion, classification, compensation, leaves of absence, and other terms of employment for all Association staff. It shall be effective upon acceptance of these policies by the Board of Elders and as amended thereafter by the Board of Elders of NCC. All previous policies, formal and informal, which conflict with these policies, are hereby rescinded.

II. Compensation

Staff compensation shall be determined by the Senior Minister and Board of Elders, with funds provided for in NCC's budget as approved by the Board of Elders. The Senior Minister shall keep the Board of Elders advised regarding the compensation of all employees.

The Senior Minister's salary will be set by the Board of Elders. The Senior Minister's salary will be reviewed annually, and salary adjustments will take effect at the start of the fiscal year.

Consideration for Salary Increases

Staff Employees – The Senior Minister will conduct an annual performance evaluation for each staff member. Employees will be considered annually for pay increases based upon their performance evaluation. Pay increases will not be awarded automatically each year and any increase must be kept within the budget approved by the Board of Elders.

Senior Minister – The Board of Elders will annually review the Senior Minister's performance. The Senior Minister will be considered for pay increases annually.

III. Conditions of Employment

Work Week and Overtime for FLSA Non-Exempt Employees

The normal work week for full time, non-ministry employees is 40 hours. If it is necessary for staff employees to work more than 40 hours, such work must be approved by the Senior Minister in advance. The Senior Minister is authorized to permit flexible work scheduling to the extent that it does not hinder the operation of NCC. Part-time staff employees will be scheduled as needed, up to 39 hours, by the Senior Minister.

Overtime and compensatory (release) time are calculated in accordance with the Fair Labor Standards Act (FLSA). Compensatory time in lieu of overtime pay is permitted where it is in the best interest of NCC as determined by the Senior Minister. Compensatory time may be accumulated under the same conditions as overtime and will be compensated at the rate of one and one-half hours per hour worked in excess of 40 hours per week. Compensatory time will be used in the same work week in which it is accrued.

Work Week and Overtime for FLSA Exempt Employees

The normal work week for full time, ministry employees is to average 40 hours per week, without exceeding an additional 10 hours per week consistently. If a full time, ministry employee is consistently averaging 50 hours per week or more, this must be brought before the Board of Elders for consideration of how to relieve this.

IV. Employee Benefits

Holidays

NCC shall observe the following as official holidays:
New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Cheyenne Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

Unless otherwise directed by the Senior Minister, when a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When the holiday falls on a Sunday, the following Monday shall be observed. Holidays are paid work days for full time employees.

Paid Time Off

All full-time employees, including the Senior Minister, shall accumulate paid time off ("PTO"), monthly according to the following schedule:

Years of Service	Hours per Month accumulated	Hours per Year
0-5	6.67	80
5-10	10	120
10-15	13.3	160
15-20	15	180

Part-time employees who work a minimum of 16 hours shall accrue PTO at one-half of the rate of accumulation for full time employees. PTO may be accumulated to a maximum of 20 days for both part-time and full-time employees. PTO requests and scheduling are subject to advance approval of the Senior Minister, to the extent possible.

Sick Leave
Full-time staff shall receive 10 hours a month. Employees may accrue up to a maximum of 480 sick hours. If less than 40 hours of sick time are used during the calendar year, the employee shall receive 3 extra vacation days.

Bereavement
There will be 3 days allowed for the death of an immediate family member.

Snow Days
If the road from an employee's house or the road to the church is impassible, employees shall receive pay for the number of hours they would have worked that day. If the school district closes school due to inclement weather, the church will also close and the remaining hours will be counted as snow days.

Mileage
Mileage for use of employee's personal vehicle will be reimbursed at the current IRS rate.

Maternity/Paternity Leave
Maternity leave will be provided based on medical necessity by a healthcare provider. NCC will provide up to 8 weeks total of paid maternity leave after the birth of a child. In the case of a premature/ medically sensitive birth or any unusual health related birth situation, the NCC Elders may grant additional time in a case by case scenario.

Paternity leave will be provided up to 2 weeks total of paid leave after the birth of a child.

Additional vacation time or unpaid time off may be taken by the mother or father, with the approval of the Senior Minister and Elders.

Civil Leave
An employee who is summoned to court to serve on a jury, to appear as a witness, or to appear as a party shall receive full pay, less any pay received for such duty, for the time required to be absent from work.

Military Leave
An employee having reserve status in any of the regular branches of the Armed Forces of the United States, or the Wyoming National or Air Guard, upon request to serve under orders on training duty, shall be granted military leave for a period not to exceed 15 calendar days in any one calendar year to attend duly authorized encampments, training cruises and similar training programs. This leave is in addition to any other leave to which the employee is otherwise entitled. Compensation during such leave shall be the employee's normal rate received from NCC in addition to the Armed Service pay.

Separation
If an employee is terminated by the Board of Elders or Senior Minister, the employee is entitled to two weeks severance pay. If the Senior Minister is terminated by the Board of Elders, he is entitled to one-month

severance pay.

V. Administrative

ANTI-HARASSMENT POLICY

It is our policy that employees and others acting on North Christian Church's behalf are entitled to respectful treatment in the workplace. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behavior of all kinds. We are committed to providing a workplace in which the dignity of every individual is respected. Each of us should understand that incidents of harassment and inappropriate behavior will not be tolerated at North Christian Church.

Harassing Conduct
Harassment is unwelcome conduct toward an individual because of his or her race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status, when the conduct creates an intimidating, hostile or offensive work environment that causes work performance to suffer or negatively affects job opportunities. Examples of harassment that may violate the law and will violate this policy include:
• Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status.
• Nonverbal conduct, such as staring, leering and giving inappropriate gifts.
• Physical conduct, such as assault or unwanted touching.
• Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

Sexual harassment
"Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile or offensive work environment.

Inappropriate behavior
Our goal is to have a work environment where we all treat each other respectfully and professionally. Any unprofessional or disrespectful behavior, even if it does not rise to the level of "harassment," interferes with that goal and will not be tolerated. North Christian Church reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended.

How to report a violation
Do not assume that North Christian Church is aware of the problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help resolve them. Immediately report suspected violations of this policy to the Senior Minister or a member of the Board of Elders.

Investigation and response
If you report a complaint of harassment or inappropriate behavior, we will investigate your concerns. Where there has been a violation of policy, we will take appropriate action to try to avoid future violations. In

appropriate cases, disciplinary action (up to and including termination) will be taken against those violating the Anti-Harassment Policy. We will inform parties about the status of reviewing their complaints. To respect the privacy and confidentiality of all people involved, we might not share specific details of the discipline or other action taken.

Management responsibility
Every supervisor and manager is responsible for ensuring that North Christian Church provides a workplace free of harassment and inappropriate behavior and that complaints are handled promptly and effectively. With the assistance of the appropriate supervisor, management must inform their employees about the policy, promptly investigate allegations of harassment, take appropriate disciplinary action, and take steps to assure retaliation is prohibited.

Retaliation is prohibited
This policy strictly prohibits any retaliation against an employee or other person who reports a concern about harassment or other inappropriate behavior.

Application
This applies to all employees and to anyone else doing business for or with North Christian Church. This includes employees, contractors, members, attenders, customers, vendors, and suppliers. It also applies to all locations and situations where North Christian Church business is conducted and to all North Christian Church-sponsored social events.

Drug Free Workplace
The North Christian Church, in compliance with the Drug Free Workplace Act of 1988, 41 U.S.C. 702, prohibits the use, distribution, sale or possession of any controlled substance by any employee in the workplace or while conducting business on behalf of NCC.

Policy and Procedures for the Board of Elders of North Christian Church

Elder Duties
Prayer/Word/Teaching
• This task/priority is based in Acts 6.4 when elders of the Christian church in Jerusalem delegated a ministry task (food relief) to other leaders so their time could be devoted “to prayer and The Word.”
• Our elders will devote significant portions of their time together at every elders’ meeting to prayer regarding various topics and people that they deem appropriate.
• Elders will “set the tone” in the congregation to pray frequently with others in the congregation, especially “in the comings and goings” of daily life.

Policy
• This task/priority is based in Acts 15.22-23, when Elders of the Christian church in Jerusalem discussed a divisive question of belief, determined an answer, and shared the decision by writing a circular letter to be shared with multiple congregations.
• Our Elders will contemplate, discuss, seek additional and outside counsel whenever helpful (whether legal, accounting, or otherwise), and after such deliberation will set and publish policies for the staff of the church to follow and execute. As a general rule, our Elders will not administer “daily details” of the church. The congregation’s annual budget is included in this. The Elders may set the budget themselves or delegate its setting to the staff, but in either case the staff will execute the budget on a daily basis.

Protection

• This task/priority is based in Acts 20.28-32 and the book of 3 John, especially verses 9-11. In the Acts passage, Paul warned the Elders of the Ephesian church to “guard yourselves and God’s people.” John, self-described as an elder in his letter’s opening, cautioned his reader against the influence of a power-hungry leader; he was protecting his friend Gaius from following the example of an evil man who had come into the leadership of a church congregation.

• Our Elders will exercise protection of the people of the congregation under their care spiritually through prayer and maintaining key relationships in various venues such as small groups and with key staff. Protection functions are further delineated in the Church Discipline Policy elsewhere in this manual.

Pastoring

• This task/priority is based in Acts 20.28-29 And 1 Peter 5.1-3. In Acts 20, Paul told the Ephesian Elders to “feed and shepherd God’s flock.” Peter, in his letter, addressed Elders as well and admonished them to “care for the flock that God has entrusted to you. Watch over it willingly, not grudgingly … lead them by your own good example.”

• Our Elders will “feed,” shepherd, care for, and lead the people of our congregation in spiritual matters through prayer with and over them, through relationships in small groups, through maintaining accountability with key staff, through maintaining accountability with other small group leaders in whatever ways feasible, and through leading/teaching classes and small groups at, in, and/or on behalf of NCC as practicable.

Elder Expectations

Along with the 4 primary duties of an elder, there are several expectations in fulfillment of those duties.

- Attend weekly elder’s meetings
- Attend Sunday services
- Facilitate or be part of a 419 Discipleship Group
- Actively discipling someone
- Being discipled by someone
- Growing up someone to replace you
- Continually learning and growing – self-improvement
- Personally abiding in Christ – growing in your spiritual walk
- Accountability

Policy and Procedures for the Board of Directors of North Christian Church

Director Resignation and Removal

Any director may resign by giving written notice to the Board of Directors and Board of Elders and will be effective on the date specified within the notice. Any Director may be removed by unanimous vote of the Board of Elders for any scriptural reason.

Director Vacancy

A vacancy on the Board of Directors due to any reason shall be filled by an individual appointed by the Board of Elders for the un-expired portion of the term of the departing member.

Director Meetings

The Board of Directors may meet a minimum of once a year at a time and place designated by the Board of Elders. Special meetings may also be called by any two Directors.

Special meetings shall be communicated to all Directors no less than two days prior, including the day, time and location of the special meeting.

A majority of the Board of Directors will constitute a quorum for any business transaction.

Director Compensation
Directors will not receive any stated salaries for their services other than receiving reimbursement for expenses incurred on behalf of NCC.