



Staff Handbook

2024

STAFF HANDBOOK

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Introduction

Welcome to Thornapple Valley Church

We are glad that you are part of our staff!

This handbook is intended to help you in understanding your working relationship with Thornapple Valley Church (TVC). The success of this relationship will enable us to meet the many challenges that are a part of our ministry. We hope that the love we have for our employees is reflected in the way each of us deals with our fellow employees and the Thornapple Valley Church family.

TVC wants your employment to be a time of personal, professional, and spiritual growth. Some of the ways that we will stay connected and communicate with you will be through staff meetings, written notices, and personal communication. Please feel free to ask your direct questions about any issues addressed in this handbook. This handbook applies to all employees. All employees are expected to support the mission and passion of this church.

TVC Executive Team

TVC Mission/Passion/Values

Mission:

Connecting People with God

Passion:

Becoming Accepting and Authentic Christ Followers

Values:

Attending

Serving (Apprenticing)

Connecting

Generosity

Practical Obedience to Scripture

TVC Statement of Faith

Apostles Creed

We believe in God the Father Almighty, Maker of heaven and earth.

And in Jesus Christ His only Son, our Lord;

who was conceived by the Holy Spirit, born of the virgin Mary,

suffered under Pontius Pilate, was crucified, died, and was buried;

He descended into hell; the third day He rose again from the dead;

He ascended into heaven, and sits on the right hand of God the Father Almighty; from there He shall come to judge the living and the dead.

We believe in the Holy Spirit, the holy Christian church;

the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting. Amen

TVC Government

Thornapple Valley Church is a staff run, board accountable church body. Our Board Members serve terms of three (3) years and are chosen on mutual consensus by the current Board. They have to meet Church approved Biblical standards and also be in line with our corporate vision. After serving a three (3) year term, they can be asked to serve for another three (3) year term, for a maximum of six (6) years of total service.

The Board of Directors consists of the Lead/Senior Pastor and several others. The board members meet consistently and are there to ensure that the overall mission of the church is being carried out. Major decisions are made on a mutual consensus through prayer, wisdom, and processing over a period of time.

The Board of Directors assists in ensuring that the overall mission, passion, and values of the church are being carried out. The Board of Directors gives permission to the Lead/Senior Pastor to run the daily operations of the church. This responsibility and authority is transferred to the Lead/Senior Pastor and his Executive Team to carry out the strategies of the church. The Board acts as an accountability net, they also provide guidance with the macro decisions such as:

- Lead Pastor/Senior Pastor hire
- Budgets

The Executive Team plays a key role in ensuring that the overall mission, passion, and values of the church are being carried out.

Membership

Thornapple Valley Church has no formal membership.

Handbook Application

- 1. Absence of Contract.** The language in this handbook is not intended to establish, nor is it to be construed to constitute a contract between TVC and any employee for either employment or the provision of any benefits. Both TVC and the employee have the right to terminate employment and compensation with or without cause and with or without notice, at any time.
- 2. Change of Policies and Benefits.** TVC believes strongly in the plans, policies, and procedures described in this handbook, but reserves the right at any time, and without notice to its employees, to alter, modify, amend or terminate these policies and benefits in any manner, which TVC determines, in its sole discretion, to be appropriate.
- 3. Limitations on Claims.** By accepting or continuing employment at TVC, you agree that any action or suit against TVC arising out of your employment, or termination of employment, must be brought within six (6) months or be time barred. You waive any statute of limitations to the contrary.

Employment Classification

Your TVC employee classification is based on your job description and the nature of the position, consistent with the Fair Labor Standards Act (FLSA) and all applicable state laws. Your classification determines how you are paid, to what benefits you are entitled, and whether or not you receive overtime pay. All employees are classified as either exempt or non-exempt based on their position and the type of work they perform. Employment classifications and overtime eligibility is based on job responsibilities and federal and state laws. You will be informed of your employment classification and overtime eligibility status by the church during employee orientation and if your job status changes.

Exempt Employee | This is an Executive, Central Leadership Team, or Professional employee who is exempt from the provisions of the FLSA. Exempt employees are generally paid a salary, which is intended to constitute their entire compensation, regardless of the number of hours they work.

Non-exempt Employee | This is an employee whose work does not meet the qualifications for exemption as defined by the FLSA. Non-exempt employees are generally paid by the hour and are entitled to paid breaks and overtime pay for working more than forty (40) hours in one work week.

Non-exempt employees are paid at a rate of one and one-half (1.5) times their regular rate of pay for hours worked in excess of forty (40) hours in a workweek. All overtime hours must be pre-approved by a member of the Executive Team and the TVC Business Office.

Full-time Employees | These are employees who are assigned a regular work schedule of thirty five (35) hours or more per work week and whose employment has no specified end date.

Part-time Employees | These are employees who are assigned a regular work schedule of thirty four (34) hours or less per work week and whose employment has no specified end date.

Temporary Full-time or Part-time Employees | These are employees who are assigned to work for a specific and limited period of time, usually less than six (6) months.

Changes in Employee Classifications

Staff at TVC are employed within the following classifications:

1. **Executive Staff** | *Executive Pastors who oversee Central Support and Campuses who are supervised by the Senior Pastor*
2. **Ministry Leadership Team** | *Central Pastors who lead major church-wide ministry teams and Campus Pastors who lead a campus and are supervised by a member of the Executive Staff*
3. **Central Directors** | *Central Staff Leaders who manage departments that support church-wide functions and are supervised by an Executive or Central Pastor*
4. **Campus Directors** | *Campus Staff Leaders who manage departments that directly support a campus and are supervised by a Campus Pastor*
5. **Professional** | *Lead areas of technical ministry and are supervised by a Director, Central Pastor or Executive Pastor*
6. **Coordinators** | *Central or Campus Leaders who lead ministry support teams either church-wide or on the campus level (Depending on Campus Size) and are supervised by a Director, Campus Pastor or Central Pastor.*
7. **Support Staff** | *Administrative functions to support various ministry teams and are supervised by a Director, Campus Pastor, Central Pastor or Executive Pastor*
8. **Facility Staff** | *Janitors & Specialized Employees on the campus and are supervised by a Director or Campus Pastor*

Employee classification (which determines eligibility for benefits and overtime pay) may change during the course of employment with TVC. If at any time you have a question about a possible change in your classification, please contact your Executive Team Representative or The Business office. Changes in your employee classification may result from a job change, a promotion, a change in work hours or a modification to a job description. Normally a temporary change in job duties or work hours for a period of up to four (4) months will not affect employment classification. When employment classifications change, no adjustments are made to years of service for determining benefits such as vacation or health insurance. One year of service in any employee classification equals one year of service in any employee category.

Pastoral Staff

The ordination process at TVC is given the responsibility and authority to determine who should be recognized as a minister of the Gospel. Our general requirements to be ordained include: a clear demonstration of God's call to the ministry, adherence to the TVC's leadership expectations, appropriate theological training*, ministry experience, and, additionally, be equipped to fulfill the following sacerdotal duties: Teaching, baptism, marriage ceremonies, funerals, communion, baby dedications, worship services, spiritual counseling, and administrative affairs of the church.

*Theological training can be defined as a bachelor's degree from an accredited Bible college or the completion of a course of study required by the Executive Team.

Staff Commissioning

TVC believes that every church employee is essential to the mission of *Connecting People To God*. That is how we worship God. The engagement with our community to connect with what God is doing in our lives, to connect with individuals to establish an authentic Christ-centered community, and to connect with purpose by serving and funding God's mission is our act of worship to our Savior Jesus Christ. At TVC employees' classifications: Executive Pastor and Central Pastor are considered "commissioned" and essential to Christian worship. Each employee classified as "commissioned" will be equipped to perform the following sacerdotal duties: teaching, baptism, funerals, weddings, communion, baby dedications, worship services, spiritual counseling, and administrative affairs of the church outlined below. Commissioning is to a specific area of ministry and lasts for the duration of employment.

As a pastoral employee of TVC (ordained or commissioned), the law requires that you are considered self-employed for social security purposes. Because of this status, it is illegal for TVC to pay the employer's portion of social security. Each commissioned and ordained staff person will be responsible to pay both the employer and employee portion of social security.

Social Security Exemption

As a commissioned or ordained staff person you may request, within two years of earning a salary from a church commissioned or ordained, to be exempt from social security. The Internal Revenue Service has a process that you must complete to obtain this status.

<https://www.irs.gov/taxtopics/tc417.html>

<https://www.irs.gov/pub/irs-pdf/f4361.pdf>

<http://www.clergysupport.com/resources/videos/#minister-social-security>

Tax Implications of Clergy

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As a pastoral employee of TVC (ordained or commissioned), the law requires that you are considered self-employed for social security purposes. Because of this status, it is illegal for TVC to pay the employer's portion of social security. Each commissioned and ordained staff person will be responsible to pay both the employer and employee portion of social security.

Newly hired staff who have already been Ordained may request that TVC recognize the original Ordination.

<https://www.irs.gov/pub/irs-pdf/p517.pdf>

Housing Allowance

As a commissioned or ordained person you are eligible for a housing allowance. You have the opportunity to request a portion of your salary to be designated as a housing allowance. This request must be submitted in December each year for the following calendar year (Jan-Dec) and approved by the TVC Executive Team. Changes in housing circumstances (moving, new mortgage, etc. can be an allowed reason for changing your housing allowance within the same calendar year.

It is very important that you educate yourself on these IRS rulings. The church will not be responsible for your decision. Ask questions of professionals and do not rely on coworkers or friends' advice.

Helpful Documents:

[IRS Determination Letter](#)

<httpwww.clergysupport.com/resources/housing-allowance/>

<http://www.cbfnc.org/LinkClick.aspx?fileticket=iVdfz3BoSQU%3D&tabid=284>

Benefits

Compensation

It is very important that staff that have the same classification, must receive the same benefits and treatment.

Full-time employees are paid bi-weekly. Certain deductions from your paycheck may be for elective options like insurance, retirement and phones. Other deductions, such as taxes, are required by law. Other changes in pay or benefits are based on several factors including overall budget, the financial condition of the church, cost of living considerations, performance and value to the church. Non-exempt salary & Full time employees will need complete timesheets.

Part-time Employees are paid bi-weekly. PT employees are required to submit a timesheet with the hours they work each day. Timesheets are required for all Part Time Staff. Part-time employees should work their contracted time, and not exceed weekly hours. Any changes to this within a payroll week must be with direct report and Executive approval.

Performance Evaluations

Each staff person has a direct report who meets with their staff to develop their quarterly goals. Each staff member can expect regular meetings with their direct reports to review their goals. Annual reviews will be completed by direct reports and/ the central pastor of the ministry area with the criteria of the performance review document.

Salary Increases:

Annually, TVC will endeavor to budget for salary increases, which will take effect at the beginning of each fiscal year. However, additional raises will be at the discretion of the Senior Pastor and the Executive Team. These will be based on the performance review standards. Salary increases are

dependent on financial ability to do so and not a guaranteed benefit each year. Employees on staff less than 6 months will be eligible for a raise the following fiscal year. The fiscal year is from October through September.

TVC Continuing Education Policy (in terms of conferences, not a staff retreat or required training): An employee must be in “good standing” to attend non-required conferences or training. Good standing means the following:

- 1) Meeting Leadership Expectations (as outlined and defined on pg.27-28 of the Staff Handbook
- 2) Not on probation or under active disciplinary action
- 3) Approved by your direct report and Executive Team Representative

Mileage Reimbursements

Employees will be reimbursed for approved (in writing) work related miles driven using their personal vehicle. Reimbursements will be paid at the IRS determined standard mileage rate in effect at the time the miles were driven (the IRS establishes the rate annually). Detailed records regarding the point of origin and point of destination must be submitted when seeking reimbursement.

Reimbursement will be made only for mileage driven in EXCESS of the number of round trip miles an employee drives to/from work daily for that day’s “home base” location. For example, if an employee’s building location is 20 miles from their home, reimbursement will be made only for the mileage exceeding 40 miles daily. Excess miles are anything that is above the required job description activities. For example, staff meetings, monthly all-staff and/or team meetings are required as part of the job description and expected travel. These do not fall under the reimbursement area. An employee’s “home base” for each day should be established with their direct report and included in their signed job description and provided to the TVC Business office.

Mileage should be consolidated at any opportunity, therefore when carpooling is an option, it must be utilized. Failure to do so could result in denial of reimbursement. Amazon/Delivery should be utilized versus last-minute store-to-store shopping to avoid mileage payments for these trips. Reimbursements should be submitted within 30 days of travel.

Examples of allowed mileage reimbursement:

- 1) Secondary trip to other location to fill in for missing staff/delivery need
- 2) Hospital Visits
- 3) Necessary travel for task completion (townships permits, product pickup, one on one meeting at another campus, meeting that is out of required team meeting schedule per job description

Other Compensation (aka Bonus)

Bonus compensation is not a guarantee. It is something every staff member at TVC will have the opportunity to work towards achieving and, in the process, teamwork and collaboration across the

organization will be developed. Bonuses are awarded at the discretion of the TVC Board and Senior Pastor.

Retirement Benefits

TVC will provide a matched contribution to the employee's contribution of up to 5% of a staff's salary into a 403b plan, subject to the vesting schedule below. The TVC match will be to the employee's contribution, i.e. If the employee contributes 2% of their salary into the 403b, TVC will match and put 2% of the employee's salary into the 403b. The max employer contribution will be a 5% match. Each participating staff member is required to set up and manage their own accounts. No contributions will be made by TVC until the account is set up. This account is employee-owned and it is their responsibility to designate contributions to fund selections and to decide on distribution or plan rollover upon termination of employment at TVC. Loans are not available from the 403b accounts.

The 403b Employer Contributions are subject to the following vesting schedule:

- 0% of all Employer Contributions Vested Year 0-2
- 20% of all Employer Contributions Vested after Year 2
- 40% of all Employer Contributions Vested after Year 3
- 60% of all Employer Contributions Vested after Year 4
- 80% of all Employer Contributions Vested after Year 5
- 100% of all Employer Contributions Vested after Year 6

“Vesting” in a retirement plan means ownership. This means that each employee will vest, or own, a certain percentage of their account in the plan each year. An employee who is 100% vested in his or her account balance owns 100% of it and the employer cannot forfeit, or take it back, for any reason. All employee contributions are fully owned by the employee. Any employees with more than 6 years of service as of Sept. 30th, 2022 will be “grandfathered in”.

Please see the Business Office for an enrollment kit.

Insurance Benefits

Medical & Dental

All staff who are full-time and work at least 35 hours weekly are eligible to participate in a group health insurance program through TVC. The level of health care benefits provided to the staff will be determined each budget year.

Life and Accidental Death & Dismemberment

We provide life and death and dismemberment insurance to all full-time employees.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) limits exclusions for preexisting conditions; prohibits discrimination against employees and their dependents based on their health status; guarantees renewability and availability of health coverage to certain employers

and individuals; and protects many workers who lose health coverage by providing better access to individual health insurance.

The special enrollment rights apply without regard to the dates on which an individual would otherwise be able to enroll under the plan. Special enrollment periods apply to you and/or your dependent(s), if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption (qualifying event). Under these rules, a group health plan is required to provide the opportunity for special enrollment for these individuals should they make the request within thirty (30) days of the date the qualifying event occurred.

If you decline enrollment under the TVC plan for yourself or your dependents (including your spouse) and state in writing that you and/or your dependents have coverage under another group health plan or health insurance coverage as the reason for declining to enroll, you may also have special enrollment rights. Special enrollment rights may apply to you and/or your dependents in the event that you and/or your dependents are no longer eligible for other coverage. Your plan may offer an annual open enrollment, giving you the opportunity to enroll yourself and/or your dependents if you have previously declined/waived coverage for you and/or dependents.

COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) does not require churches to participate. Staff needing to find health care insurance should explore the Affordable Healthcare Act.

Christmas Week

Christmas Eve is considered a workday and the church will be open. All ministry staff members are required to be present during Christmas Eve services. The office will be officially closed from Christmas Day through New Year's Day, except for the occasions when these days fall on Sunday. Ministry and non-facility support staff should seek to finish all of their necessary work prior to this week. If any staff member needs to be in the office during this week to finish work prior to the upcoming Sunday, the days *ARE NOT* allowed to be taken at another time.

Vacation Time

On January 1st of every year, all employees will be allocated vacation for the calendar year according to the table below....

YEARS ON STAFF	Week's Off	Sunday's Off
1-5	3	5
6 On	4	7

*Every 5 years each staff member in a leadership role will be eligible for a 31-day sabbatical on top of vacation time, if they are deemed to be in good standing (see pg. 26) by their direct report and the Executive Team.

*A full week off is different based on each employee and the days they typically work.

General Guidelines for Time Off

- All time off is subject to the approval of the staff members' direct manager.
- Staff gone 2+ days out of the office must set up an automatic reply for their email.
- Staff are responsible for making sure their responsibilities are covered while they are gone.
- Staff must designate a person in charge if they are gone on a Sunday or for 3+ workdays.
- For more information regarding sabbatical/leave, please see the sabbatical/leave policy.

How to Request Time Off

To request time off please follow the 3 step process:

1. Use the Time Off Request form located on the staff website. Please submit all time off at least 2 weeks in advance (If you are unable to submit your time off request 2 weeks in advance, please speak directly to your direct.)
2. After you request time off, you will discuss it with your direct at your next meeting.
3. Once your request has been approved with your direct, please submit your time off in the Quickbooks Workforce App.

Form: <https://www.cognitofrms.com/HR49/TVCTimeOffRequestForm>

One full week of vacation time may be rolled over each calendar year.

Personal/Sick Time

The staff of TVC has the following for personal time off.

- 40hrs = 8 days
- 30-39hrs = 7 days
- 20-29hrs = 5 days
- 10 - 19hrs = 4 days
- Under 10hrs = 2 days

TVC Sabbatical Policy

All leadership employees in “good standing” will receive a 1-month sabbatical (31 consecutive

calendar days), over and above their vacation after every 5 years of employment. 5 years after your hire date you are eligible to receive your sabbatical. It must be used within one year after your 5-year anniversary date.

Good standing means the following:

- 1) Meeting Leadership Expectations as shown on pg. 27-28
- 2) Not on probation or under active disciplinary action
- 3) Approved by direct report and Executive Team Representative
- 4) Have and are fulfilling their Sunday responsibilities

Staff that are eligible for their sabbatical must follow the Sabbatical Process prior to taking their sabbatical.

[Sabbatical Policy.docx](#)

Staff Sabbath Principle

TVC seeks to manage two tensions: **1)** to be a church like the first church, relentless about always seeking ways to create more space for people far from God. **2)** while at the same time we want to be a healthy place where our staff ministers from a healthy replenished soul. Therefore, we are just as relentless about seeking to create healthy rhythms of rest, recreation, and re-fueling.

It is our goal for each employee to have a sabbath day each week with their family. To accomplish this, good communication between an employee and their manager needs to happen to reach this goal.

Counseling

If any TVC employee needs counseling for any reason, TVC will cover your co-pay for up to 10 sessions. After 10 sessions if your counselor feels more counseling is needed TVC will cover half the cost of up to 10 more sessions, but the counselor must provide that information to the TVC Business Office. The cost TVC will pay per session shall not exceed \$150.00.

Pine Rest	800-852-4001
Wedgewood	616-942-2110
Eric Olsen	269-838-9927

Leave of Absence Request

Any “*commissioned staff*” seeking a voluntary leave of absence shall meet with his or her direct report and their Campus or Executive Pastor. This meeting is intended to be an intentional expression of pastoral concern and supervision. The Direct Report, Campus Pastor and/or Executive Pastor will explain the following process to the “*commissioned staff*” as he or she makes his/her decision to take a voluntary leave of absence. This process is the intentional effort to be as helpful as possible to the “*commissioned staff*” as he or she confronts the circumstances that necessitated the request for the leave of absence. The leave request must be dated, signed by the employee, and state the reasons, circumstance, duration, and location of the employee during leave. The direct report will submit his or her recommendation to the Campus Pastor/Direct, The Business

Office and the Executive Team. Extensions of an initial leave of absence must follow the same procedure.

Any request needs to be approved by the Direct Report, Campus Pastor, The Business Office and Executive Team. *“commissioned staff”* may request a voluntary leave of absence for a variety of reasons: a) personal leave; b) family leave; or c) transitional leave. A voluntary leave of absence is not an option should there be active complaints or charges against that *“commissioned staff”* until those complaints or charges have been resolved.

- A. The Business Office will determine if the leave falls under the [FMLA](#) (Family Medical Leave Act) which allows up to 12 weeks of leave.
- B. A leave of absence normally shall not be granted for a period longer than thirty (30) calendar days.
- C. Requests for a leave of absence should be submitted in writing to their direct as far in advance of the anticipated leave date as possible.
- D. During a leave of absence, employees will be responsible for either maintaining or discontinuing any employment-related discretionary insurance benefits.
- E. Upon expiration of a leave of absence, the employee may be reinstated in the position held, or an equivalent one, at the time leave was granted if such a position is available. An employee shall exhaust all of their PTO time as a part of their leave of absence.
- F. Leave of Absences will be unpaid unless:
 - a. Determined to be a job induced need (as a result of their experience in their job at TVC)
 - b. Employee who has been *“commissioned staff”* at TVC for at least 7 years
 - c. Employee is determined to be a Key Employee
 - i. If a salaried employee is among the highest paid 10 percent of both salaried and non-salaried employees, a determination will be made whether an individual is a key employee as defined by FMLA. If it is determined that reinstatement of the key employee would cause substantial and grievous economic injury to TVC the individual will be informed either prior to commencement of the leave, or as soon as such a determination is made, and the employee will be allowed to return to work.
 - d. Employee will be working throughout leave of absence
 - i. Pay can be reduced based on adjusted work hours during a Leave of Absence

Maternity Leave

Full Time Staff Member Mothers can enjoy six weeks of paid leave and Full Time Staff Member Dads can enjoy three weeks of paid leave to celebrate the birth and/or adoption of a new child.

Lactation Accommodation Policy

TVC will adhere and comply with the Michigan State Lactation Accommodation Recommendation

Bereavement

Employees can receive paid time off because of the death of an immediate family member. Just clear it with your direct report. You are allowed up to a one-week absence, with pay for necessary attendance to funeral matters for the death of an immediate family member (grandparent, parent, sibling and respective in-laws). A minimum of one month is mandated for the death of a spouse or child.

Jury Duty

If you get a summons we will give you time off without loss of pay. Subject to the terms, conditions, and limitations of the applicable plans, you'll continue to receive health insurance benefits for the full period of jury duty leave.

Military Leave

TVC will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your direct report advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will not be paid for military leave. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible. If you are on military leave for up to thirty (30) days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than thirty (30) days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

Family and Medical Leave Act (FMLA)

During your employment at TVC, you may need to take a leave of absence for your own medical care or that of an immediate family member. TVC provides the opportunity for you to take an extended time period away from work for these instances.

The Family and Medical Leave Act of 1993 (FMLA or Act) allows "eligible" employees of a covered employer to take job-protected, unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 workweeks in any 12 months because of

the birth of a child and to care for the newborn child, because of the placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition, or because the employee's own serious health condition makes the employee unable to perform the functions of his or her job.

This 12 month period is calculated as follows: a rolling 12-month period measured backward from the date an employee uses any FMLA leave. The Department of Labor defines an employer covered by FMLA as any person engaged in commerce or in any industry or activity affecting commerce, who employs 50 or more employees for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year.

Eligible Employee

- (1) Has been employed by the employer for at least 12 months (need not be consecutive), and
- (2) Has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave
- (3) Is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.

If there are State Family Leave laws as well as the Federal Family and Medical Leave law that affect employees, the more generous provisions of the law will apply.

Family Leave

- (1) For the birth of a son or daughter, and to care for the newborn child; or
- (2) For placement with the employee of a son or daughter for adoption or foster care.

Under the above circumstances, leave must be completed within 12 months of birth, adoption, or foster placement.

Medical Leave

- (1) To care for the employee's spouse, son, daughter, or parent with a serious health condition; or
- (2) Because of a serious health condition that makes the employee unable to perform the functions of the employee's job.

The right to take leave under FMLA applies equally to male and female employees. A father, as well as a mother, can take family leave for the birth, placement for adoption or foster care of a child. Circumstances may require that FMLA leave begin before the actual date of birth of a child. An expectant mother may take FMLA leave before the birth of the child for prenatal care or if her condition makes her unable to work. We will grant FMLA leave before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed.

For purposes of FMLA, a "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves:

- (1) Inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition,

treatment of, or recovery from), or any subsequent treatment in connection with such inpatient care; or

(2) Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- (i) A period of incapacity (i.e. inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom) of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - a) Treatment two or more times by a healthcare provider, by a nurse or physician's assistant under the direct supervision of a health care provider, or by a provider of healthcare services (e.g. physical therapist) under orders of, or on referral by, a healthcare provider; or
 - b) Treatment by a healthcare provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- (ii) Any period of incapacity due to pregnancy or for prenatal care.
- (iii) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - a) Requires periodic visits for treatment by a healthcare provider, or by a nurse or physician's assistant, under the direct supervision of a health care provider;
 - b) Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - c) May cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.).
- (iv) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
- (v) Any period of absence to receive multiple treatments (including any period of recovery) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

A husband and wife eligible for FMLA leave and are employed by us may be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken:

- (1) For the birth of the employee's son or daughter or to care for the child after birth;
- (2) For placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement; or
- (3) To care for the employee's parent with a serious health condition.

Our employees are required to substitute accrued paid leave for FMLA leave. FMLA leave runs concurrently with other types of leave.

Leave Notices and Medical Certification

We may require that your leave to care for your seriously ill spouse, child, or parent, or due to your own serious health condition that makes you unable to perform one or more of the essential functions of your position, be supported by a certification issued by your healthcare provider or the health care provider of your ill family member.

When the leave is foreseeable and at least 30 days' notice is provided, you should provide the medical certification before the leave begins. When that's not possible, you must provide the requested certification within 15 calendar days after our request unless it's not practicable to do so despite your diligent, good faith efforts.

FMLA leave may be taken "intermittently or on a reduced leave schedule" under certain circumstances. Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is one that reduces your usual number of working hours per workweek or hours per workday. A reduced leave schedule is a change in your schedule for a period of time, normally from full-time to part-time.

When leave is taken after the birth or placement of a child for adoption or foster care, you may/may not take leave intermittently or on a reduced leave schedule. Group health plan benefits must be maintained on the same basis as coverage would have been provided if you had been continuously employed during the FMLA leave period. Therefore, any share of group health plan premiums which had been paid by you prior to FMLA leave must continue to be paid by you during the FMLA leave period.

If the FMLA leave is substituted paid leave, your share of premiums must be paid by the method normally used during any paid leave, such as a payroll deduction. Before we drop coverage for an employee whose premium payment is late, we will provide written notice to you that the payment has not been received. Such notice must be mailed to the employee at least 15 days before coverage is to cease, advising that coverage will be dropped on a specified date at least 15 days after the date of the letter unless payment has been received by that date.

Exemption for Key Employees

A "key employee" is a salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee's worksite. In order to deny restoration to a key employee, we must determine that the restoration of the employee to employment will cause "substantial and grievous economic injury" to the operations of the employer, not whether the absence of the employee will cause such substantial and grievous injury.

If we believe that reinstatement may be denied to a key employee, we must give written notice to you at the time you give notice of the need for FMLA leave (or when FMLA leave commences, if earlier) that you qualify as a key employee. At the same time, we must also fully inform you of the potential consequences with respect to reinstatement and maintenance of health benefits if we should determine that substantial and grievous economic injury to our operations will result if you are reinstated from FMLA leave.

Changes to Leave

It may be necessary for you to take more leave than originally anticipated. Conversely, you may discover after beginning leave that the circumstances have changed and the amount of leave originally anticipated is no longer necessary. You may not be required to take more FMLA leave than necessary to resolve the circumstance that precipitated the need for leave.

In both of these situations, we require that you provide us with notice within two business days of the changed circumstances where foreseeable.

Non Discrimination Policy

We will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave. Request for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status or veteran status.

Employee Expectations

Information Changes

It is important that TVC have certain 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, email, Twitter name and other related information. We also need to have information about who to contact in case of an emergency. To change your personal information, go ahead and update the database yourself but please also notify the business office so that they can update your employee record.

Personal Appearance

Dress Code for Office Hours and TVC Sanctioned Events

At Thornapple Valley Church, we encourage our employees to dress comfortably in casual attire. Employees should use their best judgment to dress appropriately during office hours. Clothing should not include profanity or appear distracting or revealing. Our goal is to promote a comfortable environment for all employees and volunteers during office hours. See Below for specific guidelines.

- All clothes must project professionalism. Clothes that are too revealing or inappropriate aren't allowed. All shorts and skirts must have an inseam no shorter than 5". All rips in jeans must be below the 5" inseam. Low hanging shirts, Crop tops, cut off shirts, and cut off jeans are not allowed.
- All clothes must be work-appropriate. Clothes that are typical in workouts aren't allowed. This includes all athletic shorts – even those that have an inseam longer than 5". Leggings are allowed, but the butt must be covered.
- Employees must avoid clothes with stamps that are offensive or inappropriate.
- Any questionable clothing items will be at the discretion of the Business Office.

Dress Code for Weekend Service

Our mission is to connect with people with God. We want our employees to dress in a way that is professional, comfortable, and free of distractions. Many first-time guests will arrive on a weekend,

so we want to make a good first impression in the way that we present ourselves. Under the Weekend Service dress code, all dress code guidelines for Office Hours and TVC Sanctioned Events are in effect as well as the following additions.

- Shorts are not allowed during Weekend Service. Dresses and Skirts must be at least knee length.
- Footwear must be worn at all times.

Any employee in violation of the dress code will be asked to immediately bring their attire into compliance. This may include being asked to leave work, change clothes and return in suitable attire. Employees will not be compensated for lost work time if they must return home to change.

Repeated or extreme violations of this dress code policy will result in more severe disciplinary action, up to and including termination of employment.

Tattoos & Piercings

Staff shall not have vulgar tattoos or piercings that are visible and offensive. Your Direct Report and/or your Executive Team representative can discuss this with you if you have questions.

Drug and Alcohol Use

TVC is committed to being a drug-free, healthy and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily. That means no employee can use, possess, distribute, sell or be under the influence of alcohol or illegal drugs while at a campus or while conducting business related to the church off campus. The bottom line is substance abuse and intoxication of any kind is discouraged and prohibited. TVC Pastors and Staff are expected to use good judgment and to represent Jesus both at church sanctioned events and in the community.

TVC's Position on Biblical Sexuality

The position of Thornapple Valley Church on human sexuality and marriage is grounded in the authority of the Bible as the divinely inspired and inerrant Word of God. Our position is also consistent with the teaching of the Church throughout the centuries.

Since the beginning of creation, God has revealed His intention for human personhood, sexual identity, and sexual intimacy in marriage. God created humanity in His image as male and female, thus giving all humanity value, dignity, and eternal significance. The distinction God created between male and female is part of His plan to bless Humanity.

It is the foundation for all subsequent human life and is reflected in a person's biological birth sex; embracing one's birth sex honors this distinction as designed by God but misrepresenting one's birth sex violates God's generous intention for human relationships. The goodness and beauty of God's creation is affirmed by Jesus Christ and is foundational for the New Testament view of human sexuality.

God designed marriage to be a monogamous, permanent, committed relationship between a male and a female. This divine design is the standard that defines appropriate sexual expression and is mirrored in the holy union between Christ and His Church.

Marriage is the God-ordained context for the sexual union between a male and a female and is blessed with life-giving potential by God Himself.

Tragically, with the entrance of sin into the world, humanity has distorted God's design for human sexuality and marriage. All humanity now struggles with immoral desires and temptations to act in a way that is contrary to God's purposes for human flourishing. Nevertheless, God responds with gracious and merciful love to identify sinful expressions of human sexuality.

With one consistent voice, the Bible teaches that any type of sexual activity outside the God-ordained marriage of male and female is sinful. Therefore, specific activities such as premarital sex, adultery, or homosexual sex are inconsistent with God's holy purposes for sexual expression. We regard these divinely given guidelines and prohibitions as enduring expressions of God's love, blessing, and protection of human life and dignity.

We also see any act that violates this God-endowed human dignity—such as rape, sexual abuse, pornography, or sex trafficking—as an affront to God's divine plan for His creation.

We fully acknowledge that every human being struggles to some extent with issues related to human sexuality because of the fall of humanity into sin. While we affirm the biblical truth about marriage and sexuality, we also affirm that the grace and love of God in Christ extends to every human being without exception.

In light of these Biblical beliefs, all sexual behavior inconsistent with these are grounds for discipline and/or dismissal from staff.

Computer Use

We will provide you with access or assign to you the hardware and software to do your job, but it remains the property of TVC. While we reserve the right to monitor computer usage and find and read any data you write, send, or receive, we only do so if there is a good reason for it.

Social Media

It's exciting to see so many members of the TVC team communicating online! Blogs, Facebook, Twitter, etc. are an incredible way to share your faith journey, get to know other ministry leaders, learn, chronicle your life, and generally connect with people you wouldn't otherwise. As we work together to lead people to become fully devoted followers of Christ, here are a few tips to keep in mind while we navigate the ins and outs of the online world:

- ***You're amongst friends—sometimes.*** As much as your blog, Twitter stream, Facebook page, etc. might feel like your cozy home on the Internet where friends stop by to catch up, it's really a public space. People can land on your page from a Google search and read just one post completely out of any other context. So, think of your web space less like a family room and more like your front yard.

- **Spread news, don't break it.** It's great (and helpful!) when we can use our personal web spaces to share the great things God is doing at TVC. But it's not cool to get the news out there before the time or in a different place than we've oh-so strategically planned. Make sure what you talk about is ready for public consumption. If we've talked about it from the stage or online, you're good.
- **Ask questions.** If you want to spur conversation about a topic, think about open-ended posts and questions, not opinions.
- **Be smart.** From a legal perspective, you're responsible for what's on your personal web space, so make sure you follow copyright rules and any other relevant laws. Be particularly mindful of video and music clips. Those lawyers do not mess around, no matter how small potatoes you might feel. When it comes to TVC content, a good rule of thumb is "point, don't post," meaning that it's better to link to the content on our established communication channels.
- **Disclaimers or not, you represent.** Yes, a disclaimer is a good idea. But even with that, what you say in your tweets, on your blog, and on your Facebook page is just as much of a reflection of the church as what you do in your personal life.
- **When in doubt, go positive.** Whether you're responding to a snarky comment, frustrated with a guest, or trying to decide if you should write about something that's bothering you, you'll never regret taking the high road (and sometimes that road is not saying anything at all)

Your presence on the web is an extension of your personal ministry, and we can't wait to see how you continue to use it to communicate the one-of-a-kind individual God created you to be.

Our Responsibilities as Staff

We only bring the best of the best on staff at TVC. Part of what makes this team great is your commitment to the high calling of your ministry, your acknowledgement that this is not "just a job." Great privilege comes with great responsibility. Here's what we mean . . .

Every staff person should strive to:

- Exhibit a Christ-centered, servant attitude in their responsibilities.
- Agree to live by TVC's Leadership Expectations.
- Agree with the TVC Mission Statement.
- Be sold out to the Jesus Mission.
- Handle conflict according to Biblical Principles (Matthew 7, James 4, and Matthew 18).
 - 1) Prayerful Self-Examination and Discernment.
 - 2) Private One-on-one Conversation first before involving leadership in interpersonal disputes (*Not sin or clear violation of church policy*)
- Process decisions privately (one-to-one, staff meetings, etc.) and then publicly support those decisions.
- Be "above reproach" in all areas of physical contact with anyone other than your spouse.
- Have the highest standards of morality. In other words, guard against sexual sins and public sins. Although much care will be given on a personal level to restore a staff member, if this occurs, consequences may involve termination.
- Recognize that a good attitude is invaluable to staff morale and church momentum.

- Acknowledge the unique pressures of public ministry on staff families and the need for family members to experience unity within TVC. To this end, staff spouses are expected to support their partner in their full time ministry role.
- Recognize that our behavior affects the church's reputation and success. By using good judgment and following high ethical principles, we will make the best decisions.
- Accept your role as a leader and model servant-leadership

Employee Conduct in Regard to the Opposite Sex

It must be the goal of the staff and leaders of TVC to set a Godly example to the people whom we minister to, as well as to maintain personal lifestyles that show Godliness and character. Meetings at the Church with persons of the opposite sex are to be scheduled and are allowed when there are other people in the building; doors may be shut, with the door shade open at all times. If a group meeting has been scheduled during a time that the office is closed and only two (2) people of the opposite sex show up, reschedule the meeting for an appropriate time. Dinner, lunch or other kinds of meetings held in public between two people of the opposite sex are not allowed. Traveling with a person of the opposite sex, without another person present, is not allowed. The only exception to this is for 2 staff members that are in a dating relationship. Married staff members should not have intimate physical contact, or show affection that could be questionable, with anyone of the opposite sex. Married staff members should not visit the opposite sex alone at home. Pastors should not provide pastoral care to members of the congregation of the opposite sex alone at the office or elsewhere (Refer them to a qualified counselor or pull in a staff member of the same sex) and will not advise the opposite sex more than one time without that person's significant other present. It is necessary to stay within these guidelines in order to stay above reproach and away from temptation. As leaders, we are under constant scrutiny by the world and must maintain a high standard of accountability.

Work Schedule Expectations

Office Hours

Church office hours are variable by the employee and location. Office expectations should be agreed upon by your Direct Report and/or Campus Pastor and approved by your Executive Team Representative. Your regular hours will be determined by your direct report and approved by your Executive Team Representative based on the specifics of your job. If, for any reason, you can't make it into the office and you were supposed to be there, notify your direct report. We value our time together as staff and expect everyone to participate in our monthly all-staff meetings. Working remotely is permitted upon the permission from your Direct Report, your Executive Team Representative and TVC Business Office.

Office Space

If an employee's role is 20 hours or more, they will be eligible for a dedicated office space. Most offices are shared spaces, so please see the Office Etiquette policy to learn about expectations for sharing an office. If office space allows it, employees that meet the following criteria will be eligible for their own office:

- 1)The employee is a member of the executive team or
- 2)The employee is a full time member of the central pastor team AND directs 5 or more employees.

TVC Pet Policy

Pets are a great addition to any home and can even feel like part of the family. However, pets can also create a distraction and risk to others outside of the home. With that in mind, TVC asks that all staff and volunteers abide by the following guidelines.

Please do not bring pets to TVC Campuses during church service times and office hours, but if you have a special circumstance then please discuss it with your direct and the TVC Business Office. Once your request is brought to the Business Office and approved by your direct, the following criteria must be met.

- The request must be approved by the employee's office mate.
- The pet must stay in your office.
- The request must be for a predetermined amount of time.

If the pet becomes a distraction or disturbance to the office, the employee's direct or the Business Office may revoke the approval of the request at any time.

The only exception to this policy is for service animals and emotional support animals. All emotional support animals must have documentation from a licensed counselor or psychiatrist.

Weekend Attendance

All employees, unless given special permission, are required to work every Sunday unless using vacation. This time should be used for recruiting and building teams along with attending service. All staff are expected to sit in on a complete weekend service every week unless on vacation, sabbatical, personal time or conferences. It is important for everyone involved at TVC to participate in weekend services. Volunteers at TVC are also challenged to attend weekend services at least 50% of the time.

Tithing

Tithing on an employee's income is a staff expectation. A tithe is 10%. We absolutely believe that honoring God with a tithe, or more, is not just biblical, but best for everyone. Unlike other leadership expectations that can be subjective from day-to-day, tithing is black and white. You are either tithing or you're not. If you're not, have a conversation with your direct report to let us know how we can come alongside you and journey with you in this.

Notification of Convictions

Any employee who is convicted of a misdemeanor or felony, a criminal drug violation or arrest must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification.

Outside Employment

Staff must seek approval to use PTO for outside employment. Each full-time staff person shall consider their employment with TVC their primary employment.

In all cases the staff person, when considering outside secondary employment, shall disclose the employment to their direct report and an agreement must be made that the secondary employment shall not interfere with the staff member's primary employment. This agreement should be completed in writing and included within the employees file.

Staff with church service responsibility should balance their church service days away with their PTO and the Sabbath policy. As an example, staff who have weekend responsibility can take time away for the purpose of outside employment equal to the number of weeks of PTO they are allowed. Otherwise, during the weekends staff don't have responsibilities, they are considered "on-call" in case schedules change at the last minute and they are needed. They are expected to attend services with their family and observe ministries for quality control and continued improvement.

- Outside employment shall not cause schedule changes to the staff member's primary schedule, violate any provision of this handbook, or involve any intellectual rights belonging to TVC, without permission of the Executive team.
- The use of PTO should not inhibit the operations of the church.
- Outside employment schedules will not dictate the schedules for staff with weekend responsibilities. Best practice: Approved by your direct, blessed by your peers and your Executive Team Representative.
- Click here for an [Outside Employment Approval Form](#).

Expenses & Reimbursements

All expenses that are paid for with personal funds/credit cards must be submitted for payment or reimbursement with an expense reimbursement form that is reviewed by the volunteer's staff leader or the staff person's direct.

General Expense Reimbursement Requirements

- To the degree possible, it is preferred that spending on behalf of TVC is completed using digital transactions as opposed to cash.
- All reimbursement requests should be completed using the standard TVC expense reimbursement form. In addition, expense items must be accompanied by a receipt or invoice.
- In the event that a receipt is missing, a separate statement should be submitted with the expense reimbursement form that includes the vendor, date, item(s) purchased, and the staff person's signature. While this should be an unusual event, a "no-receipt form" will be available in the office. Bank/credit card statements should be submitted for digital purchases if the receipt is unavailable.
- Expense reimbursement forms should include the name of the vendor, a general description of the items purchased, the expense account, and the purchase amount

- Receipts for any types of meals and beverages must include the names of the people involved and the purpose. This can be written on the receipt or as an additional document attached to the receipt. For meals and entertainment purchased with cash, there is a \$25 limit on reimbursement if the receipt is lost.
- Entertainment and travel expenses must be submitted the same way as a meal and beverage expenses.
- When completing expense reimbursement forms for capital expenditures, the specific budgeted area must be included on the form.

Promotional and Giveaway Policy

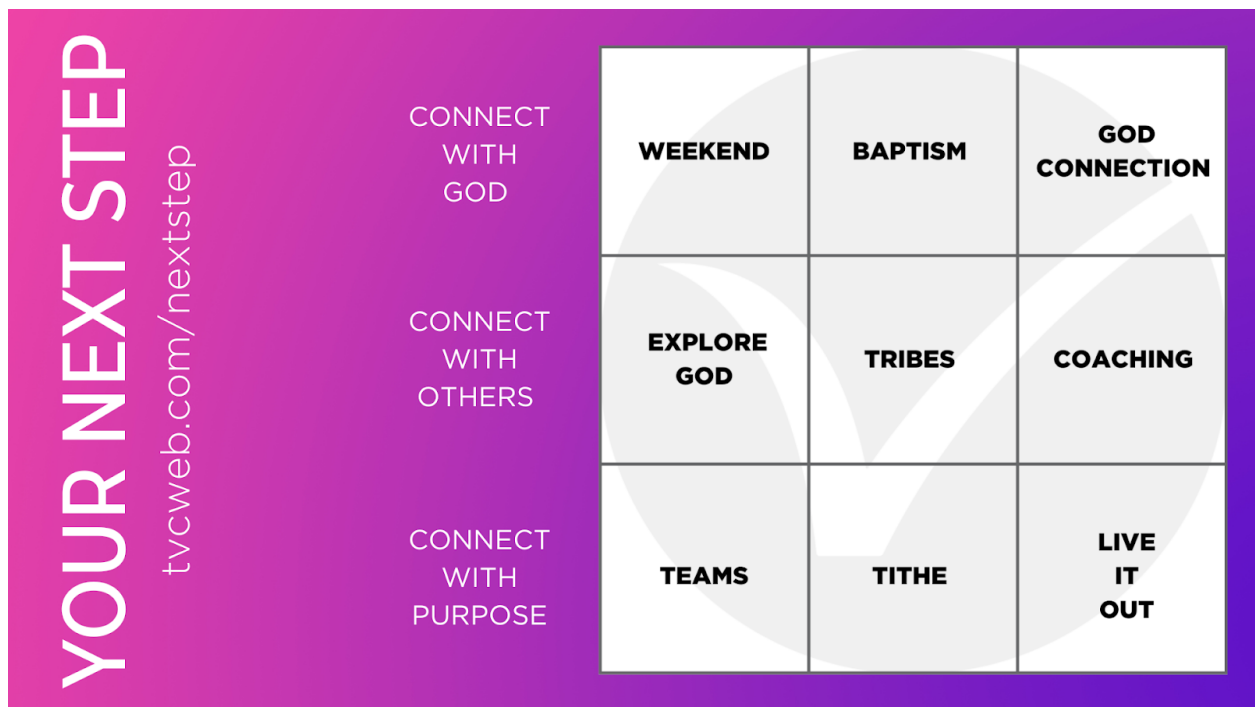
At TVC we want staff to be above reproach. In order to maintain this, staff and their immediate family members (spouse & children) are not eligible to participate in promotional giveaways at Thornapple Valley Church.

We truly value you and your family. We understand that your ministry responsibilities affect them as well, as is true in this case. We strive to find other ways to be a blessing to your family.

TVC's Expectations for Leaders

TVC Staff leaders are called first and foremost to be servant leaders. Staff Leaders will serve as catalysts in TVC's mission of *Connecting People To God* through "being a accepting and authentic Christ follower through serving (apprenticing), connecting, generosity, church attendance and practical application of scripture." A staff leader will be a personal example of what it means to be a 3C Christ follower. The following are TVC's expectations for leaders in each of the experiences of Connect with God, Connect with Others, and Connect with Purpose.

As staff leaders we need to lead by example, which is why we hold ourselves to the higher standards of Leadership Expectations. It's not a legalistic thing, but a "*follow me as I follow Christ*" thing.



Leadership Expectations Categories

Connecting with God (John 15:5-6)

“I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing. If you do not remain in me, you are like a branch that is thrown away and withers; such branches are picked up, thrown into the fire and burned.

- Connect in a Personal Relationship with Jesus Christ
- Connect with the Word of God through Daily Bible Reading and practical application
- Connect with God regularly through Prayer and Other Spiritual Disciplines
- Connect Through Corporate Teaching, Praise and Worship

Connecting with Others (I Corinthians 12:12-14)

Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ. For we were all baptized by [c] one Spirit so as to form one body—whether Jews or Gentiles, slave or free—and we were all given the one Spirit to drink. Even so the body is not made up of one part but of many.

- Connect for Care and Spiritual Growth through Tribes (Small Groups)
- Connect for personal growth by seeking a coach to help you take personal next steps
- Connect for Leadership growth by seeking a coach in your area of ministry
- Connect by Apprenticing others to leadership
- Connect Through Taking Advantage of Leadership Training Opportunities Offered

Connecting with Purpose (I Timothy 4:11-14)

Command and teach these things. Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity. Until I come, devote yourself to the public reading of Scripture, to preaching and to teaching. Do not neglect your gift, which was given to you through prophecy when the body of elders laid their hands on you.

- Connect with the purpose of being an example in generosity = Stewardship of Finances (Tithing)
- Connect with purpose through = Stewardship of Your Spiritual Gifts and Natural Abilities
- Connect with purpose through = Stewardship of Home and Family
- Connect with purpose through = Stewardship of Speech
- Connect with purpose through = Stewardship of Social Media Presence
- Connect with purpose through = Stewardship of My Personal Story
- Connect with purpose through = Stewardship of intentionally and relationally reaching the people around me

Failing to Meet Leadership Expectations

No one “expectation” is more important than another. “*Failure to Meet*” is defined as a pattern of intentional neglect, willful disregard, and a refusal to commit to the Leadership Expectations.

Consequences of not Meeting Leadership Expectations

- Coaching the staff leader (member) is the very first step. This is not a disciplinary action, rather this step allows the manager to listen, understand and create an atmosphere of collaboration towards the common goal of meeting the TVC *Leadership Expectations*. It is important for the supervisor to understand the “why” behind the staff leader (member) now refusing to abide by the *Leadership Expectations*.
 - A staff leader (member) will not be considered for a raise for 12 months if they are not meeting the “measurable Leadership Expectations”.
 - **Connecting with God** regularly through attending a TVC campus
 - **Connecting with others** in a TVC Tribe (Small Group)
 - **Connecting to the purpose** of God through contributing to the TVC Mission (Tithing)
 - To be considered for a pay raise, a staff member must meet the *Leadership Expectations* for at least 8 consecutive months.

* We consider these leadership expectations binding for the following classifications Executive Staff, Ministry Leadership Team, Central Directors, Campus Directors, Professional, Coordinators and Support Staff. Although they are generally expected by facility staff, they are not binding expectations on them.

Since the failure to meet Leadership Expectations is defined as “A pattern of intentional neglect, willful non-compliance, a refusal to commit”. The disciplinary steps outlined in the employee handbook will be followed.

Disciplinary Steps

This policy describes the policy for administering fair and consistent discipline for unsatisfactory conduct at TVC:

We believe it is important that disciplinary actions are prompt, consistent and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again and prepare the employee for satisfactory performance in the future. Although your employment is based on mutual consent and both you and TVC have the right to terminate employment at will, with or without cause or advance notice, we may use progressive discipline at our discretion.

Disciplinary action may be any of the following four steps:

- 1) verbal warning;
- 2) written warning which could include a [Performance Improvement Plan \(PIP\)](#)
- 3) suspension with or without pay; or
- 4) termination of employment.

A written record of all disciplinary actions will be held in the employee's personnel file. Employees shall be given 30 days to make the corrective action required.

We will look at how severe the problem is and how often it has happened when deciding which step to take. There may be circumstances when one or more steps are bypassed. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and TVC.

If an investigation into an employee is necessary, it should be managed by The Business Office and include a written process that includes specifics on who is managing the investigation process, the deadlines for the process, and clear communication to the employee of the behavior being investigated. Investigations that conclude with discipline should be reviewed by the Executive Team.

Termination of Employment

Resignation

Should a staff member desire to leave the employment of TVC, a written notice of resignation is requested two weeks in advance. The determination of the final date to report to work will be made by their direct report.

Termination

The decision to terminate a staff member ultimately rests with the Senior Pastor and the Executive Team. Severance pay, if any, for personnel who have been terminated will be determined on an individual basis. Severance is not guaranteed or should be expected. All staff, upon leaving the employment of TVC, should return all property and materials that belong to the church, including keys, laptops, etc.

Vacation Pay

There are no vacation accruals to be paid out at the end of employment. Vacation time is paid while the employee is in active employment only.

Personal Time Pay

Per the Michigan Paid Sick Leave Act sick time is paid upon use. It is not paid out at the end of employment with TVC.

Reporting Process (non-discrimination)

Our goal is to establish and maintain an environment of fairness, ethics, honesty, and accountability for our staff, donors, the general public, and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee and manager every day.

Any staff of TVC must report any good faith concerns regarding financial, accounting, internal control matters, fraud, financial wrongdoing, or similar misconduct as described above.

All such concerns shall be set forth in writing and forwarded in a sealed envelope to any of the following parties:

1. To the immediate supervisor
2. The Business Office
3. An Executive Pastor
4. To the Senior Pastor
5. To the Board

Investigation Procedure

The church will treat all aspects of the procedure confidentially to the extent reasonably possible.

1. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The Business Office may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the Business Office will dictate the verbal complaint.
2. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, an Executive Pastor will notify the Executive Team and Senior Pastor to determine if the complaint should be reviewed with the church's legal counsel.
3. The Business Office will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
4. If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or administrative leave.
5. During the investigation, the Business Office, together with legal counsel or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
6. Upon conclusion of an investigation, the Business Office or other person conducting the investigation will submit a written report of his or her findings to the Executive team and

Board. If it is determined that a violation of this policy has occurred, the Business Office and Executive Team will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:

- a. the severity, frequency and pervasiveness of the conduct;
- b. prior complaints made by the complainant;
- c. prior complaints made against the respondent; and
- d. the quality of the evidence (e.g., firsthand knowledge, credible corroboration).

If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the Business Office and/or Executive Team may recommend appropriate preventive action.

7. The Executive Team will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the Board and other management staff as appropriate, and decide what action, if any, will be taken.
8. Once a final decision is made by the Executive Team with Board notification, a member of the Executive Team will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.
9. Investigations that conclude with termination, should be reviewed by the Ministry Leadership Team.

Confidentiality

This policy encourages employees to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is known to the investigator. However, suspected irregularities or violations may be submitted on a confidential basis by the complainant or may be submitted anonymously.

In conducting an investigation, all reasonable efforts to protect the confidentiality and anonymity of the complainant. Reports of irregularities or violations or suspected misconduct will be kept confidential to the extent possible, consistent with the need to conduct a thorough and adequate investigation. The organization will notify the sender and acknowledge receipt of the written report and will promptly investigate such matters. Appropriate corrective action will be taken if warranted by the investigation.

If a financial concern is reported in good faith and any facts alleged are not confirmed by the subsequent investigation, no action will be taken against the whistleblower. However, in making such a disclosure, all directors, officers, and employees should exercise due care to ensure the accuracy of the information set forth in any complaint.

Investigation Report

Subject to legal constraints, results of the investigation will be communicated to the complaining party within a reasonable time period.

Discrimination Policy Statement

Speak up, judge righteously, and defend the cause of the oppressed and needy. Proverbs 31:8

Finally, all of you, be like-minded, be sympathetic, love one another, be compassionate and humble. Do not repay evil with evil or insult with insult. On the contrary, repay evil with blessing, because to this you were called so that you may inherit a blessing. For, "Whoever would love life and see good day must keep their tongue from evil and their lips from deceitful speech. They must turn from evil and do good; they must seek peace and pursue it. For the eyes of the Lord are on the righteous and his ears are attentive to their prayer but the face of the Lord is against those who do evil.

1 Peter 3|8-12

TVC promises to every employee, intern, contractor and volunteer a work environment free from any form of unlawful discrimination.

Therefore, it is the position of TVC that no employee, intern, contractor or volunteer will participate in any discrimination towards another employee, intern, contractor or volunteer. Each employee, intern, contractor and volunteer will act as an "Owner" and defend this policy. In the event an employee, intern, contractor or volunteer observes what they believe is a violation of this policy, they are required to report the incident to their direct supervisor or the Business Office.

Prohibited Conduct Under This Policy

TVC, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of TVC's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, disability status, gender, or marital status. As a church we can legally discriminate based upon our religious beliefs and tenets of our faith.

Harassment

Harassment is any verbal or physical conduct designed to threaten, bully, intimidate or coerce an employee, co-worker, or any person working for or on behalf of TVC. The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, gender, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect

toward an individual or group because of national origin, race, color, age, gender, pregnancy, appearance, disability, marital status or other protected status.

Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of ... creating an intimidating, hostile or offensive working environment.”

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee’s work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or “kidding” that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and Internet postings; or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Harassment Complaint procedure

TVC has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The organization will treat all aspects of the procedure confidentially to the extent reasonably possible.

1. The complainant's initial step is to schedule a meeting with the Business Office. The Business Office and the complainant will review the incident to make one of the following determinations:
 - a. The incident justifies an investigation
 - b. The incident does not justify an investigation, but could if the behavior continues. A meeting between the complainant and the accused should occur and be mediated by the Business Office.
 - i. The complainant should tell the offender that such conduct is unwelcome and unacceptable.
 - c. The behavior described lacks the substance for an investigation or a meeting between the complainant and the accused.
2. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The Business Office may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing using the form linked below. The Business Office will dictate the verbal complaint.

[Employee Formal Complaint Form](#)

3. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the Business Office will notify the Executive Team and determine if the complaint should be reviewed with the church's legal counsel.
4. The Executive Team will cause an investigation to begin in order to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
5. If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or administrative leave.
6. During the investigation, the Business Office and the Executive Team, together with legal counsel or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
7. Upon conclusion of an investigation, the Business Office and the Executive Team or other person conducting the investigation will submit a written report of his or her findings to the church leadership team. If it is determined that a violation of this policy has occurred, the Executive Team will recommend appropriate disciplinary action.

The appropriate action will depend on the following factors:

- a. The severity, frequency and pervasiveness of the conduct;
- b. Prior complaints made by the complainant;
- c. Prior complaints made against the respondent; and
- d. The quality of the evidence (e.g., firsthand knowledge, credible corroboration).

- e. If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the Executive Pastor may recommend appropriate preventive action.
8. The Executive Team will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the executive pastor and other management staff as appropriate, and decide what action, if any, will be taken.
9. Once a final decision is made the Executive Team/Executive Representative will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Any person who is found to have violated this aspect of the policy will be subject to discipline.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the Executive Pastor will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department.

Consensual Romantic Relationships

TVC as a general rule discourages but does **not** explicitly prohibit romantic relationships between a manager or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person). The reason these relationships are discouraged is because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation,

coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

If any employee of TVC enters into a consensual romantic relationship with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the Executive Pastor overseeing that department and the Senior Pastor. Because of potential issues regarding quid pro quo harassment, TVC has made reporting mandatory. All employees who are subject to the adherence of TVC Leadership Expectations have that additional theological expectation in regards to relationships. Once the relationship is made known to TVC, the church will review the situation with the Business office in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot come to a decision, or the party is not chosen for the position to which he or she applied, the Executive Pastor and Senior Pastor will decide which party will be moved. That decision will be based on which move will be least disruptive to the organization. If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

Sexual Misconduct: The Vulnerability Of Pastoral Counseling

Pastoral counseling is an important component of almost every church. Unfortunately, those same beneficial bonds may also contribute to additional risk for the ministry.

The privacy associated with one-on-one counseling can lead to real or false accusations of sexual harassment and misconduct—when it’s one person’s word against another, it can be hard to untangle the truth. It’s possible to strike a successful balance between offering Bible-based counseling and protecting your counseling staff and those receiving counseling.

- Guard against opportunity for inappropriate relationships. Counseling sessions should take place on church property and with other people in the building. Meet in a room with a window looking into the office or with the door partially open.
- Publicize a set time and session length. Prohibit off-site meetings, or meetings in the home of the counselee or the pastor.
- Obtain signed consent. The form should detail your ministry’s counseling practices and confidentiality practices.
- Guard against unlimited counseling. Add to your agreement the total number of sessions, and frequency of sessions, available to counsees.

- Protect your pastors. Always have a second adult present when counseling minors. Consider having counselors of both genders available to adults and minors.

Defining Sexual Misconduct

Sexual misconduct involves staff, teachers, volunteers, children, and vulnerable adults. This type of misconduct can be present anywhere, but high-risk areas include counseling, youth and vulnerable adult ministries, and after-school activities. Actions that fit this term can be consensual or non-consensual, or further defined by coercion, retaliation, or unwanted sexual advances. Ministries are held to higher expectations. Actions or behavior that may be “permissible” under law, may be morally harmful in a ministry setting. While a specific action may not meet the legal definition of sexual misconduct or harassment.

Acknowledgment

I have received and read the TVC Staff Handbook. I realize there may be authorized changes to the information, policies and benefits in the handbook from time to time. If I have further questions, I understand I should ask a member of the Central or Executive Leadership Team.

I also understand and agree that this handbook is not a contract or legal document. I became an employee at TVC voluntarily and understand that there is no specified length to my employment. My employment is “at will” which means I can quit at any time with or without advance notice. It also means that my employment can be terminated at any time with or without cause or advance notice.

I know what I signed up for when I was hired here, and I voluntarily agree to serve on this staff team based on the guidelines included in this handbook.

STAFF NAME (printed): _____ DATE: _____

STAFF MEMBER SIGNATURE: _____

Appendix

As TVC grows and we make more hires it is important that we respect other people's time and their space. As more people share offices here are a few things we are asking all office employees to keep in mind. These are not suggestions we are making but guidelines that we expect everybody in the office to follow.

1. **All Offices Are Or Could Be Shared Offices:** Many of you are currently sharing an office and some are not. With our future plans to add more campuses, we will be making more hires. This means even if you aren't currently sharing an office it is possible that you will be in the future. So please be prepared for that.
2. **Respect Your Office Mate & Space:** Please keep in mind that if you have an office mate, you need to respect that person. This means you should keep all of your office supplies on your side of the office and keep your office picked up. Nobody likes sharing an office with a slob.
3. **All Shared Offices Are Quiet Spaces:** If you share an office then it is considered a quiet space. This means several things.
 - a. Don't hold meetings in your office with anybody when your office mate is on campus. Not even quick conversations. If you need to meet with somebody step out of your office and meet them in one of the following rooms.
 - i. A Non Shared Office
 - ii. The Video Room
 - iii. Room A or B
 - iv. The Family Room
 - b. Don't have phone conversations in your office. Step out of the office and do it in one of the rooms listed above.
 - c. Don't play videos or music on your computer without headphones.
 - d. Don't yell to get somebody's attention as they pass by your office.
 - e. Don't pop into a shared office and begin talking to somebody in there. If you need to meet with somebody simply pop in their office and ask them if they have 5 minutes or some time to meet. If they do please use one of the rooms listed above to have your meeting.
 - f. Don't have personal conversations with people in a shared office. If your family member or friend stops by the church to see you that is great but they shouldn't be in your office with you when you are sharing an office. Please take the conversation to a room listed above.
4. **The Conference Room Serves As A Quiet Work Space:** The conference room is another space you are free to use if you need a quiet work space and need to get away. This means it shouldn't be used for meetings. Please use one of the rooms above for any meetings. Multiple people can use this room at the same time as long as everybody understands it's a quiet space.

5. **No Social Media When You Are Working:** This speaks for itself but please keep in mind that during work hours you should be working not checking your Facebook or other social media accounts.
6. **Office Door Closed:** If somebody's door is closed, do not knock on the door or enter their office. If you need to get in contact with somebody in that office, you can email or message them on Slack. If your office mate closes the door with you in the room, please respect those wishes. If you need to connect with somebody, simply leave the office and shut the door behind you so they can work. The only office this doesn't apply to is the finance department. They will always have their door closed, so if the Do Not Disturb sign is up on their door, please don't knock or enter.