

Quick Start Policy Manual

Creating a Policy Manual for your church can feel overwhelming. We have created a basic outline and have listed several resources and examples to make this easier. There are also several manuals from our churches in the WMD that are linked for your convenience. Individual churches are responsible for their policies and procedures. It is not a “one fits all” as items need to become more defined as the church and staff grow.

What we have done is to combine several of the P&P’s giving you samples from a wide range of manuals.

Step 1. The church planter may establish a Policy Manual Committee. The committee might be made up from the members of the church plant launch team and pastor. For an established church this committee could be made up from LBA members as well as the pastor or a separate committee with 2 board members and the pastor.

Step 2. The mission of the Policy Manual Committee is to draft a Policy Manual for review and approval of the Lead Pastor.

Step 3. Have the Policy Manual reviewed by the church attorney.

Step 4. Distribute the Policy Manual to all leaders of the church.

Step 5. Offer training to ensure leadership understands the policies and how to implement them.

****Please note-these are examples only. It is up to the individual church to create their policies and procedures.**

Policy and Purpose Statement

Sample: Policies discussed here are general statements of direction and purpose that allow users to exercise good judgment in the daily operation of the church and promote the efficient use of resources in the congregation. Policies explain what and why things are done. Procedures explain how things are done. Policies and procedures are invaluable for identifying and delegating responsibilities, preserving a consistent level of quality performance, and protecting church leaders and the congregation.

Policies and procedures are not meant to be restrictive, but to offer parameters within which we may organize and develop our common life and witness to the Gospel. We hope that these reflect our understanding that we are a faith community grounded in a covenant relationship with God and with one another that allows all to grow into full maturity. Our policies and procedures will also reflect our church's vow to strive for justice and peace and to respect the dignity of every human being.

It is hoped that every member will help in the continued development of these covenant agreements that grow out of the Vision and Mission Statements and Core Values as well as the continued work of our Ministry/Program Leaders.

This resource is designed to help our leadership with the effective management of our church and its ministry, with decision-making, and with accountability. Additionally, this tool will contain information that will facilitate our management of legal risks and help us shield our church and its leaders from possible litigation.

These policies and their application are intended to comply with all applicable federal and state laws and regulations.

This manual is designed to:

- Help our church leadership with decision-making
- Help our church leadership with accountability (i.e., trustworthiness, dependability, reliability, independent action, etc.)
- Help us manage legal risks and protect us and our church from litigation

Your Church Story - (paragraph or two of how the church was started.)

Mission Statement

Vision Statement

Core Values

Personnel Policies

Employee Classifications or Organizational Categories:

Sample:

Full-Time Status: This category includes any staff member who is scheduled to work at least 32 hours or more per week on an average annual basis.

Part-Time Status: This category includes any staff member who is scheduled to work less than 32 hours per week.

Temporary Employees: This category includes positions such as interns, interim project managers, special assignments, or temporary substitutes who are paid on an hourly basis and are not eligible for any benefits.

Unpaid Lay Ministry Staff Status: This category includes a variety of lay ministry positions that range from one-time serving opportunities to lay ministers with ongoing weekly staff responsibilities.

Sample:

Positions that are considered "pastoral staff":

Senior Pastor

Associate Pastor

Assistant Pastor

Any other position filled by an ordained minister or licensed or commissioned pastor.

These positions follow the hiring, employment, and termination policies of the Wesleyan Denomination. Other paid staff includes employees who are paid on an hourly basis.

Persons under contract or agreement are not considered employees; their compensation is per contract.

Full-time is considered to be at least 40 hours per week.

Part-time with benefits is considered to be 30 to 40 hours per week.

Part-time without benefits is considered to be less than 30 hours per week.

General Personal Responsibilities

Sample:

- Confess to be a growing follower of Christ and always seeking the will of God for his/her life.
- Maintain a vital and growing walk with the Lord through committed personal Bible study, prayer and stewardship of God given resources in support of the ministries of _____.
- Demonstrate a servant's heart as a member of the _____ team.
- Submit willingly and understand the importance of an accountability relationship.
- Model the _____ mission and values.
- Maintain proper priorities of God, family, vocation and ministry and a balance in his/her life.
- Commit to personal outreach opportunities within and outside of the Church.
- Actively participate in worship.
- Involved in a small group.
- Promote positive biblical communication and relationship awareness.

Sample:

As Christians involved in ministry and as employees of _____ Church, employees are accountable to their supervisors, the Board, and ultimately to God for their commitment to their responsibilities. Attention is to be given to honesty, cooperation, loyalty, confidentiality, and personal dedication to growth in Christ.

Sample:

All employees must be devoted followers of Jesus and members of _____ Church. Expectations for all employees are: All Ministry Leaders will participate in morning worship, and be active in a biblical community and reflect the lifestyle of a mature follower of Christ. Ministry Leaders are also expected to actively participate in and support other ministries of the church. Each Ministry Leader is expected to regularly have personal devotions with a meaningful and consistent time in prayer as well as in the Word of God. Each Ministry Leader should also regularly share their faith with the unsaved, seeking to lead them to personal faith in Christ. All employees are expected to systematically tithe their income to the church. Each Ministry Leader is challenged to strongly and faithfully pursue a holy life that reflects purity of life in every area. We refer to this as being a fully devoted follower of Christ.

A. Dress Code

Sample: A staff member's appearance is not only a reflection on the individual, but on the Church as well. It is expected that staff members will dress in a manner that would reflect his/her values as well as those of _____.

Sample: Individuals regularly working at the church in an area meeting the public are representatives of _____ Church. Clothing should meet the criteria of appropriateness, modesty, and neatness.

B. Conduct

Sample: A staff member is a representative of the Church in the community. Impressions given by staff are very important. For this reason, a staff member should be pleasant, courteous and helpful to everyone at all times and a proper role model for the community.

C. Confidentiality

Sample: It is inevitable that Church work will, at times, involve dealing with confidential information. Staff members are expected to protect this confidence at all times, unless legally bound to disclose to authorities. Failure to maintain confidentiality may merit dismissal.

D. Work Schedule

Sample: _____ staff members are required to submit a strategic work plan and detail annual, monthly, and weekly goals.

E. Absences

Sample: In all cases of absence, staff members must notify the appropriate supervisor and the Church office as soon as possible.

F. Personnel Records

Sample: It is important that the Church always has current information for each staff member. Please notify the Director of Ministry Administration immediately if there is a change of name, address, phone number, marital status or any other relevant personal information.

G. Performance Reviews

Sample: Performance reviews by an immediate supervisor will be conducted a minimum of one time per year for all paid staff members of _____ based on their written position description. A written copy of the review will be provided to the staff member, reviewed with his/her supervisor, signed and dated. The performance review will be one factor in determining whether a staff member qualifies for a salary increase. All reviews will be kept in the staff members' personnel file.

H. Position Descriptions

Sample: Staff members will be provided with a position description before they begin work. A position description summarizes duties and responsibilities regarding the position. The Church reserves the right to revise and update the position description from time to time as it deems necessary.

I. Announcement of Job Openings

Sample: It is _____ policy to internally post job openings to staff and the Church body prior to looking outside the Church body.

J. Employment of Relatives

Sample: Relatives of staff will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. However, related staff members may not be under the direct supervision of each other because of morale, security or other legitimate operational reasons. In addition, the Church may require a related staff member to

transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

K. Harassment

Sample: _____ attempts to provide a work environment that is free of offensive kinds of behavior. If a staff member of the church feels he or she has been subjected to unwanted harassment, including sexual harassment, the Lead Pastor should be notified of such incident. Written documentation of the incident will be required with the assistance of the supervisor or Lead Pastor.

Sample: Any form of unwelcome visual, written, nonverbal, verbal, or physical conduct of a sexual nature is sexual harassment and is not allowed at any time by any employees/ paid staff, leaders, volunteers, members toward any employees/ paid staff, leaders, volunteers, members, non-members. All situations should be brought to the attention of the Senior Pastor and/or Executive Pastoral Leadership team for review and discussion, and may warrant disciplinary action to the accused up to termination.

L. Alcohol, Drugs, and Controlled Substances

Sample: The use, sale, transfer, possession or being “under the influence” of alcohol, drugs, or controlled substances when on duty, on Church property or in Church vehicles, is strictly prohibited. Violation of this policy may result in disciplinary action, up to and including immediate termination.

M. Outside Employment and Activities

Sample: Full-time staff members are prohibited from engaging in outside employment without the prior approval of the Discernment Team. In addition, all staff members are prohibited from engaging in outside employment, private business or other activity, which might have an adverse effect on or create a conflict of interest with the Church.

N. Problem Solving Procedure

Sample: The following guidelines are established to help voice a staff member’s opinion and discuss his or her problems and concerns.

1. The person closest to the situation in most cases is the immediate supervisor. Initial discussion and attempted resolution should be through the immediate supervisor.
2. If the situation is not resolved satisfactorily, then an appointment should be made with the Lead Pastor to discuss the issue further.

If the situation is still not resolved then the individual should make an appointment to bring the issue to the Discernment Team.

Sample: The following guidelines are established to help employees voice their opinions and discuss their problems and concerns.

1. The person closest to the situation in most cases is the immediate supervisor. Discussion and resolution should first generally be attempted with the immediate supervisor.
2. If the situation is not resolved satisfactorily, then an appointment should be scheduled with the EXECUTIVE Pastor to discuss the issue further.

3. If the issue is not satisfactorily resolved with the EXECUTIVE Pastor, the employee may schedule an appointment to discuss this with the Senior Pastor.
4. If any employee feels he/she has not received a satisfactory response from the above steps, he/she may schedule an appointment to meet with the Chairman of the Ministerial and Support Staffing Committee.

O. Theft/Damage to Personal Property

Sample: The Church will not be responsible for any forms of theft or damage to a staff member's vehicle or personal property located on or near Church facilities. Vehicles should always be locked when unattended and personal property should be secured while on the premises.

P. Supervision of Children while on Premises

Sample: For a staff members' own protection, his/her children are not allowed on the property of the Church without proper supervision. The Church cannot assume responsibility for a child left unattended in a room or on the property during any time of day or night.

Q. Counseling Sessions

Sample: (Name of Church) is committed to protecting the integrity of its staff and the reputation of the Church. Scripture stipulates that Church leaders are to be "above reproach" and that even the "appearance" of wrongdoing should be avoided. Therefore, common sense should be used in dealing with people being counseled by using appropriate accountability and proper supervision in a home environment, Church office, room or automobile. Sessions involving one individual (married or single) must either be in an office with a window or an office with an open door.

R. Weddings and funerals

Sample: Weddings and funerals which are connected to and benefit the ministry of (Name of Church) are considered ministry hours for the church employees. However, if the wedding or funeral is disconnected from the ministry of the church due to relationship or location, the employee may not consider those hours a part of the church's ministry hours.

Disciplinary, Termination and Resignation Procedures

Disciplinary Procedures

Sample: Whenever it is determined that a Ministry Leader has committed a disciplinary offense, the (Overseeing Committee) will decide upon an appropriate disciplinary action.

The range of disciplinary action may include written warning, suspension or termination. The appropriateness of the penalty in each case will be determined by the (Overseeing committee) and/or the Ministerial and Support Staffing Committee depending on his/her judgment as to the seriousness of the offense.

Definition of Misconduct & Dishonesty includes but is not limited to:

- Acts which violate the church's Membership requirements.
- Theft or other misappropriation of assets, including assets of the church, members, vendors, or others with whom we have a business relationship.

- Misstatements and other irregularities with church records, including the intentional misstatements of the results of operations.
- Wrongdoing.
- Forgery or other alteration of documents.
- Fraud and other unlawful acts.
- Any similar acts.

Misconduct & Dishonesty must be reported

Sample: It is the responsibility of every employee and supervisor, to immediately report suspected misconduct or dishonesty to his/her supervisor or to the Chairman of the (Overseeing Committee) if the suspected violator is the employee's supervisor. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.

Due to the important yet sensitive nature of the suspected violations, effective professional follow up is critical. Supervisors, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or other follow up steps without first consulting the Lead/Executive Pastor.

Concerned but uninformed managers represent one of the greatest threats to proper incident handling. All reported matters, including reported but unproved matters, should be referred immediately to the (Overseeing Committee) for follow-up. It is the responsibility of the church to keep the WMD informed of all misconduct and dishonesty investigations.

Termination of Employment

Sample: It is (Name of Church) policy to make every effort to avoid unwarranted terminations. It is necessary, however, to enforce the church's policies fairly and consistently which sometimes requires termination. Violations of the policies will result in one or more of the disciplinary actions according to the frequency, seriousness and circumstances of the offense. (Name of Church) believes that termination is normally the last choice and that other alternatives should be pursued diligently before termination would happen.

Written Warning

Sample: The supervisor will prepare a record of the meeting, stating the facts and the action taken. The supervisor will then review the warning memo with the Ministry Leader, ask the Ministry Leader to sign it and send one copy to the WMD office.

Process for Leaving

Sample: All Ministry Leaders will be required to process through the Lead Pastor's office before receiving final pay. This process will include an "exit interview," turning in keys, cell phones, radios, e-mail pass codes, etc. and any other church property. A final check will be issued after the "exit checklist" is complete. All full time employees are asked to do an exit interview.

Resignation

Sample: We request a minimum of 30 day's notice from Ministry Leaders if you wish to resign. This resignation must be in writing and should include a proposed final date of employment.

Compensation and Benefit Policies

A. Pay Days

Sample: The pay period is bi-weekly and covers work from Monday through Sunday. Paychecks are distributed on Wednesday for the hours worked the preceding bi-weekly period. Key payroll information is expected to be kept current with the Church office. _____ is not able to cash paychecks for staff members or advance payroll.

B. Payroll Deductions

Sample: Various payroll deductions are required by law, such as federal income tax, state income tax and social security taxes. Any other deductions must be authorized in writing. _____ complies with all applicable state and federal laws regarding the garnishment and assignment of wages. The Church will notify the applicable staff member of any garnishment notice received by the Church.

C. Scheduled Time and Overtime

Sample: From time to time a staff member may be asked to work beyond normally scheduled hours or on a regularly scheduled day off. Overtime will be calculated as one and one half times hourly rate and will take effect for hours worked above a forty five hour per work week. Overtime must be pre-approved by the supervisor or Lead Pastor. Salaried staff members may be exempt from the overtime provisions of state and federal laws.

B. Operational Expense

Sample: A staff member will be reimbursed for all approved operational related expenses, upon submission of accurate and receipted expense reports to the Church. If a staff member is required to use his/her automobile, the staff member will be reimbursed at the allowable legal limit set by the IRS. Staff members are required to submit reports at month end to ensure proper accounting and prompt reimbursement. All Pastors are considered self-employed; they pay their own federal taxes, state taxes and social security. Staff members are required to pay half of their SS.

F. Pastor's Housing Allowance

Sample: A housing allowance will be paid to those Pastors licensed in the State of Michigan, as allowed under applicable law.

Other Staff Benefits

A. Holiday Pay

Sample: Full-time staff members, who have completed at least thirty days of continuous employment, will be eligible to receive holiday pay, in addition to hours worked. The following holidays will be observed and the Church offices closed:

- New Year's Eve – After 12:00 Noon
- New Year's Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve – After 12:00 Noon & Christmas Day

The following general provisions apply to holiday pay: Holidays will be observed on the calendar day designated by the Church for observance. If a staff member is scheduled to work on a holiday and does not report to work, he/she will not receive holiday pay.

A staff member on leave of absence for any reason is not eligible for payment on holidays that are observed during the period they are on leave. Holiday pay will count as hours accrued toward the calculation of overtime.

Sample: There are ten (10) holidays that _____ Church observes as paid holidays. They are as follows:

- New Years' Day
- Memorial Day
- July 4th, Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day
- Spring Break Friday
- 1/2 day on Christmas Eve
- The day after Christmas

Employees who are required to work on a holiday are permitted to take comparable time off at another time. When a holiday falls on a Saturday it will be observed on Friday. When a holiday falls on Sunday it will be observed on Monday.

B. Vacation

Sample: Vacation will be earned based on length of service completed by the beginning of each year and vacation time will not carry over at the end of the calendar year. Below is the schedule for vacation time earned for full-time (32+ hours/week) staff members.

<u>Length of Service</u>	<u>Vacation</u>
After 1 year	8 days
After 2 years	14 days

One day of vacation will be added per year of service from 3 years to 10 years. At that time 20 days of vacation will have been earned. This is the maximum amount of vacation that can be earned.

Part-time staff will earn vacation time as follows.

<u>Length of Service</u>	<u>Vacation</u>
After 1 year	1 scheduled work week
After 2 through 6 years	2 scheduled work weeks
After 7 through 11 years	3 scheduled work weeks
After 12 years or more	4 scheduled work weeks

*Requests for vacation time must be made in writing and should be submitted to the staff member's supervisor for approval at least 10 working days in advance. Vacation requests will be approved on a first-come first-served basis. The requested time off should not interfere with normal functions and operations of the Church.

Full-time staff members who are terminated for any reason will receive pro-rated vacation pay at their current rate of pay. Vacation pay will not be considered as hours worked for the calculation of overtime.

Sample: Ministry Leaders will accrue vacation hours based on the number of scheduled work hours. Sick time, holiday time, and vacation time will all count as work time to accrue vacation time. Vacation time may be taken anytime throughout the year subject to approval by the employees' supervisor and the EXECUTIVE Pastor. Vacation time is pro-rated for any partial year of service.

A Ministry Leader has until August 31 to use vacation that has accrued by June 30. After August 31, no more than 5 vacation days from the prior year can be carried forward. In other words, a Ministry Leader may carry forward one unused week of vacation time from a prior year, but forfeit all other unused vacation time. An example would be a Ministry Leader who has a vacation package of three weeks may accumulate up to a total of four weeks.

The Ministry Leader must complete the Days off Request Form and submit it to his/her supervisor. Upon approval from the Ministry Leader's supervisor, this form is then submitted to the Business Office. Any unused vacation days will be paid at termination.

The vacation days will be given in June (on the employee's compensation agreement) for any employee whose anniversary date falls between January and December of that year.

Salary Employees, years of service*

Less than 3 years	13 days (3 are Sunday Vacation days)
3 years to less than 5 years	15 days (3 are Sunday Vacation days)
5 years to less than 8 years	18 days (3 are Sunday Vacation days)
8 years to less than 10 years	21 days (4 are Sunday Vacation days)
10 years or more	23 days (5 are Sunday Vacation days)

*Time in service at other churches will count toward these totals

C. Ministry Related Time Off

Sample: Ministry related time off exists for the purpose of self-care, ministry education, ministry development, and annual teaching preparations. Any full-time ordained Pastor may request up to 4 weeks of paid ministry time off once a year following two years of service. All full-time ordained Pastors pursuing a ministry related sabbatical must submit a written requisition, purpose description and proposed plans to the (DT) 3 months prior to the date of the sabbatical. Due to the nature of the current ministry situation, the (DT) remains the right to initiate, reject, shorten, or lengthen the sabbatical due to current ministry operations and functions.

D. Personal Days (a) and Day-Off Flexibility (b)

Sample: Full-time (32 hours/week) staff members who have completed at least 90 days of continuous service will be eligible for four (4) paid personal days each year. Full-time staff members who are terminated for any reason will receive pro-rated personal day reimbursement at their current rate of pay. Personal days taken will not be considered as hours worked for the calculation of overtime. Personal days may be requested by submitting a written request to the staff member's supervisor or the Lead Pastor. The request will be either granted or denied after careful consideration of how the personal day will affect other areas of Church operation and ministry.

Full-time (32 hours/week) staff members maintain the right to be flexible with their weekly day off as long as it does not interfere with regularly scheduled ministry operations. It is permissible for a staff member to adjust or switch their off day to coordinate with a paid holiday or a vacation day. However, flexible days off may not exceed a 10 day window.

a. Education Reimbursement Policy

Sample: After 2 years of employment all full-time staff members will be reimbursed for continued education courses which are related to their ministry vocation (accredited or unaccredited) and are pre-approved by the DT. The Well will potentially reimburse the full-time staff member up to 8% of his/her salary per year. Education reimbursement funds may not be rolled over from year to year, and this benefit depends on the condition of the Church budget. For non-paid ministry interns The Well reserves the right to help assist in some of the intern's education fees (amount determined by level of work and role).

E. Retirement Plan

Sample: Full-time ordained licensed Pastors may be eligible to participate in the retirement plans offered by the West Michigan District of the Wesleyan Church.

F. Bereavement Leave

Sample: All paid staff members who have completed at least ninety (90) days of continuous service will be eligible for up to three (3) days away from work, with pay, to arrange and attend the funeral of a family member.

Two (2) paid days will be given for the loss of a non-immediate family member.

G. Leaves of Absence

The Church makes leaves of absence available to staff members as follows:

Personal Leave

Sample: Definition: A leave of absence for a compelling personal reason that is not medically related. Staff members who have completed at least one year of continuous service may submit a written request for a personal leave of absence, without pay, for any length of time up to a maximum of one month. Written requests must state the reason for the leave, as well as the beginning and ending dates. Requests for personal leaves will be granted at the sole discretion of the Church, based on the facts and circumstances surrounding each individual request. Staff members who return to work at the end of a personal leave will normally be returned to their former job classification if an opening exists. If there is no such opening, the staff member will be considered for a comparable position if available.

Maternity Leave

Sample: Definition: A leave of absence for a disability related to a staff member's pregnancy, childbirth or related medical condition. Staff members may submit a written request for a pregnancy leave of absence for the length of any pregnancy related disability that occurs prior to the child's birth. Requests for pregnancy leaves will be granted to staff members who present a physician's written statement that certifies the need for the leave and estimates the length of time the staff member will be unable to work due to the disability. Following the birth or adoption of a child, the staff member may take an eight (8) week maternity leave, without compensation. If a staff member is on maternity leave and returns to work immediately following the end of an approved leave, with a physician's written release verifying the ability to safely perform all duties, the staff member will be returned to the same position held immediately prior to the leave.

Medical Leave

Sample: Definition: A leave of absence for a non-occupational illness or disability, other than pregnancy, childbirth, or related medical condition. Staff members who have completed at least ninety (90) days of continuous service may submit a written request for a medical leave of absence for the length of any disability up to a maximum of 23 weeks. Requests for medical leaves will normally be granted to eligible staff members who present a physician's written statement that certifies the need for a leave and estimates the length of time the staff member will be unable to work due to the disability. At any time during a medical leave of absence, staff may be asked to provide medical evidence of disability. Although the Church is not able to guarantee reinstatement in all cases, if a staff member is on medical leave and returns to work immediately following the end of an approved leave, with a physician's written release verifying the he/she is able to safely perform required duties, the staff member will normally be returned to former job classification if an opening exists. If there is no such opening, the staff member will be considered for a comparable position if one is available.

Family and Medical Leave Act (FMLA)

Sample: The Church complies with the Family and Medical Leave Act of 1993 (FMLA) and will implement the required procedures under the Act as needed. A copy of the Act will be provided upon request.

Jury Duty

Sample: Definition: A leave of absence to serve as a juror on jury duty. A staff member will receive an excused absence for any time required to serve as a juror on jury duty. He or she will be expected to report for work for a partial day if jury duty permits. While serving as a juror, regular salary will be received up to a maximum of two weeks.

Military Leave

Sample: Definition: A leave of absence for required military service. The Church complies with applicable state and federal laws concerning leaves for military service.

Worker's Compensation Leave

Sample: Definition: A leave of absence for a work-related illness or injury. The Church complies with applicable state and federal laws concerning leaves for work related illness or injury.

The following general provisions apply to all leaves of absence:

A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.

Failure to return to work on the first work day following the expiration of an approved leave of absence may be considered a voluntary termination.

Coverage under the Church's group insurance plans will be continued on the following basis:

For the first 60 days of an approved leave of absence, the Church will continue to contribute to premiums as if the staff member is actively working. The staff member will be required to pay the entire premium for continued coverage during the portion of an approved leave in excess of 60 days.

Arrangements with the Church can be made to pre-pay the staff members share of group insurance premiums before the leave of absence begins.

A staff member will not accrue length of continuous service for the portion of a leave of absence in excess of 60 days.

Staff members on leave of absence will be subject to lay off on the same basis as staff actively at work. If a staff member in on leave of absence, he/she must communicate with the Church on a regular basis, at least once each month, regarding the status and anticipated return to work date.

If a staff member is on leave of absence and seeks or accepts other employment without the Church's prior written approval, he/she will be subject to disciplinary action, up to and including termination.

All leaves of absence must be approved in advance, in writing, by the staff member's supervisor and the Lead Pastor.