



Human Resources

# Employee Handbook

**Our mission is reaching the lost, inspiring the  
saved, discipling them and raising them as  
leaders.**

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## **WELCOME**

Welcome to Faith Fire Christian Church. "Faith Fire Christian Church" refers to Faith Fire Christian Church Operations. When a person accepts a position at Faith Fire Christian Church, they are not only accepting employment, but a commitment to the Sustaining Attributes, Aligning Values and Mission of Faith Fire Christian Church. Our desire is that through our common interest and dedication to Christ we can and will, "lead people to become fully devoted followers of Christ."

We are glad you have chosen to work with us and trust our efforts together will produce an atmosphere compatible with the Christian principles we represent.

## **GENERAL INFORMATION**

This handbook is written as a general guide and not as a detailed explanation of every rule and policy. The purpose of this handbook is to give you an understanding of our policies as well as an expression of the procedures necessary to direct the daily activities in the team member/employer relationship. For the purpose of this handbook, "team member(s)," "staff," "team leader," refers to an employee and volunteer relationship.

**THIS HANDBOOK IS NOT A CONTRACT, AND WE RESERVE THE RIGHT TO CHANGE, DELETE OR ADD**

**TO THESE OR OTHER POLICIES AT ANY TIME.** All employment at Faith Fire Christian Church Operations, is on an "at will" basis. Team members and Faith Fire Christian Church Operations, are free to terminate the employment and volunteering relationship at any time in lieu of one month's notice. ALL Faith Fire Christian Church Operations, team members are considered "at will" employees.

No person, other than the Lead Pastor as appointed by the Board of Directors, has authority to enter into any agreement contrary to this policy or to make any written or oral assurance or promise of continued employment and volunteering. Additionally, no document or informational item from Faith Fire Christian Church Operations, including, but not limited to, an employee benefit plan, manual, employment application, recruiting or training material, or memorandum, whether singularly or combined, are to create an expressed or implied contract concerning any terms or conditions of employment. Revising and updating the employee handbook is an ongoing function. Any time changes occur, the new information will be added to the handbook, and posted on the Staff Portal.

Your questions and comments regarding the handbook are always welcome. Please direct questions and comments to your team leader, that's the person you report to directly.

## **MISSION STATEMENT**

Reaching the lost, inspiring the saved, discipling them and raise them as leaders.

## **OUR PURPOSE**

That you shine as His masterpiece.

## **SUSTAINING ATTRIBUTES**

Self-Awareness  
Work Ethic  
Teachability  
Humility  
Resilience  
Flexibility  
Cultural Relevance  
Love unfeigned

## **ALIGNING VALUES**

**We will do anything short of sin to reach people who don't know Christ.** To reach people no one is reaching, we'll have to do things no one is doing.

**We always bring our best.**

Excellence honors God and inspires people.

**We give up things we love for things we love even more.**

It's an honor to sacrifice for Christ and His church.

**We are spiritual contributors not spiritual consumers.**

The church does not exist for us. We are the church and we exist for the world.  
If we don't live with integrity nothing else matters.

**We are faith-filled, big thinking, bet-the-farm risk takers.**

We'll never insult God with small thinking and safe living.

**We will lead the way with irrational generosity.**

We truly believe it is more blessed to give than to receive.

**We are all about the capital "C" Church.**

The local church is the hope of the world, and we know we can accomplish infinitely more together than apart.

**We will laugh hard, loud, and often.**

Nothing is more fun than serving God with people you love.

**We are leaders anywhere and anytime.**

We are to show the world what it means to lead both in the church, home and the marketplace..

## **GENERAL WORK INFORMATION**

### **DUTIES AND RESPONSIBILITIES**

Our mission at Faith Fire Christian Church is *to lead people to become fully devoted followers of Christ*, and accordingly, every action you take while employed with Faith Fire Christian Church should support that vision. All staff members of Faith Fire Christian Church must understand that they are followers of Jesus Christ, and as such, should consistently seek to live by biblical

standards, and agree to demonstrate unity within the church with a humble and teachable spirit. At Faith Fire Christian Church, every staff member and intern is a minister, and is expected to fully engage in the ministry of the church. We consider ministry readiness, and an individual's capacity to represent Faith Fire Christian Church's beliefs as a minister, during the selection process for all staff and intern positions. An essential function within every position held by a staff member or intern at Faith Fire Christian Church is to uphold and represent Faith Fire Christian Church and our beliefs in all areas of personal and professional life.

### **OFFICE HOURS**

Team member hours may vary dependent upon their position, part-time, full-time, or location.

### **PERSONAL APPEARANCE**

The dress code at Faith Fire Christian Church is flexible, however team members are expected to dress appropriately and in a manner that upholds the integrity of Faith Fire Christian Church. Cleanliness, good personal hygiene, and grooming are required.

### **HOUSEKEEPING**

Team members are encouraged to share the responsibility in keeping the facilities clean and neat at all times. Please report any problems in this regard to the administrator.

### **PERSONAL INTERACTIONS**

Staff members represent Faith Fire Christian Church to every person with whom they come in contact. Visitors and fellow team members should be treated with courtesy and kindness.

### **CONTACT INFORMATION**

Staff members should strive to keep each other informed as to where they are and how they may be reached during office hours. Team members are expected to keep their contact information, both personal and work, updated with the admin office.

### **OPEN DOOR POLICY**

If a team member has a concern, it is important that the issue be resolved as quickly as possible. Team members are encouraged to bring concerns to the attention of their immediate leader when appropriate. Many problems may be discussed and resolved in staff meetings. However, items of a personal nature should be discussed with the administrator and/or brought to the attention of the lead pastor.

### **SECURITY**

Our safety and security is everyone's responsibility. If you see something that's concerning or suspicious, please say something! Effective security measures are a benefit to both the staff team and the church as a whole. Team members should guard key tags and master keys with care. Team members having issues with their key tags, such as lost or stolen, broken tags, or extra tag requests should contact the administrator. Contact the administrator with all issues related to keys, such as lost or stolen, and copy or replication requests. Copying keys is strictly prohibited. Staff members are expected to familiarize

themselves with the Emergency Management Plan (EMP) for their location. Staff members are expected to maintain a level of awareness and report any and all safety and security issues to their leader and, or the appropriate authorities. Team members are responsible for personal belongings; therefore, leave personal items or valuables in a safe place. Again, our safety and security is everyone's responsibility!

### **VISITORS**

Staff members are expected to report any unauthorized person on the premises immediately. All visitors are required to sign in and check out at the reception area; and wear a visitor badge while visiting Faith Fire Christian Church Office. Team members are responsible for personal belongings; therefore, leave personal items or valuables in a safe place.

### **TEAM MEMBER RECORDS**

All staff will have a Personnel File maintained in the Faith Fire Christian Church document management system, accessible under specified restrictions to the administrator. The Personnel File will contain documentation related to their employment, including but not limited to: employment applications, pre-employment testing materials, Authorization to Release Background Information, Completed Background Check, Payroll Status Changes, Performance Reviews, correspondence related to their employment and attendance records, etc. In addition, all staff will have an Electronic File within the Admin Office Management System. Any change in employee status or information should be reported to the Admin Office immediately. Team Leader requests to view an individual's personnel file should be directed to the Admin Office.

While employees are permitted to review their personnel files, the files are the property of Faith Fire Christian Church. As a result, employees are not authorized to make or receive copies of the personnel files. Additionally, former employees of Faith Fire Christian Church are not permitted access to their personnel files.

## **EMPLOYMENT PRE-REQUISITES**

### **APPLICATION FOR EMPLOYMENT**

All applicants for staff positions (both full and part-time), are required to complete an application for employment.

Faith Fire Christian Church is an equal opportunity employer and all applicants are considered without regard to race, sex, national origin, age, marital status, veteran status, genetic information, disability, or other category protected by law. As a religious organization, Faith Fire Christian Church has the right to hire in accordance with our religious beliefs. All employees of Faith Fire Christian Church must be Christian, and as such, must consistently seek to live by biblical standards, and agree to demonstrate unity within the church with a humble and teachable spirit. Employees also must fully support our beliefs, as described on the Faith Fire Christian Church website, and must commit to partner with Faith Fire Christian Church by being involved in a LifeGroup, and committed to the. At Faith Fire Christian Church, every staff member and intern is a minister, and is expected to fully engage in the ministry of the church. We consider ministry readiness, and an individual's capacity to represent Faith Fire Christian Church's beliefs as a minister, during the selection process for all staff and intern positions. An essential function within every position held by

a staff member or intern at Faith Fire Christan Church is to uphold and represent Faith Fire Christan Church and our beliefs in all areas of personal and professional life.

## **STAFF MEMBER REQUIREMENTS**

Faith Fire Christan Church Operations, staff members are expected to adhere to the Aligning Values of Faith Fire Christan Church. These Aligning values are:

**Sacrifice** – To give up something you love for something you love even more.

**Passion** – People will come for miles to watch you burn.

**Evangelism** – We will do anything short of sin to lead people to Christ.

**Community** – LifeGroups are the heartbeat of Faith Fire Christan Church. It is through community (LifeGroups) that we stay small while growing large.

**Integrity** – Who you are when no one is watching. Let your yes mean yes, and your no mean no.

**Excellence** – If anything is worth doing, it's worth doing right. Excellence honors God and inspires people.

**Stewardship** – We will use God's resources wisely.

## **BACKGROUND SCREENING**

Upon receipt of a conditional offer of employment, all staff members will have a background screen conducted. Any offer of employment is contingent upon passing the background check. All personnel who receive a conditional offer of employment will complete the Authorization for Release of Background Information. The screening will only occur IF a conditional offer of employment is made. Release of information and the conducted screen will be kept in the employee's personnel file. Faith Fire Christan Church reserves the right to run additional checks on staff in time intervals deemed appropriate.

## **EMPLOYMENT POLICIES & PROCEDURES**

### **POINTS OF ACCOUNTABILITY FOR STAFF MEMBERS**

1. Staff members should pray for other staff members.
2. Staff members will have meaningful accountability relationships.
3. All staff members should use caution – and married team members should use extreme caution – when engaging with members of the opposite sex via social media, emails, text messages, etc. Social media will play an increasingly important part in productive ministry, and at the same time will escalate risk for our team members. There have been – and will continue to be – countless marriages destroyed by relationships born in a virtual environment. We must be increasingly vigilant and set a standard that is above reproach.
4. Staff members should not discuss personal marital issues with anyone of the opposite sex. In situations of team leader/team member discussions (involving the administrator may be appropriate)
5. Married staff members should not be alone with the opposite sex.

6. Married staff members should not ride in vehicles alone with the opposite sex.
7. Married staff members should not have intimate physical contact, or show affection that could be questionable, with anyone of the opposite sex.
8. Married staff members should not visit the opposite sex alone at home.
9. Pastors should not provide pastoral care to the opposite sex alone at the office or elsewhere and will not advise the opposite sex more than one time without that person's mate present. Refer them to a qualified counselor or a staff member of the same sex.

### **DRUG & ALCOHOL POLICY**

Staff members are expected to report to work in appropriate mental and physical condition to perform their job in a satisfactory manner. The use, possession and/or distribution or selling of illegal drugs is strictly prohibited. The use of prescription drugs with a valid prescription is permitted on the job only if it does not impair the team member's ability to perform the essential functions of their position effectively and that does not endanger other individuals in the workplace. Violations of the policy may lead to disciplinary action or termination.

### **INTELLECTUAL PROPERTY**

Any staff member at Faith Fire Christian Church who participates in the creation of copyrightable works (including musical or dramatic or literary materials, content and visible elements of a web page, artwork and graphics, video materials, computer or software programs, and other creative works of every kind and nature) and/or new ideas or concepts with Faith Fire Christian Church resources or on Faith Fire Christian Church time, will be doing so for the sole benefit and ownership of Faith Fire Christian Church.

You agree that all rights, title, and interest in and to all works or ideas or concepts created with Faith Fire Christian Church resources or during Faith Fire Christian Church work hours shall be owned by Faith Fire Christian Church and you hereby convey the same to Faith Fire Christian Church. You agree that, unless you state otherwise at the onset of a project, any work or idea or concept related to Faith Fire Christian Church's ministry or created with information or materials acquired in the course of your employment with Faith Fire Christian Church will be assumed to have been created with Faith Fire Christian Church resources or during Faith Fire Christian Church work hours.

If you are being hired as a Worship Pastor or Worship Leader, you may participate in songwriting (i.e., original compositions of non-dramatic musical works) at the direction of Faith Fire Christian Church, and for the purpose of such works being used by Faith Fire Christian Church. These copyrightable works are subject to the provisions of this Intellectual Property section of this Agreement. You agree to and do hereby convey all of your right, title, and interest in such works to Faith Fire Christian Church Operations, .

### **CONFLICTS OF INTEREST**

Staff members are prohibited from engaging in any activity that in the opinion of Faith Fire Christian Church constitutes conflict of interest. A conflict of interest includes any activity or transaction that is not in the best interests of Faith Fire Christian Church, or from which a team member receives personal benefit for having conducted the activity or transaction on behalf of Faith Fire Christian Church.



In the event that a team member or their family are offered any personal gifts of cash or material items from any member or a attendee, or other person or organization related to Faith Fire Christian Church, he/she should report such gifts to the Directional Leadership Team. It may be required for such gifts to be turned over to Faith Fire Christian Church. See the complete Conflicts of Interest policy on the Staff Portal.

### **CONFIDENTIALITY**

Team members may receive information about Faith Fire Christian Church or its employees, volunteers, contractors, agents, and attendees which is confidential in nature. This might include, but is not limited to, financial activities, compensation and benefits, giving records, business plans, personal information of attendees or staff members, and leadership decisions. Team members will not communicate such information in any way to a third party and will not use such information in any way that is not directly connected with the duties and responsibilities of their position at Faith Fire Christian Church. Team members must not reveal this information to any other person or for any other purpose outside their employment responsibilities and as directed by Faith Fire Christian Church. Team members must ask their leader if they are uncertain or have questions about whether any specific information is confidential and how to treat that information. The requirements of this section shall apply during and after your employment with Faith Fire Christian Church.

### **WHISTLEBLOWER**

Team members are encouraged to disclose any wrongdoing that may adversely impact Faith Fire Christian Church, the church's attendees, employees, or the public at large. A whistleblower is an employee of Faith Fire Christian Church who reports an activity that he/she, in good faith, considers illegal or dishonest to their immediate leader or Lead Pastor. Faith Fire Christian Church will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action or threats of physical harm. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

### **STATUS OF EMPLOYMENT**

**TEMPORARY** – Temporary staff may be part or full-time with the term of their service restricted to a specified period of time. This is a non-benefited position classification.

**REGULAR PART-TIME** – Regular part-time staff have a length of service which is ongoing. This is a limited benefit classification.

**REGULAR FULL-TIME** – Regular full-time staff have a length of service which is ongoing. This is a fully benefited classification.

**PASTOR** – Pastoral status is inherent to the position. Pastors are considered self-employed and therefore responsible for filing Social Security/Medicare taxes. This is a fully benefited classification.

**EXEMPT (SALARY)** – A salary team member who is exempt from overtime requirements and is paid a predetermined amount of compensation each pay period.

**NON-EXEMPT (HOURLY)** – An hourly team member who is paid a set hourly rate for work performed and is subject to minimum wage and overtime requirements.

A team member's employment status is based on several factors directly related to their position within the organization. The Admin must approve all requests to change or alter an employee's status.

### **PERFORMANCE REVIEWS**

Performance reviews will be conducted annually in February for all regular staff members with hire dates prior to October 1st. The evaluation period is for the preceding calendar year and is based on predetermined performance criteria and contributions to the total ministry of Faith Fire Christian Church.

Introductory reviews will be conducted at a new hire's 90-day mark; and possibly at intervals preceding and/or exceeding 90 days if determined appropriate by the team leader.

### **SALARY INCREASES**

Salary increases will be considered, if warranted, based on performance and the established salary range of the position.

### **PAID TIME OFF PROGRAM**

The purpose of the Faith Fire Christian Church Leave Policy is to provide team members who are full time with flexibility in using leave time, while promoting ownership of responsibilities and emphasizing performance/work output.

#### **Policy**

- The Leave Program encompasses all paid leave, including sick leave, vacation, mission experience paricipation, and personal leave.
- The Leave Program applies to all regular, full time team members. Interns, temporary, and seasonal employees are not eligible for paricipation.
- Leave must be requested by the team member via the admin office and may be approved.
- Team leaders are responsible to ensure their team is recording leave time in the work collaboration tool approved by the admin.
- Team leaders should ensure that their team members use leave time effectively and within policy guidelines. It is the responsibility of the team leader to be aware of his/her team's calendar and schedule. The demands of the team should be considered when considering leave requests for approving leave.
- If a leave request exceeds two consecutive weeks, an approval will be sought from the administrator who will look at the merits of the request before taking a decision.
- If a team member is found to have taken excessive amounts of leave, or is not performing in their position as expected by his/her team leader, corrective action will be taken.
- The highest levels of integrity and ethical standards should be upheld when participating in the Faith Fire Christian Church Leave Program.

## **Guidelines**

- A minimum of one week leave per calendar year should be taken by every team member to promote a healthy work/life balance.
- Leave may not be used to permanently change assigned work schedules. All staff should respect the work hours agreed to upon hire and the “hours of business” of Faith Fire Christian Church. The Faith Fire Christian Church Leave Program is not applicable to telecommuting or other flexible work arrangements.
- All team members are expected to maintain the highest performance standards and ensure that work output and performance are not affected by leave taken.
- The following is what Faith Fire Christian Church deems to be a reasonable amount of leave taken per calendar year, based on years of service:
  - 0 to 5 years, 20 days per calendar year
  - 5 to 10 years, 25 days per calendar year
  - 10 or more years, 30 days per calendar year
  - Additional time off may be approved, where required by law.
  - Unused leave is not paid out at termination.

## **HOLIDAYS**

As a regular full/part-time, exempt/non-exempt team member, you will not receive the following paid holidays each year, if dates fall on a business day:

- New Year’s Day • Labor Day
- Christmas Day • (25<sup>th</sup> December)
- 1<sup>st</sup> of July • Canada Day

Temporary team members are not granted paid holidays off but may reschedule their work in a manner so that they may be absent from their job on the holiday. All changes in their work schedule shall be arranged and approved by the administrator. All questions regarding Holiday pay should be directed to the admin office.

## **LEAVE OF ABSENCE OR VACATION WITHOUT PAY**

Regular team members requesting a leave of absence outside of the guidelines, or extended vacation without pay, must do so in writing to their team leader and the request must be approved by the team leader and Lead Pastor. The request must detail the justification for the extended leave. A leave of absence will normally not be granted for a period longer than thirty calendar days. All leave of absences must have Administrator’s authorization.

## **BEREAVEMENT**

Faith Fire Christian Church full-time team members are eligible for bereavement leave to provide time for mourning a member the loss of an immediate family member. The team member’s immediate team leader authorizes the use of bereavement leave

An eligible employee may take up to three days of paid leave for a death in the immediate family. The immediate family includes: spouse, child, mother, father, sister, brother, mother and father-in-law, brother and sister-in-law, grandparents and grandparents-in-law. If additional time is needed, vacation or unpaid leave may be taken with team leader's approval.

It is the employee's responsibility to notify his/her team leader before or within two hours of regular starting time of the need to use bereavement leave. The employee may be asked to provide verification if needed (obituary, death certificate, etc). Hourly team members should record time off on their online time sheet in order to obtain their bereavement benefit.

### **BUDGET & STEWARDSHIP**

Faith Fire Christian Church operates on an annual budget that is adjusted periodically during the year. It is the responsibility of the staff to operate within the guidelines set forth in that budget. Purchasing procedures are in place and should be followed accordingly.

### **SOLICITATIONS & FUNDRAISING**

We teach that God provides financial resources for the ministries of the church through tithes and offerings of the members. Therefore, staff members should not engage in fundraising activities for Faith Fire Christian Church programs, events, or ministries through soliciting cash or non-cash contributions.

Team members should not solicit contributions for the benefit of other organizations at work or through Faith Fire Christian Church communications such as emails, blogs, etc. Further, Faith Fire Christian Church facilities, equipment (i.e. copier machines, printers, etc.) and property may not be used by or in conjunction with the fundraising activities of other organizations. **USE OF FAITH FIRE**

### **CHRISTIAN CHURCH OPERATIONS, SUPPLIES/RESOURCES**

Various supplies and resources are required in this ministry and are to be used only in connection with Faith Fire Christian Church activities. Supplies and resources are not to be taken for personal use.

### **PURCHASING AND PERSONAL REIMBURSEMENT PROCESS**

Staff should utilize established purchasing methods for the purchase of church related goods and services. Personal expenses should not be made using church issued credit cards. Use of the church's tax exempt status to make personal purchases is grounds for immediate termination. See policies and procedures on the Financial Operations page of the Staff Portal for more information on purchasing and seeking personal reimbursements of church related expenses.

### **CHURCH PROGRAM**

Occasionally Faith Fire Christian Church will ask the staff to volunteer on a program in the church or special experiences. Often times, there is an increase in attendance during these experiences. We see this as opportunities for our staff to play a key part in what God is doing through our church and come alongside in supporting our teams. The desire to serve and partner in ministry with Faith Fire Christian Church is considered part of our behavioral values and expected that team members will make every effort to participate in the voluntary event.

## **COMPENSATION**

Faith Fire Christian Church compensation program strives to enable the attraction and retention of competent and capable staff, as well as provide rewards which recognize the contributions and performance of staff. Every effort is made to provide fair and equitable compensation based on position responsibilities, authority, and accountability. Faith Fire Christian Church considers base compensation, flex pay and benefits all forms of compensation. All offers of pay, requests to change or adjust pay, and setting salary structures for new positions must be processed and approved by Human Resources and the Directorial Leadership Team.

### **HOURLY/NON-EXEMPT TIME KEEPING**

Faith Fire Christian Church maintains records of time worked according to the province and federal regulations to ensure accurate pay and benefit accruals. Time worked is defined as all the time actually spent performing assigned duties and does not include time spent on non-work-related activities.

It is the employee's responsibility to sign-off on his/her timesheet to certify the accuracy of all time recorded. The Team Leader will review and sign-off on the timesheet before submitting it to admin for processing. Altering, falsifying, tampering with timesheets, or recording time on another employee's timesheet may result in disciplinary action, up to and including termination.

### **PAY PERIOD**

Hourly/Non-Exempt staff are paid on a monthly basis. The amount is based on what was agreed during the interview.

### **OVERTIME COMPENSATION**

Faith Fire Christian Church pays overtime (1.5 times the hourly rate) for hours worked over 40 hours, in one work week. The work week is defined as Monday, 12:00 am to Sunday, 11:59 pm. Holiday, vacation and other paid leave will not count towards overtime hours. To maintain integrity, stewardship and a healthy work/life balance, all overtime must be approved in advance by the team leader.

### **Deductions from pay are permissible when an exempt team member is either:**

Absent from work for one or more full days for personal reasons, other than sickness or disability.  
Absent from work for one or more full days due to sickness or disability, if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness. On an unpaid disciplinary suspension for one or more full days, imposed in good faith for workplace conduct rule infractions

Faith Fire Christian Church is not required to pay a team member's full salary in the initial or final week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt team member takes unpaid leave under Family Medical Leave. In these circumstances, either a partial-day or full-day deduction may be made.

It is the policy of Faith Fire Christian Church to comply with the "salary basis" requirements of the Province. Therefore, those preparing paychecks are prohibited from making any improper deductions from the salaries of exempt staff

## **PROVINCE/INCOME TAX**

Every employee both part-time and full-time are obligated to pay provincial/federal income taxes.

### **HOUSING ALLOWANCE WORKSHEET**

A Pastor for Faith Fire Christian Church may designate a portion of his/her compensation as housing allowance, which is exempt from federal/state income tax liability. The following outlines expectations and agreements in the designation of compensation as annual housing allowance by a Faith Fire Christian Church Pastor.

- Faith Fire Christian Church approves a pastor's housing allowance (as stated in the Federal law) as an ordained, licensed or commissioned minister of the Gospel, based upon the Pastor's good faith estimate of his/her housing expenses.
- The stipulated amount of housing allowance will be exempt from income taxes to the extent the amount is used to provide for qualified housing expenses and the amount does not exceed the fair rental value of the home.
- The Pastor should maintain personal records in order to substantiate the exemption. Consulting a tax adviser is advised.
- The Pastor is responsible for the accuracy of the designated housing allowance.
- The pastor will be obligated to pay federal/state income taxes on any amount of housing allowance designated in excess of actual expenses.
- Housing allowances must be designated in advance and cannot be designated retroactively.
- Faith Fire Christian Church deems housing allowance designations under 70% of annual compensation reasonable. Housing allowance designation greater than 70% of annual compensation will be subject to formal approval by the Administrator.
- Housing Allowance forms must be updated annually (January 1st) per IRS regulation. Failure to do so prevents the pastor from claiming Housing Allowance for that calendar year.
- The Admin Office will request Housing Allowance forms be complete and returned by December 1<sup>st</sup> for the following calendar year. This allows enough time for adjustments, approvals and processing.

The portion of the pastor's compensation that is not designated as housing allowance is subject to federal/state income tax liability.

### **SALARY INCREASES**

In general, salary increases will be directly tied to performance and will be awarded, if applicable, in conjunction with a team member's annual performance review and rating. The issuing of a performance review (annual or otherwise) does not guarantee a resulting salary increase. Salary increases will be evaluated on a case by case basis, considering performance and other work factors, and will be awarded accordingly. Out of guideline salary increases must be submitted and approved by Human Resources.

## **GARNISHMENTS AND WAGE ASSIGNMENTS**

In the event that Faith Fire Chris an Church is issued a garnishment or assignment of wages for a team member, Faith Fire Chris an Church is legally required to deduct a portion of the team member's wages and forward the required amount to the creditor(s). Questions OR concerns regarding the garnishment or wage assignments should be directed to the issuing party.

## **RELOCATION POLICY**

Faith Fire Chris an Church will provide financial assistance to team members who are transferred at the request of Faith Fire Chris an Church. Relocation expense allowances will be made providing the distance to the new location meets the Internal Revenue Service guidelines. The relocation policy generally holds to IRS standards that identify the length of a commute which makes an employee eligible for relocation. Relocation paid out includes the cost of a U-Haul, tax, and miscellaneous moving fees. Additional coverage may be provided based upon the number of people in the employee's family. Mileage driven in the move is covered at the current IRS mileage reimbursement rate. The Admin Office will determine the amount of allowances on a case-by-case basis.

## **TELECOMMUTING POLICY**

Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. Telecommuting is not considered an entitlement or an organization-wide benefit. Telecommuting in no way changes the terms and conditions of employment with Faith Fire Chris an Church.

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or formal, as will be described below in the situation of a remote employee. Other informal, short-term arrangements may be made for employees on family medical leave, to the extent practical for the employee and the organization, and with the consent of the employee's health care provider, if appropriate. All informal telecommuting arrangements are made on a case-by-case basis, focusing on the department and organizational need first.

## **PERFORMANCE IMPROVEMENT PLANS**

At Faith Fire Chris an Church, employees receive the leadership, development, and support needed to help them succeed in their role. A Performance Improvement Plan may be necessary when a team member fails to perform his or her job as required or if misconduct occurs. A Performance Improvement Plan may begin with an email documenting a verbal conversation in which a leader brings correction to an employee. Some violations require a stronger response than the verbal warning and could begin with a written warning or even immediate dismissal.

By way of example only, the following outlines some, but not all, of the conduct that may require discipline, along with the level of discipline that will often accompany the violation. However, Faith Fire Chris an Church leadership reserves the right to adjust, repeat, or skip steps as deemed appropriate for specific incidents:

<b><u>Violation</u></b>	<b><u>1<sup>st</sup> Warning</u></b>	<b><u>2<sup>nd</sup> Warning</u></b>	<b><u>Discharge</u></b>
Attendance	X	X	X
Poor Job Performance	X	X	X

Negligent Conduct	X	X
Insubordination		X
Theft		X
Gross Misconduct		X
Harassment		X

Written documentation of interviews, reviews and actions taken shall be maintained in the team member's personnel file.

### **TERMINATION OF EMPLOYMENT**

Employment at Faith Fire Christian Church is on an "At-Will" basis and may be terminated for any reason, without notice, by the employee or Faith Fire Christian Church. There are two categories of terminations:

#### **RESIGNATION**

Voluntary termination on the part of the team member requires a written resignation letter to the team member's immediate team leader. Faith Fire Christian Church expects resigning team members to give a minimum one month's notice of resignation. The time it takes to rehire, and train new team members actually requires more than one month; therefore, notification of a planned resignation several weeks in advance is appreciated. Faith Fire Christian Church reserves the right to adjust a resigning team member's last day of employment from the original stated last day offered by the team member.

#### **INVOLUNTARY TERMINATION**

In the event of involuntary termination, an agreement will be established which outlines the terms under the separation of employment for the terminating employee. Staff members do not accrue vacation and therefore are not paid out vacation upon termination. An exit meeting will be scheduled and held, when possible, between the exiting team member and admin. Continuation of benefits, if applicable, will be explained during the team member's exit meeting with the Benefits Team or at termination.

### **HARASSMENT AND DISCRIMINATION POLICY**

Faith Fire Christian Church strives to establish and maintain a harmonious work environment that is free from any form of harassment or discrimination. To that end, Faith Fire Christian Church will not tolerate harassment or discrimination of team members by anyone. No team member may harass or discriminate against another team member on the basis of race, national origin, gender, age, genetic information, disability or other category protected by law.

It is against Faith Fire Christian Church policy for any team member, male or female, to sexually harass another team member of either gender. Sexually harassing conduct includes:

Basing any employment decision or threatening to base an employment decision on the submission to or rejection of a request of a sexual nature; or creating an intimidating, hostile, or offensive



workplace by making unwelcome sexual advances or by making comments, jokes, inquiries or threats concerning gender-specific topics or engaging in unwelcome physical contact.

Faith Fire Christian Church is committed to providing a workplace free from all forms of harassment, including sexual harassment as well as harassment based on factors such as race, color, age, sex, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, medical conditions, physical disability, including but not limited to blindness, pregnancy, genetic information, veteran status, or any other characteristic protected by law.

Unlawful harassment includes unwelcome conduct of a sexual nature, conduct that unreasonably interferes with an individual's work performance, bullying, sabotaging an individual's work, or creating an intimidating, hostile, or offensive work environment. Harassment may be made either explicitly or implicitly as a term or condition of employment. Submission to or rejection of harassment may be used as the basis for employment decisions affecting the individual.

Any team member who believes he/she or any other team member has been subjected to harassment or discrimination must report the act to his/her team leader, another team leader, or Admin Office.

Employees have a right to report and redress harassment using by contacting the Faith Fire Christian Admin Office, by contacting the police or an attorney, and/or by pursuing local reporting options in your state of residence. If a complaint form is submitted, the Faith Fire Christian Admin Office will quickly and thoroughly investigate the claims made by interviewing those involved. Faith Fire Christian Church will keep the investigation confidential to the extent possible. Effective corrective action will be taken and communicated to those involved whenever sexual harassment is found to have occurred. All types of harassment are considered a form of employee misconduct. Team Leaders who suspect or are aware of harassment must report it, because any type of harassment subjects Faith Fire Christian Church to liability. Retaliation against individuals who report any type of harassment or assist in any investigation is unlawful.

Faith Fire Christian Church's harassment policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Faith Fire Christian Church.

## **INCIDENT REPORTING**

Accidents on Faith Fire Christian Church premises to persons not employed by Faith Fire Christian Church: Every reasonable and prudent effort should be made to assist persons injured on the church premises. The lead pastor should be notified promptly. For anyone 17 years of age or under, every effort should be made to contact the parents with notification on the incident. A full report of the accident by all witnesses should be obtained promptly, together with their names and addresses. Team members will not make any statements or discuss the accident and injury with anyone except the Administrator and Lead Pastor.

## **TECHNOLOGY**

### **TECHNOLOGY USE**

Employee use of the Faith Fire Christian Church telephone system, laptops, desktops, internet, and e-mail systems is a standard part of each staff position.

Faith Fire Christian Church technology systems, including phone, e-mail and computer system, are to be used only for legitimate and ethical Faith Fire Christian Church business purposes. Information contained in e-mail or internet use, or on a hard drive is not subject to privacy protection and Faith Fire Christian Church does exercise the right to monitor employee phone, e-mail, internet use, and documents.

Removal of security software and/or policies from organizational devices is strictly prohibited. Employees are prohibited from copying organizational software onto personal computers or without authorization from the administration office.

### **E-MAIL POLICY**

Team members are expected to honor our Core Values in their use of e-mail, including: stewardship of staff member time, excellence in communication, and integrity in content.

Passwords and/or Login Credentials are never to be sent, shared, or distributed via email for any reason.

Faith Fire Christian Church email addresses should not be used to sign up for non-work related accounts to reduce exposure in case of third-party breaches (e.g. your coffee company's rewards site was compromised).

### **LEGAL RISK**

E-mail is a communication tool and users are obligated to use this tool in a responsible, effective and lawful manner. Although by its nature e-mail seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of e-mail:

- If you send or forward any e-mail with any libelous, defamatory, offensive, racist or obscene remarks, you could be held liable and you will be subject to discipline.

### **PASSWORD POLICY**

Passwords are an important aspect of technology security. They are the front line of protection for user accounts.

- All passwords (e.g., email, web, computer, etc.) should be strong passwords and follow, at minimum, the standards listed below.
- Passwords and/or credentials should not be shared or distributed, either verbal or written.
- Faith Fire Christian Church user account passwords should not be reused for other accounts.

- If a password is suspected to have been compromised, the admin reserves the right to lock the account until access can be remediated.

#### **Minimum Password Creation Requirements:**

- Passwords must be a minimum of 8 characters, with at least 1 capital letter and 1 symbol

#### **Password Reset Policy:**

- Passwords will reset every 365 Days.

#### **ASSET DISPOSAL & OWNERSHIP POLICY**

Technology purchased and owned by Faith Fire Christian Church should not become personal property, even in the event of asset disposal or recycle.

#### **BLOG & SOCIAL MEDIA**

Blogging and Social Media are an important part of the culture and ministry of Faith Fire Christian Church. While it provides many benefits and avenues of communication, there are guidelines staff should adhere to:

- Communication should honor the Core Values of Faith Fire Christian Church.
- Do not disclose any information that is confidential or proprietary to Faith Fire Christian Church or to any third party that has disclosed information to Faith Fire Christian Church.
- Staff should not communicate any libelous, defamatory, offensive, racist or obscene remarks.
- Blogging and participation in online communities for personal reasons should not interfere with the staff member's job or the mission of Faith Fire Christian Church.

#### **GETTING THE MOST OUT OF YOUR PERSONAL SPACE ON THE WEB**

- ***Is @you a Christian?*** Ask yourself this: could people tell by my social media accounts that I'm a follower of Christ? In any of your posts, are you sharing how you're growing in your relationship with God, what you're excited about at church, and how you are living out your faith? Take a moment now and then to scroll through your accounts, and see if @you—your online self—is confidently reflecting your relationship with Christ.
- ***Don't stir the pot.*** Posting about lightning rod issues or responding to controversy can draw unwanted attention to you and the church, which can require substantial time to manage. If you're in doubt about what's appropriate, you're surrounded with strong leaders who'll be happy to help you figure out whether something falls into that gray area.
- ***Spread news, don't break it.*** It's helpful when we can use social media to share the great things God is doing at Faith Fire Christian Church. But talking about it on your personal channels before we've shared it from Faith Fire Christian Church channels works against carefully planned strategies. Make sure what you talk about is ready for public consumption. If we've talked about it in an experience, posted it online, in the Staff App, or on an official Faith Fire Christian Church social media account, you're good to go.
- ***Be smart.*** From a legal perspective, you're responsible for what's on your personal channels, so make sure you follow copyright rules and any other relevant laws. Be particularly mindful of video and music clips. And when it comes to Faith Fire Christian Church 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 rather than posting it on your blog or social media channels.

- ***You've got backup.*** If a member of the press contacts you regarding content on your blog or social media channels, we're here to help. Your first step is to contact the Administrator, and together we'll work out the best way to respond.
- ***Share with care.*** Retweeting, sharing, reblogging—these are all great ways to engage online. But before you post something that someone else wrote, double check that it's from a trustworthy source. Make sure to watch the whole video or read the whole article. A share without context is often considered an endorsement, so be mindful to provide some background behind why you thought the post was worth a share.
- ***When in doubt, go positive.*** Whether you're responding to a harsh comment, frustrated with a vendor, 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). Ask yourself this before you post: Am I posting anything that could lose me the opportunity to share Christ with someone? Remember, people need your love far more than they need your opinion.

### **PRESS COMMUNICATION**

There will be times when newspaper, radio, television, or podcast representatives will approach Faith Fire Christian Church about interviews, photography, or other requests. Please refer them to the Administrator. If approached unannounced for an interview, be friendly and respectful as you connect them with the Administrator. Under all circumstances, be sure to convey that we value our relationships with the press as you show genuine care and urgency in your interaction.

### **WORK MANAGEMENT TOOL (GOOGLE)**

The Google work management tool is an online information management system to be used by staff in the management of their personal, dependent, work and benefit information. Each team member is granted an individual username and password to their site. Faith Fire Christian Church uses the Google work management tool to manage the flow of data between the staff member, Administrator, Payroll, and the Lead Pastor.

The Google work management tool also provides team leaders the ability to visibly manage their team's information, including general work information, leave, performance management and compensation. This allows Team Leader's the opportunity to relay any misrepresented information to the Admin Office.

Both staff members and team leaders are expected to maintain a high level of confidentiality when using the work management tool. Any misuse of information could result in disciplinary action up to and including termination.

## **TRAINING & DEVELOPMENT**

### **NEW HIRE ORIENTATION (INSIDE OUT)**

All new team members will attend new hire orientation, Inside Out. The purpose of Inside Out is to familiarize the new team member with the history, vision, mission, culture and structure of Faith Fire Christian Church; as well as provide some face-to-face time for new team members to meet central staff they may otherwise not personally meet.

## **E-LEARNING**

Training is an important part of the team member's experience as staff for Faith Fire Chris an Church. All new, regular team members will be required to complete personalized E-Learning, specific to their new role. It is the responsibility of the team member to ensure their required ELearning lessons are completed successfully by the given deadlines.

## **TEAM AND SELF-DEVELOPMENT**

Faith Fire Chris an Church places a high value on both personal and team development. The Central Learning team has provided information and resources to assist both team members and team

leaders with their developmental needs. Team members are encouraged to seek out opportunities for self-development for both spiritual and intellectual growth.

## **CONFERENCES, SEMINARS, WORKSHOPS, MINISTRY TRIPS**

Regular staff will be eligible for approved conferences, seminars, workshops or ministry trips as determined by the Administrator.

The Admin office is responsible for guidance and approval of conferences to be attended by team members. The proposed conference must have a direct impact to the staff member's work and prove beneficial to the church.

Careful planning in the scheduling and attending of conferences is vital so that conflict with church related responsibilities is avoided.

## **DIVERSITY STATEMENT**

Faith Fire Chris an Church is committed to fostering, cultivating, and preserving a culture of diversity.

Our staff members are very valuable. The collective sum of the life experiences, knowledge, innovation, and God-given talent that our employees invest in their work represents a significant part of our culture.

We embrace and encourage our employees' differences in age, color, gender, ethnicity, national origin, pregnancy status, disability, genetic information, race, socio-economic status, and veteran status.

At Faith Fire Chris an Church, every staff member and intern is a minister, and is expected to fully engage in the ministry of the church. An essential function within every position held by a staff member or intern at Faith Fire Chris an Church is to uphold and represent Faith Fire Chris an Church and our beliefs in all areas of personal and professional life.

All employees of Faith Fire Chris an Church have a responsibility to treat others with dignity and respect at all times. This includes work during normal business hours as well as work functions at, and at all other church-sponsored and participatory events. This also encompasses non-work functions.

Faith Fire Christian Church's culture and diversity initiatives are applicable to our compensation and benefits; professional development and training; hiring decisions; promotions; transfers; and the ongoing development of a work environment built on the premise of equity that encourages and enforces:

- Respectful communication and cooperation between all employees;
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives;
- Flexible work schedules to accommodate employees' varying needs.

Any employee found to have exhibited any discriminatory conduct or behavior against others will be subject to disciplinary action.

Faith Fire Christian Church will not retaliate in response to complaints of discrimination. Employees who believe they have been subjected to any kind of discrimination that conflicts with this diversity statement should seek assistance from their leader or an HR Partner.

### **NON-DISCLOSURE POLICY**

All correspondence, emails, passwords telephone calls and details, church member's details, office and church premises, and everything around the church are subject to non-disclosure, either by photos, videos, and every other disclosure means, except with a written permission from the pastor.

### **WHAT WE BELIEVE AND TEACH**

1. The Bible is the inspired word of God, profitable for teaching, reproof, rebuke, and our guide in all things. - 2 Timothy 3:16, 2 Peter 1:20-22, Psalm 119:160
2. We believe in the oneness of God, the deity of three, three in oneness called the trinity. – 1 Timothy 2:56, Genesis 1:26, 1 John 5:7, Deuteronomy 6:4
3. We exist as a church to raise a people of Faith and Fire – Mark 9:23, Hebrews 1:7
4. In pursuit of Establishing dominion in every life, the church's purpose is in four levels: (W.A.G.E.) W = Worship, A = Assistance, G = Growth, E = Evangelism. – Proverbs 29:18
5. God promised us through his servant the four blessings associated with the pursuit of these four levels of our purpose: No sickness, No poverty, No premature death, and Making heaven at last. – Job 36:11.
6. Every human being is lost and dead in sin. Only faith in the sufferings, death, and resurrection of Jesus Christ can save anyone. – Romans 3:23, Acts 16:31, Romans 10:9-10.
7. Justification and sanctification of the believer through the finished work of Christ. Acts 2:38; Luke 15:7; Romans 4:25; 5:16; 1 Corinthians 1:30.
8. God has established his government in the church. Our church's mode of government is episcopal. Ephesians 4:11-13, 1 Corinthians 12:28
9. Rebellion against the church's authority is a terrible sin that can lead to death. – 1 Samuel 15:23, Luke 10:16, Psalm 105:15

10. Tithes and offerings are obligatory. It is dangerous to rob God. - Malachi 3:10, Matthew 23:23, Hebrews 7:1-4; Luke 6:38; Acts 20:35

11. The ordinances of baptism by immersion and of the Lord's Supper. Rom 6:4, 6:11, 6:13-14, Luke 3:21; Mark 16:16, Luke 2:22-24, 34

### **RULES OF CONDUCT**

1. Never come to the House of God without praying. Matthew 6:7, Ephesians 6:18

2. Be on your seat before the commencement of the service. You will thus be a good example to those who are late and neglectful.

Genesis 22:3, Psalm 108:2, Proverbs 8:17, Song of Solomon 7:12

3. Bring your children with you to the House of God. Relatives and servants also have souls. It is your duty and privilege to take care of them.

Matthew 11:14, Exodus 22:10, Acts 10:24, John 1:41,45, Genesis 18:19

4. Make your Pastor your personal friend. His support and counsel are needed by you. Constantly pray for him.

1 Thessalonians 5:12-13, Joel 2:17, Malachi 2:7, Romans 15:30, 2 Corinthians 1:11, Ephesians 6:19, Hebrews 13:17

5. Make the Church your spiritual home.

Acts 2:46-47, Psalm 133:1

6. When conversing never speak disrespectfully or criticizingly of God's servants or their ministrations, in the presence of your children, family and friends. If you sow to the wind, you may expect to reap the whirlwind. Galatians 6:7, Proverbs 22:8, Hosea 8:7.

7. Take your Bible with you to the House of God.

Psalm 1:2, 119:16, 72, Romans 15:4, 2 Timothy 3:16-17

8. Enter reverently, pray fervently, listen attentively, give praise from a grateful heart and worship God in the beauty of holiness.

Psalm 118:27-29, Ecclesiastes 5:1, Romans 12:11, James 1:19

