



Employee Handbook

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Important Contacts

HR Team:

- Jerry Dominic | Executive Pastor | jerry@radiuschurch.org
- Sandy Graan | Accountant & HR Director | sandy.graan@radiuschurch.org
- Kristen King | Executive Administrator | kristen.king@radiuschurch.org
- Heidi Russeau | Controller (Finance Team) | heidi@radiuschurch.org

Executive Team: John Reeves, Jerry Dominic, Brian Kirkland, Andrea Krick, Todd Carnes

Elders: Clete Cordero, Brian Kirkland, Ryan Molony, John Reeves

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Section 1: General Information

WELCOME TO RADIUS CHURCH!

We're grateful that you're part of the RADIUS team. Everything we do as a church flows from our mission: **to glorify God by planting churches that make disciples and live generously**. This handbook is designed to help you live out that mission alongside us by providing clear guidelines, expectations, and resources as a member of our staff.

Inside, you'll find general policies and practices that apply to all paid employees of RADIUS Church. These policies help us serve a greater purpose—helping us build a healthy, God-honoring culture where our team can flourish and serve others faithfully.

We encourage you to read through this handbook, become familiar with it, and ask questions whenever something isn't clear. Policies and procedures may be updated or adjusted over time by RADIUS Church and its Elders, but our mission will remain the same: **to GLORIFY GOD by planting churches that make disciples and live generously**.

AUTHORITY OF POLICY

The Executive Team has adopted this Employee Handbook, and these policies apply to all employees, full-time, part-time, hourly and temporary. As supervisor of the staff, the Executive Team is responsible for interpreting and executing the policies in conjunction with the Elders.

Policies and procedures will change from time to time; therefore, it will be necessary for revision of this manual periodically. All staff members will be notified of any modifications in the policy manual. Questions about application, interpretation, or clarification regarding any specific policies or procedures are to be directed to the Executive Pastor of RADIUS Church.

Section 2: Who -R We

OUR MISSION

RADIUS Church exists to Glorify God by planting churches that make disciples and live generously.

Learn more about our mission statement at <https://radiuschurch.org/mission>

OUR VISION

We want to continually plant healthy, generous, disciple-making RADIUS Church campuses to keep up with the growth of our state and to impact the culture of our communities.

Learn more about the Great Opportunity at <https://radiuschurch.org/great-opportunity>

OUR BELIEFS

Philosophy of Ministry

Every person has a unique sphere of influence—what we call your radius. Your radius is made up of your home, your world of work, school, and community, and your church family where you gather to worship, learn, and grow together. Healthy disciples live with intentionality in our radius as we walk with God, love our neighbor, do our job, live generously, and engage with our church family. As we stay rooted in God’s truth and dependent on His Spirit, our lives bear fruit that points others to Jesus and multiplies disciples in every part of our radius.

My RADIUS

- My Home | Where I Live
 - Your spouse, kids, siblings, roommates - those closest to you. These are your first neighbors, and we want to help you love them well. As you develop healthy habits of abiding - praying and reading the Bible - you’ll grow in your love for Jesus and those closest to you. Together, you’ll have stories to tell of God’s work in your family and in your radius.
- My World | Where I Work & Play
 - Your office, school, ball field, drive-thru line, neighbor across the street - these are the real-life places where real faith shows up. We want to encourage you to take responsibility for these spaces, engaging the culture through hospitality and open-handed living. Why? So you can earn the opportunity to share the Good News of Jesus as you go about your everyday life.
- My Church | Where I Worship

- We are Family! RADIUS is a place to be yourself and worship among friends. Like Christians have done for 2,000 years, we'll hear from God's Word, pray, sing, share stories, take the Lord's Supper, and live generously—reflecting Jesus' generosity to us. Along the way, you'll use your voice and gifts to do your job and encourage others to follow Jesus in their homes and in the world. Together, we will "GO"—multiplying disciples and multiplying churches.

Marks of a Healthy Disciple

- Abide
 - We pursue a growing relationship with Jesus through prayer and Scripture.
- Belong
 - We pursue unity and growth through worship, Biblical community, and grace-filled relationships.
- Serve
 - Every believer has a job to do—and we show up ready to serve.
- Give
 - We live open-handed—to reflect God's generous heart to those around us.
- Go
 - We reflect Jesus in our homes, world, and church—multiplying disciples as we go.

Foundational Doctrines

RADIUS Church joins the historic Church in affirming the truths of the Apostles Creed:

I believe in God the Father Almighty, maker of heaven and earth, and in Jesus Christ His only Son our Lord: Who was conceived of the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, and was crucified, dead, and buried; he descended to the dead. The third day He rose again from the dead. He ascended into heaven and sits at the right hand of God the Father Almighty. From thence he shall come to judge the living and the dead. We believe in the Holy Spirit, the holy universal Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

In addition to the Apostles Creed, RADIUS Partners join with historical Christianity in affirming the following:

1. God created men and women in His perfect image as two distinct genders, and together these gender distinctions fully express God's image. Our rebellion against God has tarnished this image, leaving us enslaved to our sin and deserving His eternal wrath. (Gen. 1:26-27; Rom. 3:23, 6:23)
2. Marriage is a lifelong covenant relationship between one man and one woman that is designed to reflect the relationship between Christ and His Church. (Eph. 5:22-33)

3. Jesus' death and resurrection absorbed God's wrath over our sin and purchased new life for all who believe in Him. This new life is accessed by faith and brings forgiveness, reconciliation with God, and eternal adoption into God's family as sons and daughters. (Eph. 2:12-13)
4. The Bible is the story of God's relationship with mankind, revealing a perfect and loving Creator working to restore a rebellious and sinful creation. The 39 books of the Old Testament and 27 books of the New Testament are inspired in their original form and therefore completely true and authoritative. (2 Tim. 3:16-17)

STAFF ADHEREMENT TO THE STATEMENT OF FAITH

As staff members, we commit to upholding and supporting the above Statement of Faith (outlined in this section) in our teaching, leadership, and conduct. While staff may come from diverse backgrounds, all employees must agree not to teach or promote doctrines or beliefs contrary to these core positions.

Employees are expected to sign an addendum that they agree to the RADIUS Church Statement of Faith within 30 days of hire. Also, employees will sign that they still agree to our Statement of Faith annually.

PARTNERSHIP EXPECTATION

RADIUS Church expects all in-person employees to become Partners of the Church. Partnership is the term RADIUS uses in place of membership and reflects a formal commitment to the beliefs, mission, and practices of the Church.

Employees who are not Partners at the time of hire are expected to complete the Partnership process within six (6) months of their employment start date. Compliance with this requirement is a condition of continued employment. Exceptions may be granted only with the approval of the Elders.

[2021 PARTNER COVENANT LINK](#)

Section 3: Employment Policies

EQUAL OPPORTUNITY EMPLOYER

Title VII of the Civil Rights Act prohibits discrimination in employment, in hiring, firing, compensation and terms, condition or privileges of employment on the basis of race, color, age, religion, national origin, sex, genetic information or any other characteristic protected by Federal, State or Local Law.

Under Title VII, religious organizations are permitted to give employment preference to members of their own religion. The exception applies only to those institutions whose “purpose and character are primarily religious.” RADIUS Church reserves the right to employ persons who are Christians with a like-minded philosophy and who, in the opinion of the Church, have a work history and lifestyle which is consistent with Scriptural principles the Church embraces. In addition, staff members are required to be partners of the Church unless specifically approved by the Executive Team.

AT-WILL EMPLOYMENT

Employment at RADIUS Church is “at-will.” This means that either the employee or RADIUS Church may terminate the employment relationship at any time, with or without cause, and with or without notice. Nothing in this handbook or in any other policy, procedure, or communication (whether written or oral) should be interpreted as creating an employment contract or guaranteeing employment for any specific duration.

No representative of RADIUS Church has the authority to alter the at-will nature of employment except the Executive Team, and any such agreement must be in writing and signed by both the employee and the Executive Pastor.

BACKGROUND CHECKS

All employees of RADIUS Church are required to undergo a background check prior to employment and annually thereafter. This is to ensure the safety and well-being of our church community and those we serve. Continued employment is contingent upon the satisfactory completion of these background checks.

CATEGORIES OF EMPLOYMENT

Classification of Staff

All employees of RADIUS Church are classified as either “exempt” or “non-exempt” under the Fair Labor Standards Act (“FLSA”). Each Church staff position will be classified as exempt (exempt from overtime

hours and pay) or Non-exempt (able to work overtime hours and receive overtime pay) in accordance with the rules of the FLSA. Determination of staff classification is up to the discretion of the Executive Team.

Employment Statuses

- Full-Time Employees (Salary)
 - Full-time employees are compensated by a salary and work an average 40 hours per work week (Sunday-Saturday). They are entitled to benefits of RADIUS Church, as outlined in Section 6.
- Part-Time Employees (Salary)
 - Part-time employees who are paid a salary amount for a set number of hours a week determined by the Executive Pastor. They may be entitled to benefits of RADIUS Church, as outlined in Section 6.
- Part-Time Employees (Hourly)
 - These employees are paid hourly, and their weekly hours of work varies by position. Their responsibilities and schedules are managed by their supervisor. Regular part-time employees may be entitled to benefits of RADIUS Church, as outlined in Section 6.
- Temporary Employees
 - Temporary employees work in a job for an agreed amount of time decided when they are hired. They can be either salary or hourly employees and may be entitled to benefits based on the role.
 - Examples of temporary employees include, but are not limited to, interns and residents.
- Contractors
 - A contract employee, also known as an independent contractor, is a worker hired for a specific task or project, typically for a fixed period, under a contract that outlines the scope of work, duration, and pay. They are not subject to the policies in this handbook and are not entitled to benefits.
 - All contractors are required to fill out a W-9 and will be issued a 1099 annually by January 31.
- Change in Employment Status
 - The Executive Team will evaluate the employment status of part time employees if they are consistently working enough hours to be considered full-time and determine if an adjustment needs to be made.
 - The Executive Team will evaluate certain temporary roles to determine if a job offer will be made.

Team Structure

- Directional Elders
 - Directional elders are responsible for the whole ministry of RADIUS Church including all its ministries and locations. They protect the mission and vision and function as part of a board/team. There are unpaid as well as paid members of this team.
- Executive Team

- The exec team is made up paid staff members. They meet weekly and oversee the business side of RADIUS Church as a whole.
- Campus Pastors
 - Campus pastors are responsible as the primary shepherd, leader and overseer of all things pertaining to his campus.
- Ministry Leads / Pastors
 - Ministry leads provide guidance, counsel and support for their entire ministry area (e.g. worship, groups, etc.) across all RADIUS locations. They work with the Executive Team and campus pastors to ensure the ministry's vision is being implemented.
- Support Staff
 - The support staff serves all the campuses of RADIUS and the church as a whole. They are here to equip the campus staff to be successful as they carry out the mission and vision of RADIUS Church.
- Campus Staff
 - Campus-level staff are focused on serving at their campus. They carry out their responsibilities for the campus and work with the ministry lead on aligning with the mission and vision of RADIUS Church.
- Residents
 - The RADIUS Church Residency is a program designed to equip and prepare leaders for a lifetime of significance in ministry. This is a 12-month preparatory program specifically for those who are ready to be trained in ministry. These roles vary in responsibilities and ministry/focus.
- Interns
 - The RADIUS Church Summer Internship is a 10-week program for young adults ages 18-22 who have completed their first year of college. The internship is designed to offer students insight into a variety of practical church ministry experiences. Intern roles vary in responsibilities and ministry/focus.
- KidsCare Workers
 - KidsCare workers are hourly workers hired by a campus to provide childcare during varies Church events and activities. They are managed by a coordinator on the campus level.

TERMINATION OF EMPLOYMENT

Resignation

Should you decide to leave RADIUS Church's employment, please notify your supervisor in writing of your intentions as soon as possible. It is requested that you give at least a two week notice and schedule an exit interview with your supervisor.

All staff, upon leaving the employment of RADIUS Church, should return all property and materials that belong to the church, including keys, technology and credit cards to Human Resources. Employees who

resigned will receive a printed check for their final check after all church issued property has been turned in.

RADIUS provides continuation of medical and dental insurance for the employee and dependents enrolled in medical benefits at the time of employment separation, for up to 18 months. RADIUS will administer the plan; however, the employee will be responsible to reimburse RADIUS Church for the total premiums associated with their continuation coverage. You will be provided this information prior to your final day.

Termination

The decision to terminate a staff member ultimately rests with an Executive Pastor or Lead Pastor in conjunction with Human Resources, after consulting with the staff member's supervisor.

All staff, upon leaving the employment of RADIUS Church, should return all property and materials that belong to the church, including keys, technology and credit cards to Human Resources. Terminated employees will receive a printed check for their final check after all church issued property has been turned in.

EMPLOYMENT OF RELATIVES – [FORM LINK](#)

RADIUS Church has no general prohibition against hiring relatives. However, a few restrictions have been established to help prevent problems of safety, security, supervision and morale.

While we will accept and consider applications for employment from relatives and close family members such as parents, grandparents, children, spouses, brothers and sisters or in-laws, they will not be hired or transferred into positions where they directly or indirectly supervise or are supervised by another close family member. Further, such relatives generally will not be placed in positions where they work with or have access to sensitive information regarding a close family member or if there is an actual or apparent conflict of interest. Exceptions to this rule will be determined on a case-by-case basis and require approval of the Executive Team and Elders.

If two existing employees marry, the same requirements above apply and staff may have to be reassigned or transferred.

Section 4: Work Expectations

WORK WEEK & OFFICE HOURS

RADIUS Church’s “work week” starts at 12AM on Sunday and ends at 11:59PM on Saturday. The designated workweek is used to compute overtime pay for hourly employees.

The central office in Lexington will maintain regular office hours Monday through Thursday from 8AM to 4PM. We will try to ensure that the office is manned during those hours. In the event of the absence of Church staff, volunteer or temporary assistance may be used. Under the direction of your immediate supervisor, other hours will be determined on weekends and / or Friday.

The working hours of employees will vary, and each staff member’s regular schedule is to be approved by the employee’s supervisor. Pastoral staff members shall attend one of the worship services each week and may be required to attend other activities, as needed, to perform assigned tasks. Given the fact that the Sunday service is an integral function for most pastoral staff members (i.e. part of his job description) there are a limited number of Sunday’s that can be taken as general leave during any calendar year. The immediate supervisor shall approve all weekend absences.

Additionally, employees are expected to be at the appropriate Church location on Sundays for worship services and are expected to attend other church-related events and activities as required by their supervisors.

ATTENDANCE FOR WORK & MEETINGS

Staff is generally expected to work in the office for a portion of the work week. Work may be completed outside of the office with supervisor’s approval.

All staff is expected to attend their weekly team meetings and other meetings as required by your supervisor. We have provided all employees with Microsoft Teams to allow this to happen. Each in-person employee is also expected to be regularly involved in the activities of the church.

Monthly all-staff meetings are encouraged for all employees to attend and are mandatory for full-time employees. Absences for employees must be approved by your supervisor.

OVERTIME POLICY – [FULL POLICY LINK](#)

Non-exempt employees are eligible for overtime pay at 1.5 times their regular hourly rate for hours worked over 40 in a work week (Sunday–Saturday). All overtime must be pre-approved by a supervisor. Work at church events, retreats, or travel for work purposes counts toward hours worked, while normal

commuting does not. Exempt employees are not eligible for overtime. Employees must accurately record all hours worked and submit timecards by the end of each pay period. Questions should be directed to a supervisor or Human Resources.

TIME RECORDING

Hourly employees are paid biweekly on Fridays and are expected to submit their timesheet by the end of the Monday after the pay period ends. It is important to do this timely to get paid and prevent delays to payroll. On Tuesday, Human Resources will push timesheets to supervisors to sign. Any missed hours will be paid as retro wages on a future paycheck within a reasonable timeframe.

Reoccurring instances of missed timesheets may lead to disciplinary action.

PERSONAL INFORMATION CHANGES

It is important that RADIUS has accurate personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other related information. We also need to have information about who to contact in case of an emergency. To change your personal information, contact Human Resources.

Section 5: Wage & Salary Policies

COMPENSATION

Your pay is based on several factors including but not limited to education, work experience and level of responsibilities of the position. The employee's salary plus benefit package equals the total compensation package.

Each employee has an opportunity to increase his or her pay by merit raises or promotions. Job performance and goal reviews are discussed at least annually, and salary increases, if any, are based on several factors.

Your compensation package, like your personnel records, is a confidential matter. Compensation should not be discussed with anyone other than your supervisor or the Executive Pastor. If you have questions regarding your pay, please consult with them.

HOUSING ALLOWANCE FOR QUALIFIED PASTORAL STAFF

For the purposes of this policy, the terms "minister" and "pastor" are interchangeable.

RADIUS Church may designate a portion of a qualified minister's compensation as a housing allowance in accordance with IRS Section 107. This allowance can be excluded from federal income taxes to the extent it is used for actual housing expenses and does not exceed the fair rental value of the home, including utilities and furnishings.

Housing allowances are designated annually in December for the following year and require the minister to submit a completed housing expense worksheet. The allowance expires at the end of the fiscal year or upon separation from employment, whichever comes first. Ministers are responsible for monitoring their housing expenses, notifying Finance of any significant changes, and properly reporting taxable amounts on their federal income tax return and Schedule SE.

The Elders and Executive Pastor determine which staff qualify as ministers for the purpose of receiving a housing allowance.

PAYROLL DEDUCTIONS

Various payroll deductions are made each pay period to comply with federal and state laws pertaining to taxes and insurance. There are some, such as those governed by federal and state garnishments laws, which are involuntary. Deductions will be made for the following: federal income tax withholding, withholding for social security, Medicare tax withholding and other items designated by the employee.

Ordained pastoral and ministerial staff have separate tax implications per the Internal Revenue Service (“IRS”).

By January 31, immediately following the end of each calendar year, you will be supplied with your Wage and Tax Statement (“Form W-2”) form. This statement summarizes your income and deductions for the year. If you have any questions, please contact the Finance Team.

PAYDAYS

Salary employees are paid on the 15th/30th of each month. If one of these days falls on a weekend or bank holiday, the payday will be adjusted to the Friday preceding.

Hourly employees are paid biweekly on Friday. If one of these days fall on a bank holiday, the payday will be adjusted to the day preceding.

Paychecks are issued directly to the employee’s bank by mandatory direct deposit. Pay stubs are available through an online/app portal.

PAYROLL TAXES

Social Security & Medicare Taxes

All employees and RADIUS Church contribute to Social Security and Medicare from the first day of employment, except for qualified ministerial staff (who receive a housing allowance) who are subject to self-employment taxes unless they opt out with the Social Security Administration. The Elders determine which staff qualify as ministerial.

Non-ministerial employees have Social Security and Medicare taxes automatically withheld from their paychecks, and RADIUS also contributes its share. Contribution rates are set by law. For more information, consult your local Social Security office or the government website.

Federal Income Tax Withholding

Federal income tax withholding is deducted from all non-ministerial staff paychecks according to the IRS tax schedule based on income earned and deductions claimed by the employee on his form “W-4”. Additional taxes may be withheld if requested and need to be indicated on the W-4.

WORKERS COMPENSATION

The health and safety of employees and visitors on Church property is a top priority. RADIUS Church strives to maintain safe working conditions and comply with all applicable health and safety standards. Employees are expected to follow safe work practices, report hazards, and help correct unsafe

conditions. Willful neglect of safety policies may result in disciplinary action, up to and including termination.

If an employee is injured at work, they must immediately notify their supervisor. The supervisor will ensure appropriate medical care and assist with required reports. Both the employee and supervisor must submit injury reports to Human Resources, regardless of the injury's severity.

RADIUS Church provides Worker's Compensation insurance at no cost to employees. Benefits, governed by state law, may include replacement income, temporary or permanent disability, and coverage of medical expenses. Compensation begins on the first day of hospitalization or after seven days of absence if hospitalization is not required.

Section 6: Benefits

INSURANCE

RADIUS Church offers competitive BCBS insurance plans through Guidestone to all full-time, salary and resident employees. Employees are responsible for paying 10% of health plan costs and 100% of dental plan costs. (Also included is \$10,000 in life insurance and AD&D at no cost to the employee.) Please review the insurance packet ([LINK](#)) for plan details.

Insurance enrollment guidelines:

- Employees have 30 days from their start date to enroll in their insurance plan.
- Employees have 60 days after a qualifying event / major life change to enroll or adjust their plan.
 - Qualifying events include:
 - Loss of previous coverage
 - Marriage
 - New Baby / Adoption
- Open enrollment takes place the last few months of the year and allows all eligible employees to enroll for coverage starting January 1.

RETIREMENT CONTRIBUTIONS

All full-time, permanent employees can contribute to a qualified 403(b) retirement plan through Guidestone. Staff members are encouraged to voluntarily elect to contribute a portion of their salary into the available tax-sheltered plan up to the maximum amount allowable by law.

RADIUS will match up to 5% of your base salary upon hire. Employees can begin contributing immediately.

Residents are not eligible for this benefit.

STAFF RESOURCES

Healthy U Bucks

All part-time employees are given \$300 in Healthy U Bucks to be spent towards an area of your life you wish to grow. You may be creative here... could be a cooking class with your family, a Bible conference, meeting with a life coach, a night away with your spouse, etc. These are subject to approval by your supervisor and must be used by the end of the calendar year.

MILEAGE

RADIUS Church may reimburse employee mileage for work-related trips over 50 miles from the church. Reimbursements will be made through Divvy at the approved IRS rate if pre-approved by your supervisor.

ADOPTION REIMBURSEMENT – [FORM LINK](#)

RADIUS Church offers reimbursement for qualified adoption expenses to eligible full-time employees who have completed at least 12 months of employment. Covered expenses include adoption fees, court costs, attorney fees, and required travel, with proper receipts. RADIUS will use their discretion to reimburse not more than the federal limit. Reimbursement requests must be submitted to Human Resources within 90 days of finalizing the adoption.

TUITION REIMBURSEMENT – [FULL POLICY LINK](#)

RADIUS Church supports the ongoing education of full-time employees through tuition reimbursement for job-related courses/programs at accredited institutions. Eligible programs include theology, ministry, church leadership, counseling, music ministry, nonprofit management, and other approved fields.

- Eligibility:
 - Full-time employees in good standing.
 - Prior written approval from supervisor and church leadership.
- Reimbursement:
 - Up to \$5,250 per year (IRS non-taxable limit for 2025).
 - Covers tuition, required fees, and books (if not included in tuition).
 - Must successfully complete the course (B or better, or Pass/Fail).
- Application Process:
 1. Submit request form, course description, and cost estimate for approval before registering.
 2. After course completion, submit proof of completion and receipts.
 3. Reimbursement processed within 30 days of approval.
- Repayment:
 - Employees who leave RADIUS Church within 12 months of receiving reimbursement must repay the full amount.
- Exclusions:
 - Travel, lodging, meals, non-job-related courses, non-accredited programs, and courses taken without prior approval are not reimbursable.

Section 7: Time Off

HOLIDAYS

RADIUS observes seven paid holidays each year for salary employees:

1. New Years Day
2. Martin Luther King Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving
7. Christmas Day

The standard schedule at RADIUS is Sunday-Thursday. When a holiday falls on a day that is normally scheduled off (Fri or Sat) an alternative day will be scheduled. If you work any other schedule, you should request alternative days off for holidays from your supervisor as necessary.

Hourly employees do not receive these paid holidays.

SICK LEAVE

If you are sick, please stay home and rest. This will not count against your vacation time. If illness or injury continues for an extended period (2 weeks or more), please work with your supervisor to coordinate a responsible plan.

VACATION

Full-time and salary employees are allocated vacation based on the schedule below. Part-time, hourly employees are not eligible for paid vacation leave.

TIME EMPLOYED	FULL-TIME EMPLOYEE
Year 1	12 Days
Years 2-4	15 Days
Years 5-9	20 Days
Years 10+	25 Days

- A day is a normal (8) hour working day and a week is for a 7-day period (40-hour work week).
- Vacations should be scheduled in advance with your supervisor approval.
- Vacations can be broken into individual days or half days as desired with supervisor approval.

- Unused days are forfeited.

Note that staff positions which have responsibilities on Sundays (Campus Pastors, Student Leaders, Kids Leaders, Worship Leaders, AV. Etc.) are allowed up to 4 Sundays per year off, all of which must be scheduled with their supervisor.

MATERNITY & PATERNITY LEAVE

The birth or adoption of a child qualifies each employee for the following:

- (4) Paid weeks of leave for a mother.
- (2) Paid weeks of leave for a father.

SABBATICAL (Campus Pastor/Lead Pastor)

After 4 years of employment, campus pastors will have forced breaks for the purpose of physical, emotional, and soul rest. The length/rhythm for each is 4 weeks (must be taken all together) every 4 years. Sabbaticals will be scheduled in advance with the Executive Pastor and Lead Pastor and will also include a post-sabbatical review.

ADDITIONAL LEAVE SITUATIONS

RADIUS recognizes there are other special circumstances when leave may need to be taken. These include, but aren't limited to, bereavement, jury duty, military leave, etc. Please work with your supervisor and the Executive Pastor to work out a plan.

FAMILY MEDICAL LEAVE ACT (FMLA)

RADIUS Church complies with the federal Family and Medical Leave Act (FMLA). Eligible employees may take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth or adoption of a child, or placement of a foster child
- To care for a spouse, child, or parent with a serious health condition
- For the employee's own serious health condition that makes them unable to perform their job
- Certain qualifying needs related to a spouse, child, or parent's military service

Employees may be eligible for up to 26 weeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness.

Eligibility: Employees must have worked for RADIUS Church for at least 12 months and 1,250 hours in the past year to qualify.

Notice and Documentation: Employees must provide at least 30 days' notice when the need for leave is foreseeable. Medical certification or other documentation may be required.

Benefits During Leave: Group health insurance coverage will continue during FMLA leave under the same terms as if the employee had continued working.

Job Protection: Upon return, employees will generally be restored to their same or an equivalent position.

PAID TIME OFF MANAGEMENT

The employee is responsible for managing their PTO account. It is important that you plan for how you will use it. This means developing a plan for taking your vacations, as well as doctor's appointments and personal business.

NOTICE & SCHEDULING

You are required to provide your supervisor with reasonable advance - 30 days - notice and obtain approval prior to using PTO. This allows for you and your supervisor to prepare for your time off and assure that all staffing needs are met.

There may be occasions, such as sudden illness, when you cannot notify your supervisor in advance. In those situations, you must inform your supervisor of your circumstances as soon as possible.

Section 8: Standard of Conduct

CHARACTER EXPECTATIONS

General expectations for an employee at RADIUS Church are to:

1. Continually pursue personal study through regular, individual time with the Lord.
2. Practice regular Church attendance, missing no more Sundays than those required for illness, Church related travel, visiting Church plants, or vacation.
3. Submit to community by meeting regularly in a discipleship relationship.
4. Partner with RADIUS Church and fulfilling the expectations of all RADIUS Partners.

Additionally, RADIUS employees are to be biblically qualified for ministry, meeting the requirements for Deacons outlined in 1 Timothy 3. These requirements include moderation in alcohol consumption, honesty in finance, faithfulness to spouses, engagement with their children and good managers of their homes. In addition, they are to have a solid reputation in the community. Above all, they should be committed to the Gospel and live with a “clear conscience.” Additionally, we’d ask those in leadership at RADIUS to practice hospitality by having people into your homes “around the kitchen table.”

HARRASSMENT

RADIUS Church expects you to treat every person you encounter fairly and respectfully. Harassment based on race, color, religion, sex, age, national origin or disability will not be tolerated. Harassment means unwelcome or offensive conduct of a discriminatory nature that affects an individual’s employment opportunities or that creates an intimidating or hostile environment.

Sexual harassment is the most recognized form of unlawful harassment. Sexual harassment of anyone by church employees, supervisors, co-workers, church members or vendors on or off the Church property is prohibited.

Examples of prohibited conduct include:

- Unwelcome sexual advances including but not limited to unwelcome sexual flirtations, advances or propositions.
- Subtle pressure or requests for sexual acts or favors.
- Other verbal or physical conduct of a harassing nature including but not limited to verbal abuse of a sexual nature, unnecessary touching of an individual, graphic comments about an individual’s body, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes or physical assault.

Also, when:

- Submission to the conduct is made a condition of employment; or
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive environment.

If you believe that you are being, or have been harassed in any way, please report the allegations of the incidents to a member of the Executive Team within a reasonable time, without fear of reprisal. All complaints will be handled promptly and in a confidential manner. RADIUS will retain confidential documentations of all the allegations and investigations. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated by the appropriate parties. Violation of this policy will result in disciplinary action when justified, up to and including possible termination.

CONFIDENTIALITY

Some of the work done by RADIUS Church employees is confidential. Discussing confidential material with individuals who are not employees or employees who do not have a need to know the information is prohibited.

CONFLICT OF INTEREST

RADIUS Church respects employee's activities outside his employment that are moral, private in nature and which in no way conflict with or reflect adversely upon the Church. Every employee is expected to devote full time and ability to the Church and not to engage in outside interests that interfere with employment attendance, performance and efficiency as determined by the Church, including the use of the Church's facilities, materials and resources.

If a conflict-of-interest situation should develop or an employee has any doubts, the matter should be discussed with his supervisor.

APPEARANCE STANDARDS

All employees are expected to present themselves during working hours in appropriate attire. In general, RADIUS is a casual environment. We desire to be authentic in who we are even in our dress, but inappropriate and revealing attire is not acceptable. Employees who have personal contact with guests or Church members should be particularly conscious of appropriate attire.

Employees who are in doubt as to what denotes proper attire should consult their supervisor.

MALE/FEMALE COWORKER DYNAMICS

There are times in the workplace when a male and female coworker work directly with each other. We have a responsibility to be aware of perception as leaders in the Church. We recommend that male and female coworkers:

- Limit one-on-one settings or meet with the door open or in a room with a window.
- Do not ride in a car alone together.
- Use discretion when texting each other without another person in the message.
- Do not use social media to message each other.
- Limit physical contact, including hugs.

We recognize there are times that situations like these are unavoidable in the workplace. We recommend being aware of the optics in the circumstances and taking steps to protect yourself.

INVESTIGATIVE PROCESS

Any employee who believes he/she has experienced such conduct by anyone, including a supervisor, coworker or by persons doing business with or for RADIUS should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the employee is uncomfortable confronting the offender, the employee must immediately report such conduct to their supervisor and the Executive Pastor.

This organization prohibits retaliation against any employee who complains of harassment or discrimination or who participates in an investigation. All aspects of the complaint-handling procedure will be handled discreetly. However, it may be necessary to include others on a need-to-know basis. All incidents of prohibited harassment or discrimination that are reported will be investigated. The supervisor and Executive Pastor will immediately undertake or direct an effective, thorough, and objective investigation of the allegations. The investigation will be completed as soon as is practical, and a determination regarding the reported harassment or discrimination will be made and communicated to the employee who complained and to the accused wrongdoer. If a complaint of prohibited harassment or discrimination is substantiated, appropriate corrective action, up to and including termination, will be taken. Appropriate action will also be taken to correct the effects of the harassment or discrimination and to deter any future harassment.

DISCIPLINARY STEPS

Depending on the nature and circumstances of an incident, discipline will normally be progressive and bear a reasonable relationship to the violation. The types of discipline that may occur are as follows in general order of increasing formality and seriousness.

1. Verbal Reprimand – A verbal statement by the supervisor of an employee, usually pointing out an unsatisfactory element of job performance, is intended to be corrective or cautionary. A verbal reprimand informally defines the area of needed improvement, sets up goals for the achievement of improvement, and informs the employee that failure to improve may result in more serious actions. A verbal reprimand needs to be noted by the supervisor in his own file.
2. Written Reprimand – This is the first level of formal discipline. The supervisor issues the written reprimand. A copy is sent to Human Resources for placement in the employee's personnel file.
3. Termination– Employees should be aware that their employment relationship with the Church is based on the condition of mutual consent to continue the relationship between the employee and the Church. Therefore, the employee or the Church, unless bound by written agreement, is free to terminate the employment relationship at will, with or without cause, and at any time.

Recommendations to termination an employee are to be made by the employee's supervisor to the Elders through the Executive Pastor.

Section 9: Technology Usage

INTERNET USE – [FULL POLICY LINK](#)

RADIUS Church provides internet access to support work-related activities, research, and communication. Limited personal use is permitted during breaks but must not interfere with job responsibilities.

Employees may not use church internet resources to access or share offensive, illegal, or inappropriate content; attempt unauthorized access; introduce malware; or engage in personal business or financial gain.

Confidential and sensitive information must not be shared online without authorization. Employees are responsible for safeguarding login credentials and following church security measures.

When using social media on behalf of RADIUS Church, employees must follow the social media policy and represent the Church with professionalism.

RADIUS Church reserves the right to monitor internet use. Violations of this policy may result in disciplinary action, up to and including termination.

NETWORK & EMAIL USE – [FULL POLICY LINK](#)

Access to RADIUS Church's network and email systems is provided for work-related purposes. Limited personal use is permitted during breaks but must not interfere with responsibilities.

Employees must safeguard login credentials, use strong passwords, and follow security measures. Unauthorized access, introducing malware, or using email to send offensive or illegal content is prohibited.

Email should be professional, respectful, and aligned with the mission of RADIUS Church. Confidential information should not be shared via email unless properly secured. Employees should use caution with attachments and links to avoid phishing or malware.

RADIUS Church may monitor network and email use to ensure compliance. Violations may result in disciplinary action, up to and including termination.

TECHNOLOGY USE – [FULL POLICY LINK](#)

RADIUS Church provides technology such as computers, laptops, tablets, phones, printers, and related equipment for work-related purposes. Employees are expected to care for assigned equipment, report issues promptly, and never attempt unauthorized repairs or modifications. We also ask that employees do not put stickers directly on their RADIUS device without a case.

Confidential data must be safeguarded through passwords, encryption, and security protocols. Any lost or stolen equipment or suspected security breach must be reported immediately to IT. Only authorized and licensed software may be installed on church-owned devices.

Remote access to church systems must be done through secure, approved methods. Personal devices connected to the network must follow church security guidelines. Employees should also take precautions to prevent theft or unauthorized use of equipment.

Outdated or unused technology must be returned to the Church for proper disposal or recycling.

ARTIFICIAL INTELLIGENCE (AI) USE

RADIUS Church recognizes that artificial intelligence (AI) tools can be useful for improving productivity, creativity, and ministry support. However, these tools must be used responsibly to ensure accuracy, protect confidentiality, and uphold the mission and values of the Church.

Employees may use AI tools for work-related purposes. Personal use during work hours should be limited to breaks and must not interfere with responsibilities.

Confidential, private, or sensitive information (including staff, financial, or congregational data) may not be entered into AI tools unless specifically approved and secured by leadership. Employees are responsible for reviewing and verifying all AI-generated content before use to ensure it is accurate, appropriate, and aligned with the values of RADIUS Church.

RADIUS Church may monitor AI use to ensure compliance. Misuse of AI tools may result in disciplinary action, up to and including termination.

Section 10: Finance

CREDIT CARD USE & EXPECTATIONS

RADIUS Church uses Bill Spend & Expense (we call it Divvy) to manage our spending. If your role requires use of a credit card, you will receive it from finance or your supervisor upon hire.

Staff without credit cards should reach out to their supervisors if needing to make a purchase.

RADIUS Church provides organizational credit cards to certain employees for approved business expenses. Credit cards are to be used only for church-related purchases and never for personal expenses. If an employee accidentally uses their work credit card, they are required to reimburse the Church.

Employees are expected to exercise good judgment, obtain prior approval for significant purchases, and retain itemized receipts for all transactions. Lost or stolen cards must be reported immediately to Finance.

Receipts over \$50 need to be uploaded, and all expenses categorized, in a timely manner – no later than the 5th. Not doing so will result in your card, as well as your boss' card, being frozen.

Cardholders are personally responsible for ensuring proper use of their assigned card. Misuse of a church credit card—including personal charges, unapproved purchases, or failure to provide receipts—may result in disciplinary action, repayment of charges, and possible termination.

STAFF MEAL GUIDELINES

RADIUS Church credit cards may only be used for meals that are directly related to ministry or church business (e.g., staff meetings, ministry planning, or hosting ministry partners). Meals should involve staff or approved ministry guests and must serve a clear church purpose. Employees are allowed and encouraged to pay for their guest's meals under these guidelines.

Credit cards may not be used for personal meals or purely social outings (e.g., casual lunch with coworkers). Itemized receipts must be submitted for all meal expenses.

Section 11: Communication Guidelines

EMAIL COMMUNICATION

Employees should check email regularly during work hours and respond within 48 hours. If a full response is not possible right away, send a short acknowledgment and note when a detailed reply will follow. If forwarding an email, notify the sender and include the contact information of the person who can assist.

When out of the office for more than two days, set an automatic reply with your availability and an alternate contact. Remove the autoreply upon return.

VOICEMAIL COMMUNICATION

All telephone calls should be returned promptly and in a professional, courteous manner. Staff should respond to voicemails as quickly as possible, and no later than 48 hours after receiving a message. If a message requires a detailed or lengthy response that cannot be addressed immediately, make a brief call to acknowledge receipt and let the caller know when you will follow up with a more complete response.

During vacation or extended absences, staff should coordinate coverage so that voicemails are still returned in a timely manner.

SOCIAL MEDIA

Staff are expected to use social media responsibly, keeping in mind that online content can reflect on RADIUS Church. When posting on behalf of the Church, only share content that aligns with RADIUS Church's mission, values, and public image, and ensure all information is accurate and appropriate.

Do not share private or sensitive information about the Church, its members, or staff, and always obtain permission before posting photos or personal details. Use good judgment on personal accounts, avoiding content that could harm RADIUS's reputation. Questions about social media use should be directed to your supervisor or the communications team.



Employee Handbook Acknowledgment Form

I acknowledge that I have received a copy of the RADIUS Church Employee Handbook. I understand that it is my responsibility to read and comply with the policies, procedures, and expectations described in the handbook.

I also understand that the handbook is not a contract of employment. My employment with RADIUS Church is at-will, which means that either I or RADIUS Church may terminate the employment relationship at any time, with or without cause or notice.

I acknowledge that policies may change from time to time and that I will be notified of any such changes.

By signing below, I confirm that I have read, understood, and agree to follow the policies and guidelines in the RADIUS Church Employee Handbook.

Employee Name: _____

Signature: _____

Date: _____

Statement of Faith

As a staff member, I commit to upholding and supporting the Statement of Faith (outlined in [Section 2](#)) in our teaching, leadership, and conduct. I agree not to teach or promote doctrines or beliefs contrary to these core positions.

Employee Name: _____

Signature: _____

Date: _____