



Employee Handbook

Approved 8/22/18

WELCOME TO THE GREATEST STAFF ON THE PLANET

It is such an honor to have you join our staff! We take pride in building a team that impacts people's lives, strives for excellence, has a tremendous work ethic, and has fun all at the same time. During your time with Generation Church, you will be stretched, encouraged, inspired, and pushed like never before, but you will also live life to the fullest with passion and purpose.

Either you have served with us for some time and know a lot about Generation, or you are stepping out and joining this journey with faith and high expectations. Either way, thank you for your dedication, passion, and willingness to be a part of something bigger than yourself.

This manual is not designed as a "rule book," but as a guide for staff conduct and culture. Inside you will find information that will help you along this wild ride that we call Generation Church! Most importantly, I want you to know that we care about you as a person, a leader, and a follower of Christ.

Welcome to our staff, team, and family.

Sincerely,

A handwritten signature in black ink, appearing to read "Brandon Petty". The signature is fluid and cursive, with the first name "Brandon" written in a larger, more prominent script than the last name "Petty".

Pastor Brandon Petty

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Overview

Our Story

Generation Church began when Pastor Brandon Petty had a clear vision from God for the unchurched and de-churched people in Portland and the surrounding areas. That vision came to reality when Generation launched on March 4th of 2012 to see people find hope in Christ and the local church. On launch day there was an overwhelming response, and it has been an amazing journey ever since. God has done many great things in the past 6 years, including hundreds of people accepting Christ and being water baptized, and the resurrection of multiple family trees.

Today this vision is just as real as the day God revealed it to Pastor Brandon. Believing that God is doing a great work in our lives so that he can do a great work through our lives; the church is continuing to move the vision forward with multiple worship experiences, community outreaches to the Portland area, developing international mission partnerships, and a church building under construction.

Our Mission

We exist to engage those far from God, connect them to Jesus and the local church, and empower them to live out their purpose.

Our Code

At Generation Church, we have several core principles that drive every decision we make. These principles are not just phrases we remember or values we strive for; it's literally how we roll.

1. We Place Jesus at the Center - A life of growth and change is all about priorities. We will put Jesus first in all that we do as a church and individuals.
2. We Will Remain Outward Focused - We are evangelistic in our efforts to reach those who aren't here yet. We are a church that is 'sent' not just 'attends'. We are all inclusive/multi-cultural / generational church.
3. We Will Believe Big and Start Small - We will pray, dream, believe God for the impossible. Big dreams start with small acts of obedience. We will have active and audacious faith.
4. We Will Create Irresistible Environments - We will create the culture, God will change lives. People are drawn to irresistible culture, environments, and people. We will be full of FUN, PASSION, and LOVE.
5. We Will Lean In - We will engage by leading the way in worship and learning. We are changed by God's presence and God's word...and we won't take it for granted. We will embrace an open heart to learn and grow.
6. We Will Not Hide Behind Fig Leaves - We will seek to have authentic relationships filled with transparency and grace. You cannot do life alone and you can't have authentic relationships by hiding and being fake. Relationships are vital for every person.
7. We Will Fight for Men - We equally honor and challenge men and women alike. However, we are unapologetic in our passion to reach the

men in our community. When you unleash the man, he will lead his family to greater things.

8. We Will Leave a Legacy - We will invest in the next generation. We will always place a high priority on kids and student ministries. We will reproduce young leaders.

9. We Are God's Greatest Resource - We believe in RADICAL generosity. Generosity starts with radically giving our time, talent, and treasure. We will serve, worship, and give abundantly and joyfully.

10. We Can't Stay Here - We will never get comfortable; we must continue to take next steps in our journey. We will strive to always be open to change while avoiding apathy and comfort. We are never finished until Jesus returns.

Employment

Equal Opportunity Employer

Generation Church is an Equal Opportunity Employer. Our church does not discriminate on the basis of race, religion, color, sex, pregnancy, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All aspects of employment including the decision to hire, promote, discipline, or discharge will be based on qualifications, merit, and organizational need.

Employee Classifications

Categories

Job categories are a systematic way to delineate job responsibilities, expectations, accountability, organizational burden,

access of information, salary and bonus grades, and benefit packages.

- Category 1 - Lead Pastor
- Category 2 - Executive Team
- Category 3 - Ministry Directors
- Category 4 - Ministry Coordinators
- Category 5 - Ministry Support Staff
- Category 6 - Campus Support Staff

Full-Time

Full-time employees are individuals who are devoting one's full attention, time commitment, and energies are to the work of Generation Church. Full-time employees' time commitment is between 40-45 hours per week.

Part-Time

Part-time employees are individuals whose attention and energies are devoted to the work of Generation Church, however, their attention and time commitment may be divided. Part-time employees' time commitment is between 20-30 hours per week.

Bi-Vocational

Bi-Vocational leaders are individuals whose attention and energies are divided between Generation Church and their primary source of employment. Bi-vocational leaders' time commitment varies between categories and availability with work schedules.

Internships

Interns are individuals whose attention and energies are devoted to Generation Church for the opportunity to learn leadership lessons and to gain ministry experience. Interns' time commitment is between 10 -15 hours per week.

Employment of Relatives

Generation Church permits the employment of qualified relatives of employees, of the employee's household, or immediate family as long as such employment does not, in the opinion of the Executive Team, create actual conflicts of interest. Generation Church will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same Ministry department, provided no direct reporting or supervisor to subordinate relationship exists.
- Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.
- Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. If in the opinion of the Executive Team, a conflict arises as a result of the relationship, one of the employees may be transferred to another department at the discretion of the Executive Team and subject to availability of an open position.

Any exceptions to this policy must be approved by the Executive Team of Generation Church.

Employment At Will

Generation Church is an “at will” organization. All hiring is presumed to be 'at will'; that is, Generation is free to discharge individuals for good cause, or bad cause, or no cause at all, and all employees are equally free to quit, or otherwise cease to work for Generation Church.

Voluntary Termination

Employees who are voluntarily terminating their employment at Generation Church should submit a letter of resignation to their supervisor with employees giving appropriate notice. Appropriate notice varies by employment category and are as follows: categories one and two - two-month notice, categories three and four - one-month notice, categories five through seven - two-week notice. Separating employees should complete an Exiting Questionnaire and assist in making any transitions as smooth as possible.

Employees who are absent from work for three or more consecutive working days without notifying their immediate supervisor will be deemed to have voluntarily terminated employment.

Involuntary Termination

Generation Church reserves the right to terminate an individual's employment at any time when it is in the organization's best interests to do so. In some cases, an employee may be granted administrative leave with or without pay while the facts of a situation are being investigated.

Circumstances warranting involuntary termination with or without notice may include, but are not limited to:

- Performance below the standard expected;
- Grossly inappropriate, unethical and/or criminal behavior;

- Insubordination;
- Misrepresentation of facts;
- Severe disregard for Generation Church's policies (e.g., sexual harassment, abuse of drugs or alcohol, abuse of time off, etc.).

Unemployment Compensation

In accordance with Federal and Tennessee employment laws, Generation Church is exempt from paying unemployment taxes. Due to this exemption, post-employment with Generation, employees will not be eligible to receive unemployment benefits. However, pending on the type of termination and the circumstances thereof, employees may be granted an appreciation bonus or severance package at the discretion of the Executive Team.

Personal Expectations

General Conduct

Regardless of position or role, every employee's work at Generation Church is vitally important, as is their behavior at work. Likewise, each employee's conduct away from work should be consistent with the values of Generation. All employees serve as a representative of the church and as such are expected to display more courtesy and understanding than is seen in most other areas of employment.

Confidentiality

In the course of their work, employees of Generation Church may acquire information that is confidential pertaining to the Church's internal affairs

and its ministry to its owners, attendees, and to the community. Employees are obligated to preserve the confidentiality of such information. Employees are expressly prohibited from discussing or conveying such information to unauthorized persons either within or outside the Church.

Queries by individuals concerning the operations of the church, its finances, or attendees of Generation should be directed to a member of the Executive Team.

Drug & Alcohol Abuse

Generation Church has established safeguards against drug and alcohol abuse to ensure a safe and healthy working environment. Substance abuse imposes a burden on those caught up in the abuse, but also on their co-workers. It may lead to poor job performance, accident risks, and negative perceptions.

To mitigate these effects, possession or sale of illegal drugs or alcohol on church premises is strictly prohibited. The consumption of tobacco, illegal drugs, prescription drugs, and alcohol is regulated as follows:

- The use of tobacco products or tobacco substitutes is prohibited.
- The use of alcohol is prohibited when representing Generation Church, whether on church property or off-premises. During personal time, alcohol is permitted, if of legal age. Consumption of alcohol, however, should always be done so in a responsible manner, with moderation and sensitivity to others for whom alcohol use may create an offense or be a stumbling block .
- The use of illegal drugs is strictly prohibited.
- The use of prescription drugs is permissible if it does not impair an employees ability to perform the essential functions of their job and is administered as prescribed so long as it does not endanger other individuals in the workplace.

The abuse of drugs and/or alcohol, per the regulations above, may lead to disciplinary action, rehabilitation, or immediate termination of employment.

Sexual Harassment & Discrimination

Generation Church is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits unlawful discriminatory practices, including harassment. Therefore, Generation expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment. Our goal is to ensure that all employees can work in an environment free from unlawful harassment, discrimination, and retaliation. Generation will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

- Harassment on the basis of any other protected characteristic is strictly prohibited. Harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law. Harassing conduct includes but is not limited to epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility toward an individual or group.
- Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive

objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Generation Church encourages reporting of all real or perceived incidents of discrimination or harassment to your direct report. In the event the incident involves your direct report, reporting of your real or perceived discrimination or harassment should be brought to their direct report. It is the policy of Generation Church to promptly and thoroughly investigate such reports. Generation also prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Social Media Usage

Generation Church generally views creating or contributing to personal websites, blogs, social networks, message boards, virtual worlds, and other kinds of social media positively. We recognize the desire of many of our employees to participate in the online community and encourage this form of networking and idea exchange.

As an employee of Generation, you may be seen by our owners, attendees, and outside parties as a representative of our organization. That means that while you may view your online presence as a personal project, many readers will associate you and the views you express with us. In light of that, we ask that you observe the guidelines outlined below.

Please keep in mind that these guidelines will continue to evolve as new social networking technologies emerge. Check back periodically to ensure that you are up-to-date.

- Use good judgment in all situations. If you wouldn't want your mother seeing what you're doing, do not put it online.
- Whether offline or online, you are representing Generation Church at all times. Please keep this in mind as you interact, create and share in the digital world.
- Please be sensible when using social networks during your working hours. We realize this is a powerful and effective medium to keep in

touch with friends, co-workers, and volunteers, but please be mindful of how much time you spend doing non-Generation related online activities during work hours.

- What goes on the Internet, stays on the Internet. Google has a very good (and very permanent) memory. Think about this before sharing anything online.
- Social networks are never a good place to air personal grievances with other staff members or Generation owners. Unfortunately, social networks are breeding grounds for passive-aggressive behavior. Rise above that. If you have a conflict with someone, please respect yourself (and them) enough to work through it in person.

These guidelines are designed to protect both you and Generation Church. Failure to abide by these guidelines could result in termination of employment, legal issues between Generation and members of the community, the ability to attract and retain visitors, and ultimately set back the advancing of the Kingdom.

Health and Wellness

Generation Church encourages all employees to live a healthy lifestyle. We encourage regular exercise and healthy eating habits to help manage stress, lower blood pressure and cholesterol levels, and to improve physical strength and stamina. Good employee health will affect every aspect of life, therefore, we encourage incorporating time for physical exercise into your weekly routines.

Conflict of Interest

Employees shall not initiate, approve, or participate in purchases from a vendor in which the employee or a member of their family has a financial interest, without prior full disclosure to and approval by the Executive Pastor or Trustee Board.

Outside Employment

Employees may accept outside employment as long as their outside employment and volunteer activities do not create a real or perceived conflict of interest or commitment. These activities must also not interfere with an employee's full and proper performance of their employment with Generation Church.

Work Expectations

Role Descriptions

All employees of Generation Church will have a role description outlining responsibilities and setting clear expectations. Role descriptions will be reviewed and updated annually to ensure responsibilities and expectations are accurate and up to date.

Goal Setting

At Generation Church, our mission, vision, and values get translated into five year, three year, one year, and 90-day goals. These goals provide a clear focus, unified direction, motivation, and individual and organizational purpose. Every employee at Generation is expected to develop individual goals, personal ministry goals, and help achieve the overall organizational goals.

Performance Evaluation

Generation Church will periodically review employees performance on no less than an annual basis through performance evaluations with employees' direct reports. Evaluation results will aid in decisions regarding

possible promotions, bonuses, compensation adjustments, and corrective actions including involuntary termination. The goal of performance evaluations is to improve performance, guide the employee toward excellence, and understand areas of concern on the part of Generation Church and/or the employee.

Personal & Professional Development

In a spirit of learning and growth, Generation Church expects each employee to continue to improve both personally and professionally. Employees are expected to maintain a growing, thriving relationship with Jesus Christ through regular Bible study, prayer, worship, and regular participation in weekend worship experiences.

Generation will assist employees in personal and professional growth by providing opportunities and encouragement for continuing training and development. Staff training and development involves the acquiring and improving of ministry-related skills and knowledge, preparation for the expansion of ministry responsibilities, and exposing oneself to educational opportunities such as conferences, book studies, and podcast

Work Schedule

Generation Church's work week runs Sunday through Thursday with standard office hours Monday through Thursday from 9:00 AM to 3:00 PM. Out of office workdays may be permitted with prior approval from an employee's direct report. Due to Sundays being a full workday, Fridays are reserved for days off. Time away from the church for visitation, conference assignments/meetings, youth trips, etc. will be considered as time worked. If these occur on an employee's regularly scheduled day off, the employee's direct report may grant equivalent time off during the following week. This time may not be accumulated. Employees who have scheduled ministerial events outside of normal office hours (board meetings, rehearsals, etc.) may, with their direct report's prior approval, adjust their work schedule for that day.

Office Etiquette

As employees of Generation Church, we share life and space with each other for a majority of the week. To respect each other and to have order in the office, we have a code of conduct that we expect each employee to honor and adhere to.

- **Character** - Your character and heart are worth more to us than your talents or your intelligence. Make sure to always act in a manner that will ensure integrity. Never be alone with a person of the opposite sex who is not your spouse. (For example, take a travel companion to conferences and church trips) As much as possible, staff should communicate with one another regarding the week's office attendance in order to eliminate males and females being in the office alone to be above reproach.
- **Chemistry** - We are a family first and foremost. We will treat each other with respect, love, and compassion. We want to have the best team in the world. To foster chemistry, we will often work in shared spaces and eat lunch together.
- **Fun** - If you don't like to laugh or have fun at work, then Generation Church isn't for you. Practical jokes, games, and laugh breaks are encouraged and welcomed. We have the greatest job on the face of the earth, so we will enjoy it!
- **Honor** - We will show honor to one another by being respectful and we will go out of our way to serve one another. Ways we show honor include arriving on time for work days and meetings, maintaining cleanliness of personal and common workspaces, being considerate of each other, respecting each others privacy, and limiting excess noise.
- **No balance** - At Generation Church, we talk about the pendulum principle. If you try to balance your life, you will always feel the pressure of leaning towards one way more than the other. Life is impossible to balance, but it is possible to plan for the "swing". There are seasons where our schedule is full swing in ministry, and there are also seasons where you will feel the swing towards rest. Take advantage of the "swings" to avoid burnout.

- Attire - With the exception of hospital visitation, business meetings, and other similar events, you may dress comfortably during the work week as long as you remain modest.
- Hospitality - Periodically through throughout the week and on weekends, we host visiting pastors, churches, and other guests. When hosting we will go above and beyond to show honor, love, and hospitality.

Access of Funds

To maintain strict financial integrity, employees of Generation Church have limited access to organizational funds. No petty cash is available and no personalized debit or bank cards will be issued to protect the employees, the organization, and the organization's donors. Purchases will be processed through a reimbursement system, where individuals make the necessary purchases with their own funds, and then will be promptly be reimbursed. In accordance with IRS regulations, strict records must be kept including purchase forms and receipts for each reimbursable transaction.

In the rare event a debit or credit card is used, purchase forms and receipts must be turned in for accurate reporting of ministry purchases. At no time may an employee who is in possession of a church issued debit or credit card use the card for purchases intended for personal use. The use of church-issued credit cards for anything other than its intended purposes may result in the card being revoked and/or disciplinary action up to and including termination of employment.

Benefits

Compensation

Salaries and Wages

Employees of Generation Church are compensated in either a wage per hour format or a base annual salary based off of industry standards, expected responsibilities, and the operating budget. Salaries and wages are reviewed regularly and may be adjusted annually during the budget review process.

Housing Allowance

Employees who serve in a ministry specific capacity that have been ordained, commissioned, or licensed, by IRS regulations, may receive a housing allowance. A housing allowance is revenue allotted for housing, in lieu of a parsonage, that is excludable from gross income for income tax purposes. Each housing allowance, for those who qualify, is designated during the annual budget review process and is the lesser of the amount officially designated, the amount actually used to provide or rent a home, or the fair market rental value of the home.

Cellphone Reimbursements

As a benefit and as a way to compensate for the volume of work done on personal devices, Generation Church will reimburse all employees classified as a category five or above one hundred dollars (\$100) per month. The cellphone reimbursement is a tax-exempt reimbursement for data, equipment usage, and possible wear and tear.

Bonuses

Periodically, bonuses may be issued on the basis of merit or for employee appreciation. All employees are eligible for bonuses, however, bonuses are not guaranteed, or regularly scheduled.

Payroll Processes

To maintain financial integrity, all employees are paid from an outsourced accounting firm contracted for the sole purpose of payroll. All compensation is given for work previously performed and dates of pay are the 15th and last day of the month. In the event the 15th or last day falls on a weekend, paydays will be the preceding Friday.

Time Off

Time Off is given to provide for the employees who diligently serve Generation Church. Time Off benefits are given to all employees once they finish the introductory 90 day period. Time off should be requested via Time Off Request Forms at least two weeks in advance unless emergencies permit. All request will be approved based on the following criteria; church calendar and events, days available, rotation of time off and Black Out Dates*

* There are several Black Out Dates throughout the year where time off is not permitted. These dates are reserved for mission-critical seasons where all employees and leaders are expected to be engaged. The Black Out Dates include, but are not limited to; the first three weeks of the New Year, the two weeks leading up to and Easter Weekend, the week of Vision Rally, two weeks leading up to and Christmas Weekend.

Delegation of Responsibilities

When going on leave, you are required to ensure that your responsibilities are covered, both by working advance and by empowering a replacement. Contact information for your replacement (name, email, phone number) shall be submitted to your Executive Pastor, or Executive Assistant, two weeks prior to your absence.

As a leader, it is your responsibility to contact your volunteers two weeks prior to your absence and let them know to contact your replacement if they need anything or if they will be unable to serve

during the dates you will be gone. Provide all necessary contact information for your replacement to your ministry team.

Paid Time Off

Generation does not distinguish between sick, emergency or vacation days. Employees are given a set amount of Paid Time Off for them to manage as they see fit.

Full-Time Employees

90 days to 2 years	15 Days
3 years to 6 years	19 Days
7 years plus	23 Days

Part-Time Employees

90 days to 2 years	5 Days
3 years to 6 years	10 Days
7 years plus	15 Days

Generation Church encourages all employees to take downtime to rest, recuperate, and to invest in their families. For these reasons, Paid Time Off will not carry forward from year to year.

Ministry Related Travel

Speaking assignments, coaching, conferences and training events may sometimes require an employee to be away from their duties at Generation Church. As part of the culture of generosity, Generation is proud to partner with other ministries and invest our resources, including staff knowledge and expertise. Staff involvement in ministry related events is encouraged, however, the employee's direct report must pre-approve all Time Off Request Forms. Not all ministry involvement will be counted as Ministry Related Travel and may require the use of Paid Time Off. Ministry Related Travel is based off employees job category and is broken down as follows;

Categories 1 & 2	Unlimited
Category 3	Unlimited
Category 4	8 Days
All Other Employees	Supervisor Approved as Needed

Holidays

Generation recognizes nine holidays that the offices are closed. The exact dates will be set each year as the following year is planned.

New Year's Day*
 Martin Luther King, Jr Day
 Presidents Day
 Easter Monday
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day
 Christmas Day*

* Following Christmas Experiences, the Generation Church office is closed the following two weeks each year. These dates do not count toward your PTO. Some work may be required, but it is encouraged to spend time with family and rest in this period of mandatory shutdown.

7th Sundays

Seventh Sundays are given due to the complexities of full-time ministry and to account for the strain on the families of employees. These dates may not always fall exactly every seven weeks but it is expected for our leaders to periodically take time off for rest.

Funeral Leave

In the event of a death in an employee's family, the employee will be allowed time off with pay in order to assist with arrangements, attend funeral services, and to grieve. Time off will be based on relationship to the deceased.

Spouse, Child, or Step Child	10 Days
Parent or Step-Parent	5 Days
Siblings	5 Days
Grandparent or Grandchild	2 Days
In-Laws (Parent, Sibling, Child)	2 Days

If additional time is necessary, Paid Time off may be used provided the employee has remaining Paid Time Off Days. Should extensive travel be necessary, additional time may be granted.

Maternity/Paternity Leave

Employees of Generation Church are eligible for maternity leave once they have been employed full time for one year. Employees may submit a written request for time off along with a physician's written statement that certifies the need for leave. After the exhaustion of accrued Paid Time Off, Maternity/Paternity Leave will be with pay based on the following scale:

Week 1-4	100% of Salary
Week 5	80% of Salary
Week 6	60% of Salary
Week 7	40% of Salary

Once all Paid Time Off and Maternity/Paternity Leave Time is used, if additional time is needed an employee can request time off without pay based on the Family Medical Leave Act.

Family Medical Leave Act

In general, an employee who has completed at least twelve (12) months of continuous service with the church is eligible to receive unpaid family/medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). The following provisions apply with regard to the family/medical leave policy for employees of Generation Church.

Family/medical leave may be taken only if it is made necessary due to one of the following reasons:

1. Within twelve (12) months of the birth of a child of the employee in order to care for the child.
2. Within twelve (12) months of the placement of a child with the employee in connection with an adoption or foster care in order to care for the child.
3. A serious health condition of an employee's child, parent or spouse
4. A serious health condition of the employee which prevents him/her from performing the essential tasks of his /her job.

In no instance does the federal law require the church to grant more than a total of twelve (12) weeks of unpaid leave in any consecutive twelve (12) weeks of unpaid leave in any consecutive twelve (12) month period. Under this law, because of a serious health condition of a family member, leave may be taken consecutively or intermittently depending on the legitimate needs of the employee. The employee must make every effort to schedule such leave so as not to disrupt the church's operations.

Any leave granted due to the birth or adoption of a child must be taken consecutively unless otherwise agreed upon by the church and must be completed within one (1) year of the adoption or birth.

During the leave, the employer will maintain the employee's health care coverage under the same conditions as coverage would be provided if the employee were continuously working during the entire leave period. Both the employer and the employee will be responsible for payment of their share of the premiums during the leave period. Eligible employees must provide reasonable prior written notice to the church when requesting a leave of absence under the law. The church may require an employee to provide certification issued by a licensed health care provider in order to ensure that the employee meets the eligibility requirements.

In the event of a conflict between provisions of the FMLA (as may be revised) and the provisions herein, FMLA shall prevail.

Jury Duty

Employees are encouraged to fulfill their civic duties if summoned to Jury Duty. They must notify the Executive Pastor upon receipt of a summons or subpoena so that arrangements can be made to accommodate the employee's absence. A document from the court, which shows the time spent by the employee and the amount paid to the employee must be submitted to the Executive Pastor. Verification of an employee being seated on a jury, being detained in a jury pool or subpoenaed as a witness is required. If the court dismisses the jury early, the employee is expected to return to work as soon as possible and complete a regular workday comprised of civic time and time on the job. Should the employee's work duties with the church be vital to its operation, the church and the employee may request the court to excuse the employee from jury duty or to delay commencement of jury duty.

Communication

While absent, it is understood that you will not communicate regularly as it is intended for you to be able to disengage. While off you may set up an Out Of Office reply with your email provider during your absence. On your notification, you may also direct emails to your delegated replacement.

As a last resort, the Executive Pastor or Executive Assistant may try to contact you by phone for a very important issue. If you receive a call, please contact them as soon as possible.

Sabbatical Leave

Rooted in biblical history, pastoral sabbaticals have long been used in the church as a time of rest, recovery, renewal and re-education. Generation Church believes that a time of Sabbatical Leave is important both in the sharpening and renewal of the Executive Team and for the health and strength of the Church. Sabbaticals are intended to further the ministry objectives of the church, to enhance the personal ministry of the executive leadership, and to provide for physical, spiritual and relational renewal and refreshment.

Eligibility & Purpose

A sabbatical shall be provided annually for the Lead Pastor (category one employee) for the purpose of spiritual renewal, and visionary planning for the year to come.

An extended sabbatical shall be granted to category one & category two employees after the completion of the first seven years of full-time ministry at Generation Church and every seventh year thereafter if funds are available. The purpose of an extended sabbatical shall be four weeks for research, study, and personal development, and four weeks for rest, family encouragement, relational renewal, and personal refreshment.

Financial Agreement

The Lead Pastor's sabbatical will be funded at the rate of at least one thousand dollars (\$1,000) up to fifteen hundred dollars (\$1,500) from the annual operating budget. During the sabbatical, regular salary and other applying benefits will be paid. Reimbursable expenses will be determined on the basis of a sabbatical budget approved in the annual operating budget.

Extended sabbaticals will be funded at the rate of at least one thousand dollars (\$1,000) a week for eight consecutive weeks not to exceed ten thousand dollars (\$10,000) from the annual operating budget. During an extended sabbatical, regular salary and other applying benefits will be paid. Expenses will be determined on the basis of the approved plan from the Executive Team and the sabbatical budget approved in the annual operating budget if funds are available.

Timing

The Lead Pastor's sabbatical will be scheduled each summer before the annual Vision Rally for one week. Paid sabbatical time is in addition to paid vacation time for the year in which the sabbatical is taken.

All extended sabbaticals will be scheduled with the Executive Team for a consecutive eight weeks. If possible, the sabbatical should be scheduled at a time that will minimize the disruptive effect on the normal operation of the church. Paid sabbatical time is in addition to paid vacation time for the year in which the sabbatical is taken. Unless approved by the Executive Team, no two employees shall take a sabbatical within six months of each other. If sabbatical plans conflict, priority shall be given to the most senior staff member in terms of category then the length of service.

Extended Employment Agreement

All employees who choose to take a Sabbatical leave under this policy agree to the following terms.

- Because Sabbatical Leave is unlike an ordinary paid vacation in that its purpose is expressly for the future benefit of Generation Church as well as for the present and future benefit of the employee, the employee agrees that as far as it depends on them, they will continue in their full-time service to the church for at least one year from the date of their return from Sabbatical Leave.
- The church will not in any way seek a replacement for an employee during their Sabbatical leave.
- The church agrees that it will honor the leave of the employee and agrees not to contact them with church business except in case of emergency.

Grievance Procedures

Corrective Actions

Certain standards of job performance and employee conduct are necessary for Generation Church to operate effectively and fulfill its

mission. When an employee's work or conduct does not meet acceptable standards, corrective action may be initiated to resolve the problem.

While the particular corrective action taken will vary according to the severity of and the circumstances surrounding a situation or incident, the general nature of corrective actions are restorative. The intent is that the employee can be helped to restore their performance or conduct to a satisfactory level and consistently maintain that level. Sometimes certain corrective measures, including disciplinary measures, may be required in the restoration process.

Disciplinary measures may include but are not limited to, oral reprimands, written warnings, suspension from work without pay, mandatory counseling, and/or termination.

Settling of Disputes

When a problem arises or employee feel they have been treated unfairly, they should normally discuss it with their direct report. In the event the issue involves your direct report, reporting of your concerns should be brought to their direct report. Discussion usually leads to a better working relationship as well as a better working environment. If such discussion doesn't lead to a satisfactory resolution, employees can discuss their concerns with the person to whom their direct report is accountable. If employees feel unsafe in discussing a situation with their direct reports or ministry coordinators, they can request assistance in resolving their concern with the Executive Team.

Direct reports and ministry coordinators have a joint responsibility to be aware of and to work together with employees to resolve such tensions in a mutually beneficial fashion. Employees who are unable to resolve a problem through the above procedure may discuss that problem with an Overseer of Generation Church.

Arbitration Agreement

If an employment dispute arises while employed or post-employment at Generation Church, all employees, current and former, agree to first attempt to handle all conflicts, disputes, and/or tensions within a biblical

manner of conflict resolution. The biblical manner of conflict resolution includes self-reflection, one on one meetings, then assisted peacemaking with a neutral party.

If this process does not conclude with a mutually agreeable resolution, employees, current and former, agree to submit any such remaining dispute arising out of employment or the termination of employment exclusively to binding arbitration. This arbitration shall be the final means of resolving disputes arising out of employment or termination from employment with Generation Church, and no other action can be brought by employees in any court of law or any such forum.



Acknowledgment of Receipt

I acknowledge that I have received the Generation Church Employee Handbook, and I understand that it is my responsibility to read the Handbook and know its provisions. I understand that I will be expected to live by and work within these policies including the Grievance Procedures and Arbitration Agreement. I understand this Handbook and its provisions are subject to change with approval by the Executive Team, and in the event of such changes, I will be properly informed.

I also understand and acknowledge that my employment at Generation Church is “at will” and that, just as I may terminate my employment at any time with or without notice or cause, Generation Church may do the same.

Employee's Name (Printed) _____

Employee's Signature _____

Date _____

