

NEW BEGINNINGS CHRISTIAN CENTER STAFF POLICY MANUAL

PREAMBLE

New Beginnings Christian Center is a Local body of believers, established and operated in accordance with the **BYLAWS OF THE INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL** As New Beginnings Christian Academy (NBCA) is a ministry of New Beginnings Christian Center (NBCC) This manual details the policies and procedure for all its employees serving NBCC and NBCA and any other NBCC ministries.

The polices outlined in this manual have been taken in part from the INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL'S "HANDBOOK FOR THE OPERATION OF FOURSQUARE CHURCHES" Chapter 14C

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NEW BEGINNINGS CHRISTIAN CENTER FOURSQUARE CHURCH
STAFF POLICY MANUAL

The purpose of this manual is not to state rules, regulations, and restrictions, but to inform you how we as a church want to assist the staff in fulfilling what God has called us to be and do at New Beginnings Christian Center Foursquare Church. The spirit of these policies is to help you understand what to expect and what is expected as you serve Jesus here in the capacity of a pastoral or general staff member. It contains definitions pertinent to staff relations and provides direction for our daily mode of operation.

I believe the policies and guidelines as set forth in this manual are consistent with our objectives, as well as with sound practical procedures that have been approved by the church council. While we do not desire to be unbending or rigid in providing this manual, we do believe that this information will reflect good stewardship and eliminate many potential personnel problems.

Please feel free to ask questions concerning any of the material contained in this manual so you will understand the heart, spirit, and history of our policies. We are always open to discuss with you any questions or suggestions you have about life and ministry as a member of our staff.

Thank you in advance for receiving these guidelines in the spirit in which they are intended. Your submission to these guidelines will make your ministry here much more rewarding. It is my prayer that we will constantly be discovering together how we can best serve Jesus by serving this church family and by doing that together in the spirit of unity, love, and sacrifice. I am thankful for your life and the contribution you will make toward the ministry that the Lord has provided to this congregation. Welcome to the staff.

Yours with the Great Shepherd's heart,

Pastor Bill Holland

NEW BEGINNINGS CHRISTIAN CENTER FOURSQUARE CHURCH
STAFF POLICY MANUAL
STATEMENT OF UNDERSTANDING

I certify I have received and read and that I understand the New Beginnings Christian Center Foursquare Church staff policy manual, dated _____, 20__, a copy of which has been provided to me. I also understand the statements contained in the employee handbook are not a contract and my employment with New Beginnings Christian Center Foursquare Church is “at-will.” I also understand the employee handbook may be changed by the church at any time, and that updated handbook supersedes any and all prior handbooks issued by New Beginnings Christian Center Foursquare Church.

Signature

Printed Name

Date Signed

Pastor or Administrator

Please read and sign the statement
above and return this form to the
pastor/administrator/personnel secretary.

NEW BEGINNINGS CHRISTIAN CENTER FOURSQUARE CHURCH

STAFF POLICY MANUAL

INTRODUCTION

To All Employees

This policy manual is intended to be a source of information and a general statement of ministry policies. It is not a contract of employment. The New Beginnings Christian Center Foursquare Church hopes the employment relationship will be continuing and rewarding for both sides. However, the employment relationship is voluntary; just as you can resign whenever you feel appropriate,

New Beginnings Christian Center Foursquare Church reserves the right to terminate the employment relationship with or without cause. This is known as "at-will" employment. No ministry representative has the authority to enter into any agreement for employment for a specified period of time or make any representation or agreement contrary to "at-will" employment.

Equal Employment Opportunity

New Beginnings Christian Center Foursquare Church believes that every employee has the right to work in surroundings free from all forms of unlawful discrimination. It is New Beginnings Christian Center Foursquare Church's policy to hire, promote, transfer, terminate, and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, disability, or any other basis prohibited by local, state, or federal law and the values of our Christian statement of faith.

1. EMPLOYMENT, STAFF DEFINED, EVALUATIONS

1.1 QUALIFICATIONS FOR EMPLOYMENT

A commitment to Jesus Christ and His work as evidenced in your life and in your relationships by fruit of the spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.
Galatians 5:22, 23

An educational and/or experiential background to fit your particular job description

A positive attitude of cooperation with other staff members, with the church council, with other leaders of the church, and with members of the congregation; loyalty to the church, to the pastor and to other staff members

A pleasing personality: warm and gracious, always relating to people in a positive manner

Willingness to submit to authority

1.2 STAFF DEFINED

The staff is composed of two classifications, licensed pastoral staff and ministry staff.

The licensed pastoral staff classification is made up of those who hold ministerial credentials and are serving as associates to the senior pastor.

The ministry staff is made up of various administrative and maintenance personnel.

The licensed pastoral staff and ministry staff may include full-time, part-time, or temporary employees.

Full-time employees are those who work 30 hours or more per week, on a permanent basis. Part-time employees are those who work less than 30 hours per week on a permanent basis.

Temporary employees are those who work either full-time or part-time, but not more than 90 consecutive workdays without a break in employment.

1.3 PERFORMANCE EVALUATIONS

All employees will be required to submit to annual performance evaluations; these will be scheduled and conducted by the senior pastor or the employee's supervisor. The senior pastor or supervisor may, at his/her discretion, perform an evaluation at any time.

2. HOURS OF WORK, ATTENDANCE, ABSENTEEISM

2.1 WORK HOURS

Office work hours for all full-time employees, unless arrangements have been made otherwise with the pastor or supervisor, are Monday through Friday 8 a.m. to 4 p.m. The lunch period is one (1) hour.

NOTE: New Beginnings Christian Academy working Hours and lunch policies may vary and are dictated by the Academy Administrative supervisor and will be provided in writing with the approval of Church Council.

2.2 ATTENDANCE

Each employee is expected to be regular, punctual, and conscientious regarding attendance. Maintaining a good, consistent record is an employee's personal responsibility.

2.3 ABSENTEEISM

When an employee is going to be absent, for any reason, he/she must notify the administrative supervisor as soon as possible. Prearrange any anticipated absence with the senior pastor or administrative supervisor if at all possible. Each day of continued absence requires notice as well.

Any worker who fails to report to work in accordance with this policy will forfeit any sick leave privileges for that period. Excessive, prolonged, or unexcused absenteeism may result in probation, leave of absence, or dismissal.

EXCESSIVE ABSENCE: Any time above the allotted days off will be considered excessive, without pay

PROLONGED ABSENCE: Any absence away from the job not approved as vacation or sick leave of longer than two weeks

UNEXCUSED ABSENCE: Any absence not approved by the senior pastor or the worker's immediate supervisor

EXCUSED ABSENCE: Determined on an individual basis
Staff members desiring excused absences shall request approval from their immediate supervisor.

2.4 PROFESSIONAL STAFF HOURS

Due to the nature of their work, staff members will structure their schedules under the direction of the senior pastor. However, their official office hours are Monday through Friday ____ a.m. to ____ p.m. If this schedule is changed due to other responsibilities, it is the employee's responsibility to coordinate with the senior pastor when he/she will be gone.

NOTE: Employees leaving the grounds shall notify the administrative supervisor, advising him/her of their return time.

3. STAFF MEETINGS

Staff meetings are mandatory.

Staff meetings are held _____ at _____ to _____, unless the senior pastor or Administrative supervisor has made a change. Any staff member unable to attend this meeting must make arrangements prior to the meeting with the senior pastor or administrative supervisor. Staff members should come prepared to take notes, calendar entries, and communicate any events or needs that affect the staff or ministry. NOTE: FOR ACADEMY STAFF REFER TO NOTE UNDER 2.1 WORK HOURS

4. WAGE AND SALARY

4.1 MINISTERIAL STAFF COMPENSATION/EMPLOYMENT POLICY

The philosophy for compensating persons for ministry is grounded in these Biblical truths:

“Let the elders who rule well be considered worthy of double honor, especially those who work hard at preaching and teaching. For the Scripture says ‘You shall not muzzle the ox while he is threshing. ’ and the laborer is worthy of his wages” (1 Tim.5:17,18).

“Therefore I exhort the elders among you, as your fellow elder and witness of the sufferings of Christ, and a partaker also of the glory that is to be revealed, shepherd the flock of God among you, exercising oversight not under compulsion, but voluntarily, according to the will of God; and not for sordid gain, but with eagerness; not yet as lording it over those allotted to your charge, but proving to be examples to the flock” (1 Pet. 5:1-3).

While it is not inappropriate to receive an income from the work of the ministry, such income must be viewed as a privilege and not a right, and those compensated for the work of the ministry should follow a higher standard of stewardship and accountability than those they serve. Ministry must be viewed as a service to God, and not a business; those who shepherd must set an example for the congregation in all areas.

Accordingly, the following guidelines are set for the well being of those who serve in full-time vocational ministry and those they serve.

4.2 SALARY/SALARY REVIEW

Financial remuneration for services performed as a member of the pastoral staff of the New Beginnings Christian Center Foursquare Church (whether administrative or ministerial) will be based on the following criteria:

1. Scope of responsibilities
2. Prior experience
3. Job performance

Salary shall be determined by the following factors:

1. The average compensation for similar position in other similar church environments (As obtained through formal and informal salary survey information)
2. The average, median, or mean yearly income of congregation members (As determined by examination of church tithe records and other demographic information)
3. The resources available to compensate the person
4. In the case of New Beginnings Christian Academy Staff the average, median, or mean yearly income generated by NBCA student body tuition.

It should be noted that a full-time licensed minister who earns \$40,000 per year and who designates 50% of his salary to housing allowance, nets the same compensation as a non-minister earning \$47,000 per year. Therefore, the salaries of licensed ministers should be viewed equitably when compared to other non-ministerial salaries.

Full-time licensed ministers may designate a portion of their income as housing allowance based on a housing allowance estimation form submitted to and approved by the church council each December for the following year. Housing allowances will be reasonable as pertains to anticipated housing-related expenditures and not exceed the boundaries of legal or moral propriety.

4.3 PAY PERIODS

The pay period is biweekly, with checks issued on Thursday of each pay cycle. a holiday, pay is distributed on the preceding working day, if possible. Early checks or “draws” must be requested from the senior pastor or financial administrator and are issued only for exceptional circumstances.

4.4 PAYROLL DEDUCTIONS

We participate in the federal Social Security program, which is funded by a specific percentage of each staff member’s salary. Also, federal and state income tax deductions are based on the amount of salary, minus exemptions. The above includes all non-pastoral staff. Pastoral staff members are asked to make these payments directly to the proper agency. Each pastoral staff member will be given a check equaling half of his or her Social Security obligation each quarter that he or she is a self-employed minister.

NOTE: As a non-profit we do not deduct for or pay unemployment benefits.

4.5 PAY ADVANCES AND LOANS TO STAFF

We encourage all staff members to be good stewards of their finances and administer them according to sound budgetary principles. Therefore, we discourage staff pay advances and loans, and grant them only rarely for an emergency or crisis. Staff requesting advances and loans need the approval of the senior pastor.

5. BENEFITS—ALL PERSONNEL

5.1 PASTORAL STAFF

At the approval of the Church council each pastoral staff member may attend one (1) seminar or conference per year, at the expense of New Beginnings Christian Center Foursquare Church, for his/her development, as long as designated funds are available. Receipts for reimbursements must be submitted to the appropriate person not later than five (5) workdays from the date of return. Arrangements must be submitted to the senior pastor at least sixty (60) days in advance of the event. All details pertaining to the seminar or conference must be attached to the request when submitted. Fund raising may be required.

Each pastoral staff member is entitled to reimbursement for pre-approved expenditures for church related activities and business. Each pastor will be responsible for completing the reimbursement form and forwarding it to the financial administrator for reimbursement.

5.2 VACATIONS

Vacations must be scheduled through the senior pastor or administrative supervisor at least thirty (30) days prior to the effective dates. Seniority of service may be a governing factor in the event of conflicting time request.

Staff may be required to take their vacations so that no more than two (2) are away at any one time.

At this time we do not provide paid vacation. However employees receive five paid personal days to be used as they see fit.

Any unused personal days may be paid at the end of the year or employment cycle if authorized by senior pastor.

5.3 HOLIDAYS

Every full time staff member working a full calendar year receives the following [nine (9)] paid holidays each year:

New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day

NOTE: Employees of New Beginnings Christian Academy are on a 196-day employment cycle, which includes paid holidays, planning days and pre and post planning days. Academy Staff may not be eligible for any holidays falling outside of the employment cycle.

NOTE: The senior pastor may designate additional days.

Holidays must be taken and cannot be accumulated or deferred to a later date. If a holiday falls on an employee's regular day off, he or she will be entitled to take another day; this is to be scheduled in advance with the senior pastor.

5.4 SICK LEAVE

Employees will not receive regular compensation for days missed because of illness or accident. Employees may use their personal days to cover sick time the senior pastor and church council must approve paid time off for sickness or accident exceeding these five days. Unused personal days may not be carried over from year to year.

Part-time, permanent employees, those who work less than thirty (30) hours per week, will accumulate personal days at the rate of five (5) (based on employees average hours per day) working days per year, and may not carry over to the following year.

No compensation is allowed for unused personal days upon termination of employment.

When an employee is injured on the job and is eligible for Workers' Compensation benefits, the sick leave payment will be the difference between the Workers' Compensation benefits and normal salary, thereby extending the sick leave benefits period.

In case of death in an employee's immediate family, the employee may take up to five (5) working days off with pay.

The church council, with the recommendation of the senior pastor, shall determine remuneration for absence from work due to prolonged illness, beyond the amount of accrued sick leave.

5.5 LEAVE OF ABSENCE

A leave of absence may be granted to any employee for appropriate reasons; duration of a leave of absence is determined on a case-by-case basis. A request must be submitted in writing to the senior pastor and church council not less than forty-five (45) days prior to the effective date of leaving. This policy also affects those individuals who wish to extend their vacation time, without pay. A leave of absence may be granted with or without pay, depending upon the length of time requested and the circumstances.

5.6 MEDICAL INSURANCE

AT THIS TIME WE ARE UNABLE TO PROVIDE MEDICAL BENEFITS.

5.7 DENTAL INSURANCE

AT THIS TIME WE ARE UNABLE TO PROVIDE DENTAL BENEFITS.

5.8 WORKERS' COMPENSATION INSURANCE

Workers' Compensation insurance is provided to all employees of New Beginnings Christian Center Foursquare Church. This plan provides protection for all employee injuries sustained during the course of their employment. Prompt reporting is required in order to comply with the Workers' Compensation laws of the state. All injuries must be reported to the insurance carriers adjusting office within 48 hours of the injury. Failure to comply with these procedures could result in large fines and/or the claim being denied due to late reporting.

5.9 SOCIAL SECURITY INSURANCE

Social Security is provided for all employees in accordance with federal laws. Pastors are compensated at the rate of one half of the self-employed rate of withholding and are expected to pay the other one half when payment is due each quarter.

5.10 JURY DUTY

Cooperating with the judicial jury system is a part of good citizenship and a practical demonstration of being submitted to those with authority over us. Any employee on staff at New Beginnings Christian Center Foursquare Church, full- or part-time, who is called to jury service, must notify the administrative pastor as soon as he/she receives notice about jury duty. Any employee called for duty will be paid his/her regular salary, less any jury pay received for the period required to serve. While on jury duty, the employee will be expected to return to work during those hours when not required to be present in court. Exceptions to this, such as being required to remain in the immediate area for possible return to the courtroom, will be handled on an individual basis. Employees are required to furnish the administrative pastor the attendance slips from the jury office on a daily basis.

NOTE: Benefits listed in this chapter pertain to all New Beginnings Christian Center Foursquare Church personnel. Benefits are based upon the number of hours worked within a pay period and employee status: full-time, part-time, or temporary.

6. EMPLOYMENT TERMINATION

6.1 RESIGNATION

A licensed pastoral staff member who wishes to resign position must submit a letter of resignation to the senior pastor not less than four (4) weeks prior to the date of expected release.

A ministry staff employee must submit a letter of resignation to the senior pastor no less than two (2) weeks prior to the date of termination. If a letter of recommendation is requested, the employee will receive one following a final evaluation by the senior pastor or appropriate supervisor.

6.2 DISCHARGE

Before any staff employee can be discharged, he/she must be given a written evaluation and warning, stating the nature of the offense and the necessary corrective action. A sincere effort must be made by the employee to correct the situation within thirty (30) days from the date of the warning. Failure to comply with corrective action is cause for discharge upon the recommendation of the supervisor to the senior pastor.

NOTE: Serious misconduct such as inappropriate conduct with children or any other sexual misconduct will be grounds for immediate termination.

The leadership of the church will deal with all non-Christian conduct on a Biblical basis. Because your position is one of leadership in the Body of Christ, any sexual misconduct will necessitate your making a personal public disclosure of your failure. The senior pastor and elders will determine the setting and time of this disclosure.

6.3 SEVERANCE PAY

Severance pay, above earned benefits, will be paid to employees only upon agreement between the employee and the senior pastor. The senior pastor will report his recommendations to the church council for a final decision. The agreement is not final until the church council approves it.

7. OFFICE PRACTICES/PROCEDURES

7.1 DRESS AND APPEARANCE STANDARDS

Since we represent our Lord Jesus Christ and New Beginnings Christian Center Foursquare Church, we must maintain the best grooming possible. Pastoral staff members shall dress in an appropriate manner for the season and the people to whom they are ministering. Please keep in mind what is comfortable for you may seem inappropriate for others. If there is ever a question about a staff member's attire, it will be addressed on a personal level by the senior pastor or your administrative supervisor.

7.2 CONFIDENTIALITY

One basic rule of the church ministry is the confidential relationship between the church leaders and people. It is imperative for all employees, regardless of position, to respect the privacy of others. Any conversation, counseling session, correspondence, file material, or internal transaction of the church must not be discussed or made public in any way, except as required by law and as advised by Foursquare corporate counsel. Knowledge about people gained because of staff relationship, shall be closely guarded. Breach of this confidentiality will be just cause for disciplinary or discharge action.

7.3 MISUNDERSTANDINGS AND GRIEVANCES

Our goal is that all working conditions and staff relationships will be positive, fulfilling, and above reproach. Sometimes, however, conditions need improvement and relationships are tested. When this happens, we will apply the principles outlined in Matthew 18:15-17. When relationships are strained, the affected people shall discuss and pray together and, when necessary, seek counsel from the senior pastor or another unbiased staff person. There should never be any grumbling or complaining (Philippians 2:14). We need to settle all grievances together with the help of the Holy Spirit so that we become closer and stronger. Gossiping about and belittling fellow employees is not compatible with Christian behavior; therefore, it will not be tolerated at New Beginnings Christian Center Foursquare Church. Love for each other in spite of faults and weaknesses are the true mark of “agape” love.

7.4 DISCIPLINE

Each employee has duties and responsibilities, defined in the job description, that contribute to the efficiency and effectiveness of the church's operation. Everyone is expected to fulfill those duties and responsibilities within prescribed directions and guidelines. Employees who ignore or abuse those directions and guidelines will be subject to discipline in the form of verbal instruction (reprimand), short-term probation, or dismissal from the staff. The type and extent of the discipline will depend on the severity and frequency of the offense. This does not refer to innocent mistakes, oversights, or human weaknesses, but to intentional, ongoing, consistent disregard for authority.

7.5 PUBLIC RELATIONS

Promoting good public relations is of the utmost importance to every employee. It is imperative that all of us go out of our way to be friendly, helpful, and courteous to all we come in contact with.

Along with keeping a positive attitude about your ministry, keep in mind that our church is always open to everyone. You can expect visitors to walk in at any time while you are working. Your attitude should be pleasant and accommodating to those to whom we are called to minister.

7.6 RESOLUTION REGARDING THE SAFETY OF CHILDREN

*But if anyone causes one of these little ones who believe in me to sin,
It would be better for him to have a large millstone hung around
His neck and to be drowned in the depth of the sea.*

Matthew 18:6

Providing a safe, secure, and happy environment for children takes diligent oversight and a heartfelt conviction that children deserve the best. For this reason all employees of New Beginnings Christian Center Foursquare Church Must review and adhere to the policies of International Church Of The Foursquare Gospel Corporate Resolution Regarding The Safety Of Children
“CHILD AND YOUTH PROTECTION MANUAL”

7.7 CHILDREN OF EMPLOYEES

Employees must not allow their children to be unsupervised at the church for prolonged periods. This is in the best interest of the children, the employee, and the church. Outside of normal activities that employees children may be involved in, permission must be obtained in advance before bring them to the facility.

7.8 CHURCH ATTENDANCE AND TITHING

All employees are expected to be faithful in attendance at church services and in the giving of tithes and offerings. This policy will set an example to the church body.

7.9 SEXUAL HARASSMENT POLICY

The Foursquare Church has a policy on sexual harassment. Please carefully read the following definition of the policy, procedure for completing the complaint form, and the appeal process. If additional information is needed, please contact the appropriate pastoral staff member.

7.9.1 DEFINITION OF SEXUAL HARASSMENT

Unwelcome sexual advances; requests for sexual favors; and other verbal, visual, or physical conduct of a sexual nature constitutes sexual harassment.

7.9.2 EXAMPLES OF SEXUAL HARASSMENT

By way of example, sexual harassment includes but is not limited to the following:

- A. Making submission to the sexual conduct either an explicit or implicit term or condition of employment, status, or promotion
- B. Making submission to or rejection of the conduct the basis for decisions affecting an employee
- C. Allowing sexual misconduct to interfere with the employee's work performance; creating an intimidating, hostile or offensive working environment
- D. Making submission to or rejection of the sexual conduct the basis for any decision affecting benefits, services, honors, programs, or other activities
- E. Making unsolicited written, oral, or physical contact with sexual overtones
- F. Continuing to express sexual interest after being informed that the interest is unwelcome
{Reciprocal attraction is not considered sexual harassment.}
- G. Making threats or implied threats of reprisal following a negative response
Example: either implying or actually withholding support for an appointment, promotion, or change of assignment: suggesting a poor performance report will be prepared; or suggesting probation period will be unsuccessfully completed
- H. Engaging in implicit or explicit coercive sexual behavior that is used to control, influence, or affect the career, salary, and/or work environment of an employee
- I. Offering favors or employment benefits such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, or reclassifications in exchange for sexual favors
- J. Creating a work environment in which employees may feel uncomfortable or isolated for not participating or responding to sexual jokes, cartoons, or comments

Sexual harassment of any employee by any other employee is forbidden and will result in immediate and severe disciplinary action, which may include the discharge of the offender. No employee will be retaliated against for reporting harassment or discrimination or for participating in an investigation thereof.

7.9.3 NOTICE TO EMPLOYEE

The pastoral staff members of New Beginnings Christian Center Foursquare Church shall ensure that all newly hired and existing employees are notified of the sexual harassment policy and the procedures for reporting sexual harassment. Each newly hired or existing employee will be given a written copy of the policy and the procedures and will be required to review, sign, and date the document.

7.9.4 COMPLAINT PROCESS

Any employee who believes that he or she has been subjected to sexual harassment, as defined and prohibited by this policy, may file a complaint with a pastoral staff member or designee. The complaint should be in writing and signed by the complainant. No employee will be retaliated against for reporting harassment or discrimination or participating in an investigation thereof. The person with whom the complaint has been filed shall consult the senior pastor.

The pastoral staff member or designee will investigate all allegations of sexual harassment. An appropriate investigation may include interviewing the complainant, the accused, witnesses, and other suspected victims. Upon completion of the investigation, a recommended written disposition report of the complaint shall be given. In determining whether the alleged conduct constitutes sexual harassment, the pastoral staff member or designee should look at the record as a whole and the totality of the circumstances, including the nature of the alleged sexual harassment, the context in which the alleged incidents occurred, and the perspective of the victim.

Following the complainant's receipt of the recommended written disposition report of the complaint by the pastoral staff member or designee, the complainant may, if not satisfied by the recommended written disposition report, appeal the matter to the church council.

The complainant's appeal shall be in writing, signed by the complainant. The appeal shall state specifically the reasons why the complainant is dissatisfied with the recommended written disposition report by the pastoral staff member or designee.

The church council shall review the basis for the complainant's appeal and the recommended written disposition report compiled by the pastoral staff member or designee. The church council of New Beginnings Christian Center Foursquare Church may make a decision based on the record presented or collect any additional information deemed necessary.

7.9.5 CONFIDENTIALITY

All matters pertaining to the filing, investigation, and resolution of sexual harassment complaints shall be confidential.

7.9.6 ENFORCEMENT

A violation of the policy prohibiting sexual harassment shall constitute just cause for discipline, which may include termination, and shall be deemed to be a violation of the policies and regulations of the New Beginnings Christian Center Foursquare Church.

7.9.7 EMPLOYEE DISCIPLINARY ACTION

The appropriate disciplinary action will follow the guidelines outlined in the policy manual, entitled "employee disciplinary procedure".

7.9.8 POLICY REVIEW

The pastoral staff of the New Beginnings Christian Center Foursquare Church will review this policy annually.

7.9.9 LEGAL REFERENCES

Title VII of the Civil Rights Act of 1964 42 U.S.C. Section 20003 Government Code Sections 12920 et seq. Education Code Section 200, et seq.

8. LIVE A LIFE WORTHY OF RESPECT AND SELF-CONTROLLED

¹ Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, ² to slander no one, to be peaceable and considerate, and to show true humility toward all men.
Titus 3:1-2 (NIV)

8.1 THE MINISTER'S PERSONAL CONDUCT

Christian discipleship calls for the highest levels of personal integrity as a witness to Jesus Christ. And as public representatives of New Beginnings Christian Center Foursquare Church and a staff within it, ministers are responsible to intentionally nurture qualities of character and personal integrity that model the way of Christ. In all areas of life the minister must strive to be an example of holy living. This principle is illustrated in the following types of conduct however are not inclusive:

- A. **IN SPEECH AND CONDUCT:** ministers will pattern themselves after the Apostle Paul's counsel to think about whatever is honorable, pure, lovely, gracious, excellent, and worthy of praise. He/she should always speak the truth in love and gentleness, with understanding, tact, and discretion, respecting all people, always desiring to build up the body of Christ. The minister will be intellectually honest and have a high regard for truthfulness. The minister is responsible to ensure that neither they nor anyone else in their presence maligns or undermines neither the integrity of this ministry nor the character of its employees or those this ministry serves.
- B. **IN RELATIONSHIPS WITH FAMILY:** ministers will honor their commitments to covenant relationships and the responsibilities that derive from these.
- C. **IN PERSONAL PURITY:** In the arena of sexual life, the minister must live a life free of even a hint of sexual immorality. Ministers must abide by their covenant of fidelity in marriage and chastity in singleness. The minister's sexual life must represent the highest levels of integrity. Fidelity in personal relationships reflects God's faithfulness.

¹⁹ Or do you not know that your body is the temple of the Holy Spirit *who is* in you, whom you have from God, and you are not your own? ²⁰ For you were bought at a price; therefore glorify God in your body and in your spirit, which are God's. 1 Corinthians 6:19-20 (NKJV)

- D. **DEVOTION TO GOD AND PERSONAL HEALTH:** Ministers must not neglect their own spiritual, emotional, intellectual and physical well-being, but will nurture and care for themselves as they nurture and care for others. The minister must be committed to personal daily devotions (Studying and reading of the **WORD**), worship and personal prayer life. With out this balance they cannot effectively serve God. Self-care is an expression of appreciation to God for His gift of life and acknowledges God's love for them and better enables the minister to love others.
- E. **PERSONAL FINANCIAL INTEGRITY:** In financial affairs ministers will strive to demonstrate the highest standards of integrity, characterized by generosity rather than covetousness and by simplicity rather than extravagance as well as diligence in financial obligations. The minister must model a standard of financial stewardship that reflects sound biblical teaching.

² Moreover it is required in stewards that one be found faithful. 1 Corinthians 4:2 (NKJV)

- F. **PERSONAL ACCOUNTABILITY AND SUBMISSION TO AUTHORITY:** The minister must submit himself/herself to the counsel and admonition of pastoral oversight, the minister will be accountable to Church Council and open to the counsel of colleagues, accountability partners, and others who seek to nurture ongoing faithfulness to the gospel in the life of fellow Christians. The minister will seek to model biblical forms of mutual accountability within the community of Christ's church.

⁵ A wise *man* will hear and increase learning, And a man of understanding will attain wise counsel, Proverbs 1:5 (NKJV)

8.2 THE MINISTER'S WITNESS BEYOND THE CHURCH

As leaders who call others to follow Jesus in ways of living (acting and speaking) are witness to God's kingdom, ministers must strive to model the character of Christian discipleship not only within Christ's church, but also in relationship to all God's people and throughout God's whole creation.

Spiritual gifts, individual temperament, and formative experience lead each of us to a personal witness that is unique, while at the same time each of our lives must reflect the character of Jesus in every aspect of our lives. As a minister your walk may be observed at any times and your conduct will reflect on the integrity of New Beginnings Christian Center Foursquare Church and the person of our LORD and Savior Jesus Christ.

⁹ But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of him who called you out of darkness into his wonderful light. ¹⁰ Once you were not a people, but now you are the people of God; once you had not received mercy, but now you have received mercy.

¹¹ Dear friends, I urge you, as aliens and strangers in the world, to abstain from sinful desires, which war against your soul. ¹² Live such good lives among the pagans that, though they accuse you of doing wrong, they may see your good deeds and glorify God on the day he visits us. 1 Peter 2:9-12 (NIV)

9. HEALTH AND SAFETY

9.1 FIRES

In case of fire, please follow these procedures:

1. Close doors/windows in the immediate area of the fire.
2. Call the fire department by dialing 911; be prepared to give the following information:
 - Type of fire (i.e., structure, paper, storage etc.)
 - Complete address and location information
 - Building or room location of fire
 - Your name and phone number
3. Evacuate the facility.
 - During school hours and activities staff must comply with all NBCA fire evacuation procedure
4. If the fire is easily extinguishable, fight the fire with either a fire extinguisher or water.
NOTE: DO NOT USE WATER ON AN ELECTRICAL FIRE.

When using a fire extinguisher remember the following:

- Pull the pin.
- Aim at the base of the fire.
- Squeeze the lever.
- Sweep the fire with the chemical.

9.2 THREATS

If a threat is called into the church or expressed by any other means, be calm and obtain as much information as possible. Immediately notify one of the pastoral staff, and contact proper authorities.

NOTE: All threats must be taken seriously

Do not touch or open any objects that may look suspicious. Hang up immediately if you receive threatening phone calls; if the calling persists, notify the proper authorities.