



EMPLOYEE

Handbook

WELCOME

For those of you who are now employed by Trinity Fellowship, may I personally extend to you a very warm and sincere “Welcome!” On behalf of our entire team, let me say that we believe in you and the giftings you bring to this organization.

In 1977, a spiritual longing stirred in the hearts of God’s people in Amarillo, Texas. It was an intense desire for a deeper, more intimate walk with God through His Holy Spirit. Three individual Bible study groups began searching God’s Word to discover who this Third Person of the Trinity was and what it meant to experience Him. On a fall Sunday morning these three groups came together – about 35 people in all – in the home of John and Donna Curry. By the second week, there were too many people to fit in the Currys’ living room; so, they began meeting in an auditorium at the Presbyterian Children’s Home and Trinity Fellowship was born.

Without the excellent work ethic of our entire staff, we could never be where we are today. To all those men and women of excellence – I say thank you from the bottom of my heart. Daily you contribute to the success of this organization. And to those who have just joined us, be encouraged that as you join our team you are surrounded by those who believe in your success. You are joining a team that is dedicated to reaching the unchurched in the communities we serve helping individuals Experience God, Find Community, and Fulfill Their Purpose. Our passion is to make it impossible to go to hell from every town, city, and region we are called to be in. As you join our team, we look forward to the contribution you will make as we, together, embark on this great journey.

Let me once again say it is a privilege to labor alongside of you. We serve an awesome God and an incredible congregation. Together, we will advance the Kingdom of God in this region, in our nation, and throughout the world.

God bless you!



Jimmy Witcher
Senior Pastor

LOCATIONS & GENERAL CONTACT INFORMATION

Trinity Fellowship Ministries

5000 Hollywood Rd.
Amarillo, TX 79118

806.355.8955

Hollywood Road Campus

5000 Hollywood Rd.
Amarillo, TX 79118

806.355.8955

TFAC

5000 Hollywood Rd.
Amarillo, TX 79118

806.677.1004

Bethesda Outreach Center

1101 Fritch Hwy
Amarillo, TX 79108

806.383.6990

Decatur Campus

2950 West Hwy. 380
Decatur, TX 76234

940.627.6131

East Amarillo Camps

2817 SE 34th
Amarillo, TX 79103

806.342.4673

North Amarillo Campus

503 E Willow Creek Dr.
Amarillo, TX 79108

806.383.9651

Pampa Campus

2225 N. Hobart St.
Pampa, TX 79065

806.665.3255

Wellington Campus

1301 Fort Worth St.
Wellington, TX 79095

806.447.0612

Wichita Falls Campus

3709 Gregory St.
PO Box 9819
Wichita Falls, TX 76308

940.228.3200

ABOUT THIS HANDBOOK / DISCLAIM

We prepared this handbook to assist you in finding the answers too many questions that you may have regarding your employment with Trinity Fellowship and its affiliates including management and/or campus organizations herein collectively referred to as Trinity Fellowship, Trinity, company, the church or church. Please take the necessary time to read it. We do not expect this handbook to answer all of your questions, but note that your supervisor or the Human Resources contact will be a major source of information.

Neither this handbook nor any other verbal, oral or written, communication by a staff representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. Trinity Fellowship adheres to the policy of employment "at will", which permits Trinity Fellowship or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or agreement is in writing and signed by an Executive Pastor or the Senior Elder.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Plan Documents. These Plan Documents are always controlling over any statement made in this handbook or by any member of staff.

This handbook states only general employment guidelines. Trinity Fellowship may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will, which may only be modified by an express written agreement signed by the employee and an Executive Pastor or the Senior Elder.

All staff positions are leadership positions. Each employee's personal representation of Christ and Trinity Fellowship to our congregation and community is important. Therefore, every associate must agree with Trinity Fellowship's Statement of Faith and abide by its Leadership Qualifications.

This handbook supersedes all prior handbooks.

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SECTION 1 – GOVERNING PRINCIPLES OF EMPLOYMENT

1-1 DISCRIMINATORY EMPLOYMENT

Trinity Fellowship is a religious organization organized under the 501(c)(3) Federal Tax code. As such, we reserve the right to discriminate on the basis of religion, and each staff member is required to adhere to both the Statement of Faith and the Leadership Guidelines outlined below.

Trinity Fellowship will endeavor to make reasonable accommodation(s) in accordance with the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) for known physical or mental limitations of qualified employees with disabilities unless the accommodation(s) would impose an undue hardship on the operation of our organization. If you need assistance to perform your job duties because of a physical or mental condition, submit a written request to the Executive Staff. The written request must include (1) the nature of your condition, (2) the specific nature of your limitation(s), and (3) the accommodation(s) you are requesting.

Any associate with questions or concerns about employment opportunities in the workplace is encouraged to bring these issues to the attention of the Human Resource Department.

1-1-1 STATEMENT OF FAITH

Statement 1 - The Trinity

It is the testimony of both Testaments and of the Christian Church that God is both One and Triune. The Biblical revelation testifies that there is only one God, and that He is eternally existent in Three Persons: Father, Son, and Holy Spirit.

God the Father – God the Father is the Creator and sustainer of all things, who created the universe in love to respond to Himself. He created man in His own image for fellowship, and calls man back to Himself through Christ after the rebellion and fall of man.

The Son – Jesus Christ is eternally God. He was together with the Father and the Holy Spirit from the beginning, and through Him all things were made. For man's redemption He left heaven and became incarnate by the Holy Spirit of the Virgin Mary and henceforth He is forever one Christ with two natures, God and Man, in one Person.

The Holy Spirit – The Holy Spirit is God, the Lord and giver of life, who was active in the Old Testament, and given to the Church in fullness at Pentecost. He empowers the saints for service and witness. He imparts the life of Christ to the believer through the new birth experience and works to conform the believer to the image of Christ. The baptism in the Holy Spirit, subsequent to conversion, releases the fullness of the Spirit in the life of the believer and is evidenced by tongues, joy, praise and other inward and outward manifestations.

Statement 2 - The Scripture

We believe that the Bible Scripture comprised of the Old and New Testaments is alone the only infallible, Holy Spirit inspired Word of God and that its authority is ultimate, final and eternal. It cannot be added to, subtracted from, or superseded in any regard. The Bible is the source of all doctrine, instruction, correction and reproof. It contains all that is needed for guidance in godliness and practical Christian conduct. Only through the revelation and operation of the Holy Spirit does the Word of God become alive and effective in our lives. The Bible is the standard for our relational and experiential knowledge of God. Any personal ministry or prophecy must be in accord with Scripture, or if not, be considered false and rejected.

Literal word for word translations of Hebrew and Greek and the most reliable manuscripts gives us the most reliable translations in use today. Biblical scholarship therefore holds translations such as the King James, new King James, New American Standard and the English Standard Version as the most reliable for authoritative use for doctrine. While the aforementioned list of versions is not an exhaustive list of reliability or value, some other versions written with a cultural agenda are not accepted.

Statement 3 - The Atonement

Christ's vicarious death on the cross paid the penalty for the sins of the whole world, and inaugurated the New Covenant in His blood, for those who receive Christ as their Lord and Savior. His atoning sacrifice makes available healing of the body, soul and spirit, when appropriated by His saints.

Statement 4 - Salvation

The Bible declares clearly that salvation is a free gift of God appropriated only through faith, based completely on the accomplished and finished work of Christ's death and His resurrection. Salvation occurs when a person confesses and accepts Christ as Lord and Savior, resulting in being born again. The new birth is described as being united with Christ in His death and resurrection, so that we pass from death to life, and our identity changes from the old man to a new creation in Christ. The results of salvation include justification, reconciliation, regeneration, righteousness, and sanctification.

The new life in Christ also includes the privileges of adoption and inheritance as sons of God and as citizens in His Kingdom. Salvation is an act of free will in response to God's personal love for mankind. It is predestined only in the sense that God, through His omniscience, foreknew those who would choose Him.

Statement 5 - The Christian Life

Through the experience of salvation, our old life, inherited from Adam, is crucified with Christ and we are born again as new creations into the risen life of Christ, the second man. As new creations, we are born into the Kingdom of God as infants and we live our lives becoming progressively more mature in our faith as we yield to the guidance and power of the Holy Spirit. This maturity is an experiential process of having our minds renewed by the truth that is revealed to us by the Holy Spirit. As we become progressively more mature in Christ, our behavior will more and more reflect His life in us and His purposes for us. A vital part of this process is living life in the community of believers that make up the Church and allowing ourselves to be built up by our relationships with other believers.

The Christian life, while joyful and fulfilling, still includes trials, tests and warfare against a spiritual enemy who takes advantage of our flesh to lure us into sinful behavior and independence from God. Victory over these trials, tests and attacks is provided to us through our faith in Christ's finished work on the cross that redeems us from the power of the enemy.

Statement 6 - The Church

The goal of the Church is to make disciples of all nations and to present the saints complete in Christ. The church is governed by the office of Elder as mentioned in scripture. It is essential to the life of the Church that scriptural patterns of discipline be practiced and that oversight for Church discipline, individual and corporate, be exercised by the leadership of the Church.

Statement 7 - Water Baptism and Communion

The Bible establishes in the Church two perpetual commandments of the Lord Jesus Christ. The first, water baptism, is the outward sign of what God has already done in the individual's life, and is a testimony to all that the person belongs now to Jesus. It is an identification with Jesus and is effected in the name of the Father, the Son, and the Holy Spirit. Communion is a commemoration of the death of the Lord and is done in remembrance of Him until He comes again, and is a sign of our participation in Him. Both institutions are reserved for believers.

Statement 8 - Eschatology

We believe in the bodily, personal, second coming of the Lord Jesus Christ, the resurrection of the Saints, the Millennium, and the final judgment. The final judgment will ultimately reveal the eternal status of both the saints and the unbelievers, determined by their relationship to Jesus Christ. We affirm with the Bible the final state of the New Heavens and New Earth.

Statement 9 - Marriage

We believe the term "marriage", has only one meaning and that is marriage sanctioned by God which is the joining together of one man and one woman in a single, exclusive covenant as defined in the Bible.

1-1-2 LEADERSHIP GUIDELINES

Every member of Trinity Fellowship's staff is a leader. We represent Christ to our congregation and community. Our conduct both in and outside of work should conform to the standards of Christian leadership.

Following is a list of Leadership Guidelines for personal conduct. These guidelines are based upon scriptural standards for Christian leadership, and all associates are expected to conduct themselves in accordance with these Guidelines. Associates who exhibit behavior that is inconsistent with these Guidelines may be subject to disciplinary action, up to and including discharge.

1. Harmony and integrity in marriage, family relationships, business relationships, personal friendships (Romans 12:16) ¹⁶*Be of the same mind toward one another; do not be haughty in mind, but associate with the lowly Do not be wise in your own estimation.*
2. Moral conduct and Christian character inside and outside of Trinity Fellowship (Matt 5:16) ¹⁶*Let your light shine before men in such a way that they may see your good works, and glorify your Father who is in heaven.*
3. Commitment to building unity, being a peacemaker and a team player. Attitude of grace, love, patience, long-suffering, service and humility (I Cor 13: 4, 5) ⁴*Love is patient, love is kind and is not jealous; love does not brag and is not arrogant, ⁵does not act unbecomingly; it does not seek its own, is not provoked, does not take into account a wrong suffered,*
4. An attitude of faith, positive disposition and verbal discipline (James 3:2) ²*For we all stumble in many ways If anyone does not stumble in what he says, he is a perfect man, able to bridle the whole body as well.*
5. Commitment to deal with the sins of others, personal offenses and hurts, disagreements with others and other problems in a Biblical and timely manner (Matt 5:24) ²⁴*leave your offering there before the altar and go; first be reconciled to your brother, and then come and present your offering.*
6. An attitude of compassion and grace to those who are hurting, different, sinful or even adversarial to your faith in Christ (Matt 25:45) ⁴⁵*Then He will answer them, 'Truly I say to you, to the extent that you did not do it to one of the least of these, you did not do it to Me.'*
7. Seeking to love from a pure heart, a good conscience, and a sincere faith (I Timothy 1:5) ⁵*But the goal of our instruction is love from a pure heart and a good conscience and a sincere faith. (Acts 15:29) ²⁹that you abstain from things sacrificed to idols and from blood and from things strangled and from fornication; if you keep yourselves free from such things, you will do well. Farewell.*
8. Learning to lead a quiet life (I Thessalonians 4:9-12) ¹¹*and to make it your ambition to lead a quiet life and attend to your own business and work with your hands, just as we commanded you, ¹²so that you will behave properly toward outsiders and not be in any need. (I Peter 3:1-9) ⁸To sum up, all of you be harmonious, sympathetic, brotherly, kindhearted, and humble in spirit; ⁹not returning evil for evil or insult for insult, but giving a blessing instead; for you were called for the very purpose that you might inherit a blessing.*
9. Practicing submission to authority (Romans 13: 1-5) ¹*Every person is to be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God. ²Therefore whoever resists authority has opposed the ordinance of God; and they who have opposed will receive condemnation upon themselves.*
10. Being diligent in work (I Timothy 5:8; Ephesians 4:28; II Thessalonians 3:10-12) ⁸*But if anyone does not provide for his own, and especially for those of his household, he has denied the faith and is worse than an unbeliever.*
11. Rightly receive discipline and correction (Hebrews 12:10, 11) *But God's discipline is always good for us, so that we might share in his holiness. ¹¹ No discipline is enjoyable while it is happening—it's painful! But afterward there will be a peaceful harvest of right living for those who are trained in this way.*

12. Faithfully supporting the church family through tithes and offerings (Malachi 3:10; II Corinthians 9:6-15; Hebrews 10:23-25) ¹⁰*Bring the whole tithe into the storehouse, so that there may be food in My house, and test Me now in this, says the LORD of hosts, if I will not open for you the windows of heaven and pour out for you a blessing until it overflows.*

1-1-3 MINISTRY STAFF – ADDITIONAL QUALIFICATIONS

Staff pastors, Directors, LIFE Group Leaders, Youth Leaders, Children’s Leaders, Nursery Overseers, Permanent Volunteers at Bethesda, Sentinels, and Lay Counselors must continue to meet the biblical qualifications of leadership as outlined in I Timothy. (I Timothy 3:8-12) ⁸*Deacons likewise must be men of dignity, not double-tongued, or addicted to much wine or fond of sordid gain, ⁹but holding to the mystery of the faith with a clear conscience. ¹⁰These men must also first be tested; then let them serve as deacons if they are beyond reproach. ¹¹Women must likewise be dignified, not malicious gossips, but temperate, faithful in all things. ¹²Deacons must be husbands of only one wife, and good managers of their children and their own households.*

1-1-4 SELF-DISCLOSURE OF PERSONAL MISCONDUCT POLICY

Trinity Fellowship follows the exhortation from James 5:16 ¹⁶*Therefore, confess your sins to one another, and pray for one another so that you may be healed.* Based on James 5:16, Trinity believes that self-disclosure of either hindering sin or disqualifying sin is in the best interests of both the individual and the church. Self-disclosure allows the church a broader range of options for addressing the sin and the individual than if the sin is discovered by some other means.

Hindering sin is misconduct that hinders an individual from the performance of their responsibilities temporarily. A prescribed remedy for restoration of the individual may be determined by Trinity Fellowship at the church’s sole discretion. The discipline plan will be determined based on an evaluation of the individual’s level of repentance and may include prescribed actions, a time of duration, appropriate restitution, and other elements. The discipline process may be under an administrative leave period with or without pay, at the discretion of Trinity Fellowship. The completion of the discipline plan is the responsibility of the associate but the determination of the successful fulfillment of the plan and the restoration of the individual to employment is at the sole discretion of Trinity Fellowship.

Disqualifying sin is personal misconduct that is determined by Trinity Fellowship to be of such a serious and damaging nature that termination of employment is the only viable option. The terms of employment separation will be at the discretion of Trinity Fellowship. The church will provide opportunity in so far as it is able, for the individual to receive appropriate personal ministry for personal but not necessarily employment restoration.

An associate’s personal misconduct may have a direct bearing on their ability to perform their job responsibilities and/or can have a negative impact on the reputation or function of Trinity Fellowship Church. Personal misconduct can vary in degree of seriousness depending on the nature of the misconduct, the depth, frequency, and longevity of occurrence(s), and the impact upon others directly affected. The determination of the seriousness of the conduct is solely at the discretion of Trinity Fellowship. An evaluation of the misconduct may be classified as “hindering sin” or “disqualifying sin.”

1-2 CONFIDENTIAL CHURCH INFORMATION

During the course of work, an associate may become aware of confidential information about Trinity Fellowship’s ministry, including but not limited to information regarding church finances, contributions, congregation members or guests, counseling information, software and computer programs. Associates may also become aware of similar confidential information belonging to the church’s members or guests and are expected to handle with the same level of discretion. As a rule, Trinity does not give out member lists or personal information to outside organizations. It is extremely important that all such information remain confidential and should only be disclosed to other employees on a “need to know basis.” This means that the person must have a need for the information in order to do their job properly. When in doubt about giving out the information, employees should always consult and get permission from their immediate supervisor. Any associate who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the church may be subject to disciplinary action up to and including termination.

1-3 NON-HARASSMENT POLICY

Trinity Fellowship is committed to maintaining a ministry and work environment in which individuals treat each other with dignity and respect—an environment free from conduct unbecoming of a Christian including intimidation, exploitation, and harassment. It is our policy to prohibit intentional and unintentional harassment—including but not limited to teasing, pranks, taunts, and horseplay—of any individual by another person on the basis of a protected classification including, but not limited to, race, sex, color, national origin, disability, marital status, or age. The purpose of this policy is to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact any member of the Executive Staff. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, Trinity Fellowship will not allow any form of retaliation against individuals who report unwelcome conduct to leadership or who cooperate in the investigations of such reports in accordance with this policy. Associates who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

1-4 SEXUAL HARASSMENT POLICY

Trinity Fellowship believes that you should be afforded the opportunity to work in an environment free of sexual harassment. Trinity Fellowship's position is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. In general, sexual harassment refers to behavior that is not welcome, that is personally offensive, and that debilitates morale and, therefore, interferes with work effectiveness. All associates have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. No associate, either male or female, should be subjected verbally or physically to unsolicited and unwelcomed sexual overtures or conduct.

Sexual harassment is generally defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

In addition to the general definition above, Trinity Fellowship has adopted, and its policy is based on, the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of your employment.
- Submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you.
- Such conduct has the purpose or effect of unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact any member of the Executive Staff. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, Trinity Fellowship will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Associates who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

1-5 TOBACCO, DRUG, AND ALCOHOL POLICY

Trinity Fellowship promotes a safe and productive work environment for all associates. It is the policy of the ministry, and in direct response to its Statement of Faith and corresponding expectation of a life which reflects those values, that associates shall not be involved with substance abuse in any manner which may impair their Christian witness, their ability to perform assigned duties, or that would otherwise adversely impact the ministry's well-being. The organization strives to take reasonable and appropriate steps to prevent drug and alcohol abuse by its associates. Recognizing that substance abuse adversely affects the witness as well as the safety, health, and performance of its associates, the organization has developed this policy, which addresses tobacco, E-cigarette, alcohol, and drug use.

Tobacco

All campuses and facilities are tobacco free including the use of E-cigarettes.

Drugs

For the purpose of this policy, illegal drugs include those substances controlled under federal or Texas state law that are not authorized for sale, possession, or use, which includes inhalants. The policy also includes legal drugs that are obtained, distributed, or used improperly or illegally, including inhalants. Church property includes without limitation, vehicles, buildings, vaults, storage facilities, parking lots, furniture, closets, and inventory that is owned, leased or operated by Trinity Fellowship.

Violations of this policy are subject to disciplinary action, up to and including termination. Please note that associates operating under a CDL may be subject to additional requirements than those contained in this policy.

The following rules summarize Trinity Fellowship's policy concerning substance abuse:

1. It is a violation of this policy for any associate subject to this policy to manufacture, purchase, possess, sell, store, transfer, distribute, or offer to sell or distribute illegal drugs, drug paraphernalia, or drug-related literature at any time or engage in the use of illegal drugs on or off the job.
2. It is a violation of this policy for any associate to report to work or conduct organization business at any time, whether on or off company property, while under the influence or having any detectable level of illegal drugs in his/her body.
3. It is a violation of this policy for any associate to use and/or possess unauthorized prescription drugs on church property. Associates are also prohibited from working, operating vehicles or machinery if they are impaired by over-the-counter or validly prescribed medication.
4. It is a violation of this policy for any associate to switch, alter or attempt to alter any sample submitted for testing or otherwise interfering or attempting to interfere with the testing process.
5. Any associate who is taking prescription or over-the-counter medications that may impair his/her ability to safely perform his/her duties must advise his/her supervisor so that appropriate steps may be taken to ensure the safety of the associate, his/her coworkers, the residents and the public.

Alcohol Policy

The moderate consumption of alcoholic beverages is not considered a violation of Trinity Fellowship's Statement of Faith. Individual beliefs on alcohol consumption vary, and associates should consider their surroundings when consuming alcoholic beverages and follow Paul's advice in Romans 14 with regard to this issue: (Romans 14:13, 14, 19-21) ¹³Therefore let us stop passing judgment on one another. Instead, make up your mind not to put any stumbling block or obstacle in the way of a brother or sister. ¹⁴I am convinced, being fully persuaded in the Lord Jesus, that nothing is unclean in itself. But if anyone regards something as unclean, then for that person it is unclean...¹⁹Let us therefore make every effort to do what leads to peace and to mutual edification. ²⁰Do not destroy the work of God for the sake of food. All food is clean, but it is wrong for a person to eat anything that causes someone else to stumble. ²¹It is better not to eat meat or drink wine or to do anything else that will cause your brother or sister to fall.

No associate is permitted to drive if the associate's ability to drive is impaired by alcohol. If any associate believes that he or she has had too much to drink and may not be able to drive safely, such associate must either get a ride from someone else or take a cab. If any associate believes that another associate has had too much to drink, such associate should encourage the co-associate to take a cab or should contact an executive or supervisor.

Convictions

An employee convicted of any state or federal statute relating to drugs or alcohol may be subject to disciplinary action, up to and including suspension or termination. In addition, a conviction under circumstances adversely affecting Trinity Fellowship's regard or reputation in the community may result in disciplinary action. Associates are required to notify Trinity Fellowship within five days of a conviction. Failure to do so may be additional grounds for disciplinary action.

Testing

A request for a test is not an accusation of policy violation or substance abuse. All drug and alcohol testing shall be performed by a certified drug and alcohol testing facility chosen by the church.

1. **Random Testing:** The church has adopted testing practices to identify employees who use prohibited substances either on or off the job. It shall be a condition of employment for all associates to submit to periodic substance abuse testing without prior notice when the church determines that such testing is necessary to promote the goals of this policy.
2. **Reasonable Suspicion Testing:** The church may request or require any associate to undergo drug or alcohol testing if the church has reasonable suspicion that the associate may have violated this policy. Reasonable suspicion means that the church has formed a reasonable belief that an associate is using or has used drugs or alcohol in violation of the church's written policy. Reasonable suspicion will be drawn from specific or articulable facts and reasonable inferences drawn from those facts in light of experience, and may be based upon, among other things:
 - a. observable phenomena such as:
 - i. the physical symptoms or manifestations of being under the influence of a drug or alcohol while at work or on duty, or
 - ii. the direct observation of drug or alcohol use while at work or on duty,
 - b. a report of drug or alcohol use while at work or on duty, provided by reliable and credible source(s);
 - c. evidence that an individual has tampered (or attempted to tamper) with a drug or alcohol test during his/her employment with the church; or
 - d. evidence that an associate is involved in the use, possession, sale, solicitation or transfer of drugs while on duty or while on the church's premises.
3. **On-the-job Injuries:** Any associate involved in an on-the-job accident or injury may be tested under this policy. "Involved in an on-the-job accident or injury" means not only the individual who was injured, but also any associate who potentially contributed to the accident or injury in any way.
4. **Drug Testing:** Drug tests will be performed from specimens collected at a qualified collection site. Specimens will undergo an immunoassay screen, and confirmation of positive screens will be by gas chromatography/mass spectrometry (GC/MS). The Substance Abuse and Mental Health Services Administration (SAMHSA) will certify laboratories used. The testing laboratory will retain confirmed positive samples for at least 365 days.

Substances for which applicants and employees may be tested, include but are not limited to, the following: marijuana; opiates/synthetic narcotics (codeine, hydrocodone, hydromorphone, meperidine, methadone, oxycodone, propoxyphene); cocaine; phencyclidine; amphetamines (amphetamines, methamphetamines, methylenedioxyamphetamine, methylenedioxymethamphetamine, phentermine); barbiturates (amobarbital, butalbital, pentobarbital, secobarbital); benzodiazepines (diazepam, chlordiazepam, alprazolam); and methaqualone. This is not an exhaustive list. The church reserves the right to test for any, all, or any combination of substances listed in this paragraph.

Prior to any testing, associates will have the opportunity to list all prescription or over-the-counter medications they have used in the last thirty days, and to explain the circumstances surrounding the use of such medication. When prescription drugs are detected in a drug test, an associate will be asked for proof of medical or other professional authorization for the prescription. The church reserves the right to contact the associate's physician or other professional for verification and review of the situation.

5. **Time of Testing:** Drug and alcohol testing under this policy shall be performed, when practical, during or immediately after the regular work period of the associate to be tested. The time for the drug and alcohol testing shall be deemed work time for purposes of compensation and benefits for current associates.
6. **Cost of Testing:** All costs of drug and alcohol tests will be paid by the church including confirmation tests required by this policy and the cost of transportation if the testing of a current associate is conducted at a place other than the workplace. However, if an individual associate requests a retest of a sample in order to challenge the results of a positive test, the associate shall pay all costs of the retest unless the retest reverses the findings of the challenged positive test. In such case, the company shall reimburse the individual for the cost of the retest.
7. **Consequences of Refusing to Undergo Testing:** Refusal to submit to a test, refusal to sign a written consent to testing, refusal to release test results to the church, switching, adulterating or altering of any samples submitted for testing or any test results may subject the associate to disciplinary action, up to and including termination.
8. **Request for Information:** Any associate has the right to obtain, upon written request, all non-confidential information and records related to that individual's testing and results thereof. The church in its sole discretion will determine what constitutes confidential information or records.
9. **Confidentiality Requirement:** The church shall maintain all drug and alcohol test results and related information including but not limited to interviews, reports, statements and memoranda as confidential records separate from other personnel records. These records maintained by the church shall be the property of the church and upon request the applicant or employee tested shall be made available for inspection and copying to the associate. Said request shall be in writing. The church shall not release such records to any person other than the applicant, the employee or the employer's review officer, unless the associate, in writing, following receipt of the test results, has expressly granted permission for the employer to release such records or pursuant to a valid court order.

Searches

Trinity Fellowship reserves the right to conduct reasonable searches of associates, their work areas and vehicles on company property. All associates are expected to cooperate with requests as a condition of continued employment.

A request for a search is not an accusation of policy violation or substance abuse. Refusal to submit to a search after fair warning may be cause for immediate termination or may be considered a voluntary resignation. Items subject to search include company property, associates, and all personal items on church property, including without limitation, briefcases, lunch boxes, toolboxes, purses, clothing and vehicles.

Violations

Failure to strictly comply with this policy will result in the following action:

1. Refusal to sign the Drug and Alcohol Policy is considered insubordination, and will result in termination of employment.
2. Associates who fail a drug test will be subject to disciplinary action, up to and including termination of employment. The action taken will depend on the seriousness of the violation, the associate's present job assignment, and the associate's employment record with the church and other factors.
3. If an associate fails a drug test, the church may, at its discretion, place restrictions or limitations on the associate's duties and responsibilities, or transfer the associate to a different job (including a job at a different compensation level).

4. Failing a drug test within 24 months after failing a previous drug test will result in termination of employment.
5. Associates who refuse to submit to a drug test or who attempt to adulterate a specimen will be considered as having failed such drug test. Under these circumstances, associates will be subject to discipline described above for failing a drug test.
6. Violating the church's policy on the manufacture, possession, sale, transfer, distribution or attempted sale or distribution of illegal drugs will result in termination of employment.
7. For any other violation of this policy, the church may take disciplinary action, up to and including termination of employment, depending on the seriousness of the violation, the associate's present job assignment, the associate's employment record with the church and other factors.

Applicable Law

This policy shall be interpreted consistent with the state of Texas and all applicable federal law. Any clause, sentence or provision of this policy which is held by a Court of competent jurisdiction to be invalid, illegal or ineffective shall not impair, invalidate or nullify the remainder of this policy, but the effect thereof shall be confined to the clause, sentence or provision so held to be invalid, illegal or ineffective.

Coordination with Law Enforcement Agencies

The church may report information concerning possession, distribution or use of any prohibited or illegal drug or controlled substance by an associate to law enforcement officials. The church will also turn over to the custody of law enforcement officials any such substances found in the possession of an associate or in or on the associate's property. Searches will only be conducted of individuals on a Reasonable Cause/Reasonable Suspicion basis. Approval must be obtained from an Executive Pastor prior to the search. An associate's refusal to cooperate with or submit to a search may be treated as insubordination warranting immediate discipline or discharge. The church will cooperate fully with law enforcement authorities in the prosecution of any violation of law.

The provisions of the policy shall apply in addition to, and shall be subordinate to, any requirements imposed by applicable federal, state, or local laws, regulations or judicial decisions.

1-6 WORKPLACE VIOLENCE POLICY

Trinity Fellowship is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to church and personal property.

Prohibited Conduct

Threats, threatening language, gestures, or any other acts of aggression or violence made toward or by any church associate WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by coworkers, should be reported immediately to any department head with whom you feel comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. No associate will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the church determines, after an appropriate good faith investigation, that someone has violated this policy, the church will take swift and appropriate corrective action. If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an associate or by anyone else.

SECTION 2 – OPERATIONAL POLICIES & PROCEDURES

2-1 EMPLOYEE CLASSIFICATIONS

For purposes of this handbook, all associates fall within one of the classifications below.

Full-Time Associates: Associates who regularly work at least 30 hours per week who were not hired on a short-term basis. Full-Time Associates are generally eligible for all church benefits upon completion of initial probationary period.

Part-Time Associates: Associates who regularly work less than 30 hours per week who were not hired on a short-term basis. Part-Time Associates are generally eligible for limited church benefits upon completion of the initial probationary period.

Temporary Associates: Associates who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Temporary Associates generally are not eligible for church benefits, but are eligible to receive statutory benefits.

Full-Time Contract Associate: Associates, such as teachers, who are contracted to work a minimum of 8 hours a day for the entire school year.

Exempt & Non-Exempt: All associates are categorized as either “exempt” or “non-exempt” for purposes of federal and state wage and hour laws. Exempt associates do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked.

Additionally, associates may be licensed and/or ordained as a “Pastor” defined by the IRS as “individuals who are duly ordained, commissioned, or licensed by a religious body constituting a church or church denomination. They are given the authority to conduct religious worship, perform sacerdotal functions, and administer ordinances and sacraments according to the prescribed tenets and practices of that religious organization.” Pastors have specific rights and obligations under the Federal Tax Code. Contact the Business Office for details.

You will be informed of your classification(s) upon hire and informed of any subsequent changes to your classification(s).

2-2 90 DAY TRIAL PERIOD

The first three months of your employment is a probationary period. This is an opportunity for the church to consider your performance along with your adaptation to the organization. It also is an opportunity for you to decide whether you are happy being employed by the church. The church may extend the probationary period if it desires. Completion of the probationary period does not alter an employee’s at-will status.

2-3 YOUR EMPLOYMENT RECORDS

In order to obtain your position, you provided us with personal information, such as your address and telephone number. This information is contained in your Personnel File.

Confidential medical information you provide or that has been collected on your behalf including drug tests, medical reports, and insurance information will be kept in a separate Medical File and access to your medical information will be limited.

Please keep your personnel file up to date by informing the Business Office or the Payroll Clerk of any changes. Also, please inform the Business Office or the Payroll Clerk of any specialized training or skills you may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect your withholding tax and benefit coverage. Further, an out-of-date emergency contact or an inability to reach you in a crisis could cause a severe health or safety risk or other significant problem.

All files are the property of Trinity Fellowship. If you wish to review the information contained in your files, you must make an appointment with the Manager of Human Resources who will assist you. You are prohibited from adding to or removing any information from your files. Requests for employment verification or any other employee information should be handled through the personnel department.

2-4 WORKWEEK

Trinity Fellowship's workweek is defined as seven consecutive calendar days beginning at 12:00 AM Monday and concluding at the end of day Sunday.

2-5 WORKING HOURS AND SCHEDULE

Our policy concerning work hours must be flexible in that the nature of Trinity Fellowship's various ministries requires staff to remain flexible to change. Work hours mainly depend on the department and ministry in which you function. Specific departmental schedules will be formulated, assigned, and communicated by your Supervisor.

Associates will be provided meal and rest periods as required by law. Your Supervisor will provide further details. Hourly associates are responsible to clock in before beginning work and to clock out prior to meal breaks and at the completion of your assigned workday. **No work is to be performed unless you are clocked in.**

If you are unable to report to work on time or will be out of work due to illness or due to any other emergency for which prior notice could not be provided, you must call in and notify your Supervisor as early as possible, and are expected to follow the guidelines in subsection **5-2 Punctuality and Attendance**.

2-5-1 NURSING MOTHERS BREAK TIME PROCEDURE

Trinity's procedure regarding reasonable break time for nursing mothers in keeping with Section 4207 of the Patient Protection and Affordable Care Act of 2010 (PPACA) and Fair Labor Standards Act (FLSA), entitles all female employees who breastfeed their child (collectively referred to herein as "nursing mothers") to be provided reasonable break times to express milk throughout the day, for up to one year after the birth of their child. Trinity will provide appropriate private areas, other than bathrooms, for this purpose and if not dedicated to the nursing mother's use, will be made available when needed by the employee. The area provided will be shielded from view, and free from any intrusion from co-workers and the public.

Nursing mothers, who need to express milk during the work day, will need to contact their supervisor to coordinate, schedule and identify the designated appropriate location. Whenever possible, nursing break times should be taken during regularly scheduled rest breaks and meal time.

If the nursing mother is a non-exempt hourly employee and the break to express milk exceeds fifteen (15) minutes, the break time in excess of fifteen (15) minutes and any additional nursing breaks in excess of the standard daily breaks will be unpaid. It is the responsibility of the nursing mother to document the unpaid time according to regular time reporting procedures.

Questions regarding this procedure should be directed to the Human Resources Department.

2-6 TIMEKEEPING PROCEDURES

Nonexempt associates must record their actual time worked for payroll and benefit purposes including recording the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by the Business Office. Nonexempt employees may not start work until their scheduled starting time.

Altering, falsifying or tampering with time records is prohibited and subjects the associate to discipline, up to and including discharge. Nonexempt associates cannot be considered a volunteer in any area of work that relates to either their area or their Supervisor's area of responsibility.

It is your responsibility to sign your time record to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your Supervisor, who will attempt to correct legitimate errors.

Exempt employees are required to record their full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

2-7 OVERTIME

Due to the nature of our ministry, we often experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Your Supervisor is responsible for monitoring ministry activity and requesting overtime work if it is necessary. Effort will be made to provide you with adequate advance notice in such situations.

Any nonexempt associate who works overtime will be compensated at the rate of one and one-half times (1-½) his/her normal hourly wage for all time worked in excess of forty (40) hours each workweek, unless otherwise required by law.

Associates may work overtime only with prior authorization from their Supervisor. Unauthorized overtime will be paid but may subject you to disciplinary action up to and including dismissal.

2-8 SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES

It is our policy and practice to accurately compensate associates and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly and that no improper deductions are made, you must review your pay stubs promptly to identify and report all errors.

If you are classified as an exempt salaried associate, you will receive a salary that is intended to compensate you for all hours you may work for the church. As a general rule, exempt associates should anticipate a 45-50 hour work week. This salary will be established at the time of hire or when you become classified as an exempt associate. While it may be subject to review and modification from time to time, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, unless state law requires otherwise, your salary can be reduced for the following reasons:

- Full-day absences for personal reasons.
- Full-day absences for sickness or disability.
- Full-day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full- or partial-day absences).
- Any full workweek in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes; Social Security; or voluntary contributions to a 403(b) or pension plan.

In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Your absence on a day because your employer has decided to close a facility on a scheduled workday.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your Supervisor. If the Supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the Business Office or any other Supervisor in the church with whom you feel comfortable.

2-9 OFFICE CLOSURE

With concern for the safety of its associates, members, and visitors, Trinity Fellowship may at its discretion, put into effect a late start, early release or complete campus closure. If circumstances arise that necessitate a Trinity campus shutdown independent of the organizations published closings, non-affected locations and associates are expected to continue their regular job duties unless otherwise instructed. Neither Trinity nor its supervisors will allow schedule changes or “make up” time unless it is determined to be a necessity.

Hourly associates within the closure site(s) that are not capable of full duty remote or off-site work are considered to be scheduled off. This time is unpaid and thus you are directed not to work or conduct job duties on behalf of Trinity. Employees that are eligible for PTO benefits may choose to request paid time off for the duration of the closure.

2-10 YOUR PAYCHECK

You will be paid according to Trinity Fellowship’s regular semi-monthly payroll for time worked during the corresponding pay period.

Your payroll stub itemizes deductions made from your gross earnings. By law and depending upon your employee classification, the church is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions might also include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received.

All associate withholdings from payroll must have the appropriate documentation signed by the associate or authorized government agency before the deduction can be made. This documentation will be filed in the associate’s personal file.

If you believe there is an error in your pay, bring the matter to the attention of the Business Office immediately, so the church can resolve the matter quickly and amicably.

2-11 PAY PERIOD AND DIRECT DEPOSIT POLICY

All associates will be paid on the 15th and the last day of the month based on a semi-monthly pay period. If the 15th or the last day of the month falls on a holiday or weekend, staff will be paid the business day immediately prior to the holiday or weekend.

2-12 SALARY ADVANCES / LOANS

Trinity Fellowship does not permit advances on paychecks or against accrued paid time off, nor does it offer personal loans to its associates.

2-13 PERFORMANCE REVIEW

Trinity Fellowship may, from time to time, review your job performance. Please understand that a positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment, nor does it in any way affect your employment-at-will status. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of the church leadership.

In addition to any formal performance evaluations, Trinity Fellowship encourages you and your Supervisor to discuss your job performance on a frequent and ongoing basis.

2-14 NOTICE OF NON-PARTICIPATION IN UNEMPLOYMENT INSURANCE

As a Texas, non-profit corporation, Trinity Fellowship does not participate in the state unemployment insurance program. Associates whose employment is terminated are not eligible to claim unemployment benefits from the state.

SECTION 3 – BENEFITS

3-1 BENEFITS OVERVIEW / DISCLAIMER

In addition to good working conditions and competitive pay, it is Trinity's policy to provide a combination of supplemental benefits to all eligible associates. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as holidays and paid time off (PTO), insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet your present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Trinity Fellowship provides for you and your family. Of course, the information presented here is intended to serve only as a guideline.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for your general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon your request from the Business Office.

Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions (SPDs) for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Trinity Fellowship (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the church intends to maintain these associate benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason. If you have any questions regarding your benefits, please contact the Business Office.

3-2 HOLIDAYS

The Church observes the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas (2 days)

When holidays fall or are celebrated on an associates regularly scheduled workday, full-time associates will receive eight (8) hours pay at their regular straight-time rate and part-time associates will receive four (4) hours pay at their regular straight-time rate.

If a holiday falls on a Saturday or Sunday, the church shall select either the preceding Friday or following Monday to celebrate the holiday.

3-3 PAID TIME OFF (PTO)

We know how hard you work, and we recognize the importance of providing you with time for rest and relaxation. We fully encourage you to get this rest by taking your Paid Time Off (PTO). Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs. The Paid Time Off benefit is for full-time associates who have successfully completed their Probationary Period.

For those eligible, PTO will accrue on a semi-monthly basis according to the following schedule:

- 0-1 Years Employment** • 2.5 hours per pay period up to 60 hours maximum
- 1-3 Years Employment** • 5.0 hours per pay period up to 120 hours maximum
- 3-10 Years Employment** • 6.7 hours per pay period up to 160 hours maximum
- 10+ Years Employment** • 8.4 hours per pay period up to 200 hours maximum

Paid Time Off shall accrue up to the maximum established above. Once the maximum PTO is banked, the associate forfeits additional accruals. PTO will not accrue while the associate is on either Personal Leave or Family Medical Leave as described in Section 4.

To claim PTO, you must submit a request to your Supervisor at least 2 weeks in advance of your requested time off. Every effort will be made to grant your request, consistent with our operating schedule. While the church expects the associate to utilize their PTO, the church reserves the right to reject a PTO request if such request puts undue hardship on the church. In the cases of rejection, the church will work with the associate to identify alternate scheduling of the PTO request.

If you are unable to report to work on time or will be out of work due to illness or due to any other emergency for which notice could not be provided, you must call in and notify your Supervisor as early as possible, and are expected to follow the guidelines in subsection **5-2 Punctuality and Attendance**. If you call in sick for three (3) or more consecutive days, you may be required to provide your supervisor with a doctor's note on the day you return to work.

Accrued, unused Paid Time Off does not have any cash value. Associates may not receive cash in lieu of taking leave. Associates will not be allowed to cash out unused PTO upon a change of status that would alter their eligibility or at separation of employment.

3-4 INSURANCE PROGRAMS

Full-time associates may elect to participate in the church's insurance programs and have a portion of their premium deducted from their pay. Under these plans, eligible associates may receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to the Business Office if you have any further questions.

3-5 WORKERS' COMPENSATION

All associates of Trinity Fellowship are covered by Workers' Compensation Insurance that is designed to protect the associate against medical costs incurred from on-the-job accidents or injuries and for work time lost as a result of such accidents or injuries. The ministry pays the premium cost of this coverage.

If an associate should sustain an injury or suspected injury while on the job, he/she must notify an appropriate Supervisor immediately. Additional information about this program is available from the Business Office.

3-6 JURY DUTY LEAVE

Trinity Fellowship realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All associates will be allowed time off to perform such civic service as required by law. You are expected, however, to provide the church with proper notice of your request to perform jury duty and with your verification of service. You also are expected to keep your supervisor informed of the expected length of your jury duty service and to report to work for the major portion of the day if the court excuses you. If the required absence presents a serious conflict for the church, you may be asked to try to postpone your jury duty. Associates on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which they perform any work for the church.

3-7 BEREAVEMENT LEAVE

We know the death of a family member is a time when you wish to be with the rest of your family. If you are a full-time associate and you lose a close relative, you will be allowed paid time off of up to five (5) days to assist in attending to your obligations and commitments. For the purposes of this policy, a close relative includes (for both you and your spouse): spouse, child, parent, sibling, grandparent, grandchild, or the spouse of any of the family members previously listed. Paid leave days may be taken only on regularly scheduled, consecutive workdays following the day of death. You must inform your Supervisor prior to commencing bereavement leave. In administering this policy, the church may require verification of death.

3-8 VOTING LEAVE

In the event an associate does not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the associate may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. When possible, your Supervisor should be notified of your desire to take voting leave at least two days prior to the voting day.

3-9 LONG-TERM DISABILITY

Full-time associates are eligible for the Long-Term Disability plan, subject to all terms and conditions of the agreement between the church and the insurance carrier. This is solely a monetary benefit and not a leave of absence. Associates who will be out of work must also request a formal leave of absence. See the Leave of Absence in Section 4 of this handbook for more information.

3-10 RETIREMENT PLAN

Eligible employees are able to participate in the church's retirement plan by authorizing contributions from their pay. Upon becoming eligible to participate in this plan, you will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to the Business Office if you have any further questions.

SECTION 4 – LEAVES OF ABSENCE (LOA)

4-1 LEAVES OF ABSENCE

Most of the time circumstances that cause you to be absent during your regular work schedule will fall under the paid time off plan base on your eligibility. As a general guideline you and your supervisor should contact the Human Resources Department if a situation requires you to be off for more than three (3) consecutive days or requires you to schedule reoccurring time off. Based on the individual request, Trinity Fellowship will evaluate the situation and may grant a leave of absence in accordance with federal, state, and local laws, sound business practice, and/or an employee's written request for:

- Personal Leave
- Military Leave
- Family Medical Leave Act (FMLA)
- Administrative Leave

Accepting Other Employment

If you accept other employment or start your own business while on a leave of absence from Trinity Fellowship, you will be considered to have voluntarily resigned from employment with Trinity Fellowship as of the day on which you began your leave of absence.

Insurance Payments

To the extent required by law or a plan document, Trinity Fellowship will continue to pay its share of the insurance premium(s) for the employee's currently elected benefit(s) at the time the approved leave of absence starts. During a leave of absence the employee is required to continue making payment for their elected benefit(s) either through payroll deduction or directly to Trinity Fellowship in the event there is no compensation due. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier or plan to allow your coverage to be reinstated. Once a leave of absence has begun, an employee may qualify under a change in status to amend their benefit elections.

Return To Work / Fit for Duty Release

Depending upon your leave, you may be required to submit a doctor's release/fit for duty and/or documentation prior to you being allowed to return to work for Trinity Fellowship.

Failure to Return from Leave

Failure to return from an approved leave at the time agreed will be considered a voluntary resignation and result in termination of employment.

4-1-1 PERSONAL LEAVE

If you are ineligible for any other church leave of absence, Trinity Fellowship at its sole discretion, under certain circumstances, may grant you a personal leave of absence without pay. A written request for a personal leave should be presented to your Supervisor at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and you are not eligible for FMLA, medical certification also must be submitted. Your request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as your performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. Under unusual circumstances a personal leave may be extended if, prior to the end of your leave, you submit a written request for an extension to management and the request is granted. During your leave, you will not earn Paid Time Off (vacation, sick days, personal days). We will continue your health insurance coverage during your leave if you submit your share of the monthly premium payments to the church in a timely manner, subject to the terms of the plan documents.

When you anticipate your return to work, please notify your Supervisor of your expected return date. This notification should be made at least one week before the end of your leave.

Upon completion of your personal leave of absence, the church will attempt to return you to your original job, or to a similar position, subject to prevailing ministry considerations. Reinstatement, however, is not guaranteed.

Failure to advise your Supervisor of your availability to return to work, failure to return to work when notified, or your continued absence from work beyond the time approved by the church will be considered a voluntary resignation of your employment.

4-1-2 MILITARY LEAVE

If you are called into active military service or you enlist in the uniformed services, you will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, you must provide your Supervisor with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Please ask management for further information about your eligibility for Military Leave.

If you are required to attend yearly Reserves or National Guard duty, you can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You should give your Supervisor as much advance notice of your need for military leave as possible so that we can maintain proper coverage while you are away.

4-1-3 FAMILY AND MEDICAL LEAVE

The Leave Policy. You are eligible to take up to twelve (12) weeks of unpaid family/medical leave within any 12-month period and be restored to the same or an equivalent position upon your return from leave (subject to the terms of the Family and Medical Leave Act) provided you: (1) have worked for the church for at least twelve (12) months, and for at least 1,250 hours in the last twelve (12) months; and (2) are employed at a worksite that has 50 or more employees within seventy-five (75) miles. The 12-month period is a rolling 12 months and will be measured backward from the date an employee uses any FMLA leave.

Reasons for Leave. You may take family/medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter; (3) to care for a spouse, son, daughter or parent (called a “covered relation”) with a serious health condition; or (4) because of your own serious health condition which renders you unable to perform any of the essential functions of your position. Leave because of reasons (1) or (2) must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the church who request leave because of reasons (1) or (2) or to care for an associate’s parent with a serious health condition may only take a combined total of twelve (12) weeks leave during any 12-month period.

Notice of Leave. If your need for family/medical leave is foreseeable, you must give the church at least 30 days’ prior written notice. If this is not possible, you must at least give notice as soon as practicable—within two (2) business days of learning of your need for leave. Failure to provide such notice may be grounds for delay of leave. Additionally, if you are planning a medical treatment you must consult with the church first regarding the dates of such treatment. Where the need for leave is not foreseeable, you are expected to notify the church within two (2) business days of learning of your need for leave, except in extraordinary circumstances. The church has Request for Family/Medical Leave forms available from the Business Office. You should use these forms when requesting leave.

Medical Certification. If you are requesting leave because of your own or a covered relation’s serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification Forms from the Business Office. When you request leave, the church will notify you of the requirement for medical certification and when it is due—at least fifteen (15) days after you request leave.

If you provide at least thirty (30) days’ notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.

Trinity Fellowship, at its expense, may require an examination by a second health care provider designated by the church, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the church, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The church may require subsequent medical recertification. Failure to provide requested certification within fifteen (15) days, if such is practicable, may result in delay of further leave until it is provided.

Reporting While on Leave. If you take leave because of your own serious health condition or to care for a covered relation, you must contact the church on the first and third Tuesday of each month regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable—within two (2) business days if feasible— if the dates of leave change or are extended or initially were unknown.

Leave Is Unpaid. Family/medical leave is unpaid leave, although you may be eligible for short or long-term disability payments and/or workers' compensation benefits under those insurance plans or policies. If you are entitled to receive money from these sources, your leave will be considered "paid leave" for the period during which you receive that money. If your leave is "unpaid" leave you will be required to substitute Paid Time Off (vacation, sick days, personal days) for "unpaid" FMLA leave as described below. If you request leave because of a birth, adoption or foster care placement of a child, any accrued paid vacation and personal days first will be substituted for unpaid family/medical leave. If you request leave because of your own serious health condition, or to care for a covered relation with a serious health condition, any accrued paid vacation, personal days and sick days first will be substituted for any unpaid family/medical leave. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Further, in no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary. Your family/medical leave runs concurrently with other types of leave (i.e., paid vacation, state family leave laws, etc.). Those other leaves may provide for paid leave.

Medical and Other Benefits. During an approved family/medical leave, Trinity Fellowship will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the church will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium. Your health care coverage will cease if your premium payment is more than thirty (30) days late. If your payment is more than fifteen (15) days late, we will send you a letter to this effect. If we do not receive your payment within fifteen (15) days after the date of this letter, your coverage may cease. If you elect not to return to work for at least thirty (30) calendar days at the end of the leave period, you will be required to reimburse the church for the cost of the health benefit premiums paid by the church for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Intermittent and Reduced Schedule Leave. Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the church will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the church may temporarily transfer you to an available alternative position which better accommodates your recurring leave and has equivalent pay and benefits.

Returning From Leave. If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required to provide medical certification that you are fit to resume work. You may obtain Return to Work Medical Certification Forms from the Business Office. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

No Work While on Leave. The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

State and Local Family and Medical Leave Laws and Other Church Policies. Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits provided by such laws will apply.

Exemption for Highly Compensated Employees. The church may choose not to return highly compensated associates (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the church. (This fact- specific determination will be made by the church on a case-by-case basis). The church will notify you if you qualify as a “highly compensated” associate, if the church intends to deny reinstatement, and of your rights in such instances.

4-1-4 ADMINISTRATIVE LEAVE

It may be necessary for Trinity Fellowship to place an associate on an administrative leave of absence. Depending upon the circumstances and determined on a case by case basis, the administrative leave can be either paid or unpaid and for an undermining amount of time.

Paid Administrative Leave

During a Paid Administrative Leave of Absence, the associate will be compensated at their regular base rate of pay, not to exceed their daily standard hours per day for their normally scheduled days they are on leave.

Unpaid Administrative Leave of Absence

During an Unpaid Administrative Leave of Absence, the associate will not be compensated at their regular base rate of pay, and will be advised to the extent they are eligible for Trinity Fellowship benefits.

SECTION 5 – GENERAL STANDARDS OF CONDUCT

5-1 WORKPLACE CONDUCT

Trinity Fellowship endeavors to maintain a positive work environment. Each associate plays a role in fostering this environment. Accordingly, Trinity Fellowship expects all associates to abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in Trinity Fellowship's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable, and by providing these examples Trinity Fellowship does not intend to limit or affect its right to make ANY employment-at-will decision.

1. Violation of the Leadership Guidelines Policy.
2. Obtaining employment on the basis of false or misleading information.
3. Stealing, removing or defacing church property or a co-worker's property, and/or disclosure of confidential information.
4. Completing another associate's time records.
5. Dishonesty.
6. Violation of safety rules and policies.
7. Acting or working in an unsafe manner.
8. Violation of Trinity Fellowship's Drug and Alcohol-Free Workplace Policy.
9. Fighting, threatening or disrupting the work of others or other violations of Trinity Fellowship's Workplace Violence Policy.
10. Insubordination or disobedience of a lawful management directive.
11. Use of foul or inappropriate language.
12. Loitering or loafing during work time, or leaving a work area without the permission of management.
13. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
14. Working off the clock.
15. Willful or careless destruction or damage to church assets or to the equipment or possessions of another associate.
16. Wasting work materials.
17. Performing work of a personal nature during working time.
18. Violation of the Solicitation and Distribution Policy.
19. Violation of Trinity Fellowship's Harassment, Sexual Harassment, or Equal Employment Opportunity Policies.
20. Violation of the Communication and Computer Systems Policy.

21. Unsatisfactory job performance.
22. Discourtesy or interfering with the work performance of others.
23. Any other violation of church policy.

Obviously, not every type of misconduct can be listed. Note that all associates are employed at-will, and Trinity Fellowship reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The church will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Trinity Fellowship reserves the right in its sole discretion to terminate an associate at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2 PUNCTUALITY AND ATTENDANCE

You were hired to perform an important function at Trinity Fellowship. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow associates and your supervisor. We expect excellent attendance from each associate. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your Supervisor as early as possible, but no later than the start of your workday. Asking another associate, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Please call, stating the nature of your illness and its expected duration, every day that you are absent. In the event you are medically unable to call, you should personally contact your supervisor as soon as possible.

Unreported absences of three (3) consecutive workdays will be considered a voluntary resignation of your employment with the church.

5-3 INSPECTIONS

Trinity Fellowship reserves the right to require associates while on church property to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on church property and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the church. Associates are expected to cooperate in the conduct of any search or inspection.

5-4 SOLICITATION AND DISTRIBUTION

To avoid distractions, solicitation by an associate of another associate is prohibited while either associate is on working time. "Working time" is the time an associate is engaged, or should be engaged, in performing his/her work tasks for Trinity Fellowship. Solicitation of any kind by non-associates on church premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the church is prohibited at all times. Distribution of literature by non-associates on church premises is prohibited at all times.

5-5 VIDEO AND TAPE RECORDING

Trinity Fellowship expects and requires its associates to work openly and professionally with each other at all times. This includes dealing with each other in a candid, trustworthy manner. Secretly recording conversations with or between co-workers and/or managers without their knowledge and consent is a serious breach of the trust extended to and expected from church associates and constitutes an act that is detrimental to morale and the church's ministry.

Any associate who, by video tape, audio tape, digital medium or any other visual or audio recording device, records or participates in any manner with the recording of any conversation, conference or meeting involving an officer, associate,

congregant or agent of Trinity Fellowship, without having first obtained written consent from each participant to the conversation, conference or meeting and written consent of Trinity Fellowship shall be subject to immediate discharge. Further, any associate who knows or has reason to believe that any person has violated this policy is required to report the suspected violation to Executive Staff. Failure to report suspected violations shall result in disciplinary action.

Nothing in this policy limits or shall be construed to limit the church's right to monitor the workplace conduct of its associates in any manner consistent with federal, state or local law.

5-6 CONFLICT OF INTEREST AND BUSINESS ETHICS

It is Trinity Fellowship's policy that all associates avoid any conflict between their personal interests and those of the church. The purpose of this policy is to ensure that the church's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no associate should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the church.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the church, by any associate who is in a position to directly or indirectly influence either the church's decision to do business, or the terms upon which business would be done with such organization.
2. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the church.
3. A conflict of interest would also exist when a member of an associate's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the church.

No associate shall accept or engage in any activity, business, or employment, either during or after working hours, which would conflict with Trinity Fellowship's interests or diminish the ability of the associate to render to the church the full, loyal, and undivided service which is contemplated in his or her employment by the church.

5-7 USE OF FACILITIES, EQUIPMENT AND PROPERTY

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using church property, associates are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to associates or others. The Supervisor can answer any questions about an associate's responsibility for maintenance and care of equipment used on the job.

Associates also are prohibited from any unauthorized use of the church's intellectual property, such as audio and video materials, music, print materials, logos, trademarks, and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

5-8 WORKS-FOR-HIRE & INTELLECTUAL PROPERTY POLICY

At Trinity Fellowship, we desire to foster an environment that encourages creative expression in the area of the arts, music, curriculum, books, and the like. We believe that it is part of our Kingdom calling to facilitate individuals being able to accomplish their personal callings as we work to publish and distribute these materials to the greater church community and to the public in general.

To facilitate this effort, Trinity Fellowship has adopted this Intellectual Property Policy. It is important to note that this is a policy document only and should be used as a guideline for project development. Every project and every individual circumstance is different, and therefore, no single policy can cover all eventualities. The Elder Board reserves the right to discriminate in the application of this policy as it deems fit.

For the purpose of this policy, "Artist" shall mean any person that submits original created material to Trinity Fellowship for the purpose of publication. "Publishing Share" shall mean the share of a copyright that is determined to be the ownership and administration share of the copyright. The "Artist's Share" shall mean the share of the copyright that is payable to the Artist. A "Project" is any finished product that has been prepared for distribution such as a CD, song or collection of songs, book, workbook, curriculum, play, painting, movies, television shows, etc. "Work" is any contributed material produced by the Artist(s) submitted to, and accepted by, Trinity Fellowship. In accordance with federal and state Works-for-Hire statutes, any Work produced by an associate as a part of their normal job duties is the property of Trinity Fellowship.

Trinity Fellowship will act as the Publisher for any Project it sponsors and shall be entitled to recoup all expenses associated with production of the Project and to the Publishing Share (50%). Once the expenses of the Project have been reimbursed, the contributors to the Project shall be entitled to the Artist's Share (50%) of any proceeds or royalties associated with the Project.

Trinity may, at its discretion, choose to pay the Artist(s) an advance on their royalties due. The advance will be considered part of the publication expense and will be recouped as such.

Trinity Fellowship shall have exclusive Publishing Share rights for a period of two (2) years if the Work is NOT incorporated into a Project. Trinity Fellowship shall have exclusive Publishing Share rights indefinitely if the Work IS incorporated into a Project; provide however, Trinity may elect to modify this exclusivity on a case-by-case basis.

5-9 INFORMATION TECHNOLOGY POLICY

This policy sets forth Trinity Fellowship's position with regard to computer, e-mail, and Internet usage, including access to, review or disclosure of e-mail messages sent or received by Company employees, and Internet access and usage. Trinity Fellowship reserves the right to modify or update these policies at any time. Use of the computer system, e-mail system, or the Internet in violation of these policies or other Company policies can result in disciplinary action, including termination of employment.

Trinity Fellowship's computer systems, network, iPads, phone system, cell phone, e-mail system, Internet access, and any other device (collectively called the "Computer System" in this document) are provided to employees at the expense of Trinity Fellowship to assist them in carrying out Company business and performing their job responsibilities and duties.

Trinity Fellowship owns, maintains, and is responsible for the Computer System. In the course of their jobs, employees may use the Computer System to communicate internally with co-workers or externally with clients, consultants, vendors, and other business acquaintances. Trinity Fellowship provides its employees with the Computer System to facilitate business communications and to enhance employee productivity. As with the telephone, there may be occasion to use the Computer System for personal purposes. Personal use is permitted if it does not interfere with job performance, consume significant resources, give rise to more than nominal additional costs, or interfere with the activities of other employees. Under no circumstances shall the Computer System be used for personal financial gain, to solicit others for activities unrelated to Trinity Fellowship's business, or in connection with political campaigns or lobbying.

1. Trinity Fellowship reserves the right to access, review, copy, or delete all e-mail messages of any kind for any purpose and to disclose them to any party (inside or outside of Trinity Fellowship). Trinity Fellowship reserves the right to

review all computer files and communications, and to monitor its employees' use of the Internet, to maintain system integrity and ensure that users are using the system appropriately, responsibly, and in accordance with Company policies and procedures.

If Company employees use the e-mail system to transmit personal messages, those messages will be treated in the same way as business-related messages. In other words, Trinity Fellowship reserves the right to access, review, copy, delete, or disclose personal messages for any purpose. Accordingly, employees should not use the e-mail system to send, receive, or store any messages that they wish to keep private. Employees should treat the e-mail system like a shared file system, and expect that any messages sent, received, or stored in the system (or on hard drives) will be available for review by any authorized representative of Trinity Fellowship for any purpose.

WHEN USING THE COMPUTER SYSTEM, WHETHER FOR BUSINESS PURPOSES OR PERSONAL USE, EMPLOYEES AND OTHERS SHOULD HAVE NO EXPECTATION THAT ANY COMMUNICATION OR INFORMATION TRANSMITTED OVER COMPANY FACILITIES OR STORED ON COMPANY-OWNED COMPUTERS IS OR WILL REMAIN PRIVATE.

2. E-Mail Etiquette

Please bear in mind that your e-mail messages may be read by someone other than the person to whom you send them, and may someday have to be disclosed to outside parties or a court in connection with litigation. Accordingly, please ensure that your messages are courteous, professional, and businesslike. Remember that e-mail messages, once sent, are usually irretrievable. Be sensitive to the fact that, in the absence of an explanation, e-mail messages may be ambiguous and convey the wrong impression. This is of particular concern when a message is forwarded to multiple recipients. Instead of sending messages quickly without adequate review, consider printing the messages and reading them before distribution to ensure the content is appropriate.

3. Storing and Deleting E-Mail Messages

Trinity Fellowship strongly discourages the storage of a large quantity of e-mail messages for a number of reasons. First, because e-mail messages frequently contain confidential information, limiting the number, distribution, and availability of such messages is desirable. Second, retention of messages consumes storage space on the network server and personal computer hard disks, and can slow the performance of both the network and individual personal computers. Finally, if Trinity Fellowship needs to search the network server, back-up tapes, or individual hard disks for genuinely important documents, the search will be more efficient if there are fewer files to search.

Accordingly, employees should promptly delete any e-mail messages they send or receive that no longer require action or are not necessary to an ongoing project. Employees should audit their stored e-mail messages periodically to identify messages that are no longer needed and should delete those messages.

Because e-mail transmissions will not be stored permanently on the Computer System, it is important that employees make and file hard (paper) copies of those incoming and outgoing e-mail messages they want to keep, much as they would ordinarily keep and file copies of correspondence. These messages may also be archived on the employee's own computer, where they will be stored off of the network. Note, however, that these messages are not backed up as part of the network.

4. Subscriptions to Mailing Lists and Discussion Groups

No employee shall subscribe to any e-mail mailing list or discussion group, unless the subject and purpose of the list or group is directly related to the employee's job duties. Any person subscribing to such a list or group must advise the Information Technology Department or other appropriate personnel of the name of the list, and must provide a copy of the subscription confirmation received from the list or group.

5. Permitted and Prohibited Uses

a. Use Primarily for Business Purposes

The computer system, e-mail system, and Internet access may be used to support and promote Trinity Fellowship business objectives. The use of computers and Internet access through the Trinity Fellowship system is a privilege, not a right, and may be revoked.

Therefore, for example, employees may not:

- play games on the computers;
- intentionally waste limited computer resources;
- engage in activities that disrupt the workplace business environment;
- engage in actions that damage computers, computer systems, or computer networks;
- use the Computer System for commercial purposes, for personal gain or profit, or to engage in illegal activity;
- use the e-mail system to copy and/or transmit any documents, software, or other information protected by copyright laws; or
- use the Computer System in violation of Company policies, including the computer, e-mail and internet usage policies described in this Agreement.

Use of the computer system, e-mail system, or the Internet in violation of these or other Company policies can result in disciplinary action, including termination of employment.

b. E-Mail Use

E-mail messages, whether created inside Trinity Fellowship, or outside Trinity Fellowship and transmitted within Trinity Fellowship, or from Trinity Fellowship to other sites, can generate claims of defamation, harassment, and discrimination. Therefore, employees may not:

- Use the e-mail system to engage in any communications that are in violation of any policy, including Trinity Fellowship's equal employment opportunity or sexual harassment policies; or
- Use the e-mail system to transmit or display:
 - defamatory, sexually explicit, obscene, offensive or harassing messages, images, cartoons, jokes, or pictures;
 - messages that disclose personal information without authorization;
 - unwelcome propositions, requests for dates, or love letters;
 - profanity, obscenity, slander, or libel;
 - ethnic, religious, or racial slurs; or
 - any other message that could be construed as harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disability, or religious or political beliefs.

c. Internet Use

An employee accessing the Internet from a Company site is responsible for all online activities that take place through the use of his or her log-in and password. When using another organization's networks or computing resources, employees must comply with the rules appropriate for that network.

Those with Internet access privileges may not:

- access inappropriate websites (including those involving gambling, pornography, or obscene materials, or those that display defamatory, sexually explicit, obscene, offensive, or harassing messages, images, cartoons, jokes, or pictures, display profanity, obscenity, slander, libel, or ethnic, religious, or racial slurs);
- obligate Trinity Fellowship financially to any commercial websites;
- use the Internet from a Company site to engage in the practice of moonlighting or for any commercial purposes, advertising, or other similar activities.

d. Reporting Violations of Policy

Any employee who becomes aware that the use of the Computer System has resulted in a violation of these policies or other Company policies should promptly report such violations to the Information Technology Department or other appropriate personnel. **The failure of any employee to report a violation of these or other Company policies relating to a breach of system security or confidentiality may result in disciplinary action, including termination of employment.**

6. Computer System Security

a. Importance of System Security

Trinity Fellowship has an obligation to maintain the confidentiality of its own and its customer information. As a consequence, all users of the Computer System must take steps to ensure the security of the system and to maintain the confidentiality of all information on the system or communicated through the use of the system. Each employee

is responsible for what happens under his or her log-in name. Violations of security policies are considered serious violations of company policy, and can result in disciplinary action, including termination of employment.

b. System Access

Password and user log-on IDs are unique to each authorized user and will be assigned by the Information Technology Department. Passwords must be kept private. They should not be shared, coded into programs, or written down.

In order to protect against dissemination of confidential information, employees should not access their e-mail messages for the first time in the presence of others. E-mail windows should not be left open on the screen when the computer is unattended. E-mail passwords (and other computer passwords) should be changed regularly.

Computers should not be left on if you will be away from your desk, and should never be left on overnight. You should always log out of the system if you will be away from your computer.

c. Computer Viruses

Computer viruses can be injected into the system through the receipt of e-mails, e-mail attachments, or files from other systems. Use particular care when opening files attached to e-mails from unknown senders. Employees must pay attention to and strictly comply with all warnings and instructions of the Information Technology Department relating to viruses. Employees must immediately inform the Information Technology Department of the presence of any virus on any Company computer. Any computer that is infected or suspected of being infected must immediately be disconnected from the network to reduce the risk of spreading a virus. Employees are prohibited from disabling or interfering with any virus-scanning software installed on their system.

d. Installing or Downloading Software

The Information Technology Department must approve and install all software on any Company computer system. No employee may download software without the approval of the Information Technology Department. If authorized to download software, employees must comply with all restrictions and procedures for downloading software, including mandatory virus scanning and detection procedures. Employees must inform the Information Technology Department of any virus, configuration change, or different behavior of a computer or application, especially after the addition of new software to the environment.

All employees must obey and follow all licensing agreements and procedures with regard to the use and installation of all software. The Information Technology Department staff will inspect computers periodically to verify that all software has been approved and licensed properly.

7. Confidentiality of Communications

a. Importance of Confidentiality

Employees must exercise a greater degree of caution in transmitting information through e-mail than they take with other means of communicating information (e.g., written memoranda, letters, or phone calls) because of both the reduced human effort required to redistribute such information and security considerations on the Internet. Confidential information of Trinity Fellowship or its customers should never be transmitted or forwarded to outside individuals or companies not authorized to receive that information.

Always use care in addressing e-mail messages to make sure that messages are not inadvertently sent to outsiders or to the wrong person inside Trinity Fellowship. In particular, employees should exercise care when using distribution lists to make sure that all addressees are appropriate recipients of the information. Lists are not always kept current and individuals using lists should take measures to ensure that the lists are up to date. Do not routinely forward messages containing confidential information to multiple parties unless there is a clear business need to do so.

5-10 HIRING RELATIVES / EMPLOYEE RELATIONSHIPS

A familial relationship among associates can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Trinity Fellowship may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the church. Accordingly, all parties to any type of intimate personal relationship must inform their Supervisor.

If two associates marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The church generally will attempt to identify other available positions, but if no alternate position is available, the church retains the right to decide which associate will remain with the church.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the associate is similar to that of persons who are related by blood or marriage.

5-11 EMPLOYEE DRESS AND PERSONAL APPEARANCE

Each associate represents Trinity Fellowship, and your personal appearance is a reflection on the ministry of the church. The Leadership Guidelines in Section 1 of this handbook outline specific attitudes that are expressed through your choices of grooming and attire. You are expected to report to work well-groomed, clean, and dressed according to the requirements of your position. Specifically, associates should cover offensive tattoos, refrain from excessive piercings, and choose clothing that is both professional and modest.

Some associates may be required to wear uniforms or safety equipment/clothing. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire. Repeated failure to adhere to this policy may result in disciplinary action up to and including discharge.

5-12 PUBLICITY / STATEMENTS TO THE MEDIA

All media inquiries regarding the church and its operation must be referred to a member of the Executive Staff. Only the Senior Elder or an Executive Pastor is authorized to make or approve public statements pertaining to the church or its operations. No associate, unless specifically designated by the Senior Elder or an Executive Pastor, is authorized to make those statements. Any associate wishing to write and/or publish an article, paper, or other publication on behalf of the church must first obtain approval from the Senior Elder or an Executive Pastor.

5-13 REFERENCES

Trinity Fellowship will respond to reference requests through the Business Office. The church will provide general information concerning the associate such as date of hire, date of termination, and positions held. Requests for this limited reference information must be in writing, and responses will be in writing. Please refer all requests for references to Business Office. Only the Business Office may provide a response.

5-14 IF YOU MUST LEAVE US

Should you decide to leave the church, we ask that you provide your Supervisor with at least two (2) weeks advance notice of your departure. Your thoughtfulness will be appreciated.

All church property including, but not limited to, keys, security cards, laptop computers, cell phones, iPads, uniforms, etc. must be returned at separation. Associates also must return all of the church's Confidential Information upon separation. To the extent permitted by law, associates will be required to repay the church (through payroll deduction, if lawful) for any lost or damaged church property.

As noted previously, all associates are employed at-will and nothing in this handbook changes that status.

5-15 EXIT INTERVIEW

Employees who resign are requested to participate in an exit interview with the Business Office, if possible.

SECTION 6 – HEALTH AND SAFETY

6-1 OVERVIEW

The health and safety of associates and others on church property are of critical concern to Trinity Fellowship. The church intends to comply with all health and safety laws applicable to our organization. To this end, Trinity Fellowship has established a workplace safety program. This program is a top priority for the church. Your Supervisor has the responsibility for implementing, administering, monitoring, and evaluating the safety program for your area, but its success depends on the alertness and personal commitment of all. Violation of this safety policy may result in disciplinary action up to and including termination.

6-2 GENERAL SAFETY

Trinity Fellowship provides information to associates about workplace safety and health issues through regular, internal communication channels such as employee meetings, bulletin board postings, memos, or other verbal and written communications. Additionally, associates whose work requires it will receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Associates are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards must be reported to your Supervisor immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the church's premises, in a piece of equipment, or in a process or business practice for which the church is responsible should be brought to the attention of your Supervisor immediately.

Periodically, the church may update rules and guidelines governing workplace safety and health. Each associate is expected to obey the safety rules and guidelines and to exercise caution in all work activities. All associates should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

1. Associates are to report all accidents, illness, and injuries, no matter how large or small, to their immediate Supervisor at once when they happen.
2. Use care in lifting. Use your leg muscles, not your back. **ALWAYS** ask for assistance when moving bulky and heavy loads.
3. No running, horseplay, or dangerous acts are allowed while on Trinity Fellowship premises.
4. All hazardous substances are to be stored properly in a safe area. **DO NOT** use chemicals in your work area without knowledge of proper use.
5. At no time are associates to report for work under the influence of alcohol or drugs including prescription drugs that have not been previously approved for use on Trinity Fellowship property by the authorized medical doctor.
6. If objects start to fall from stacked goods or machines, let them fall. Get out of the way as soon as possible so as to not get injured and **DO NOT** try to "stop" the falling object.
7. When carrying objects, use caution, watching for and avoiding obstructions or loose material.
8. Never use a metal ladder if it could come in contact with energized parts of equipment, fixtures, or circuit conductors.
9. Do not use any portable electrical equipment or tools that are not grounded or double insulated.
10. Plug all electrical equipment into appropriate wall receptacles, or into an extension of only one cord of similar size and capacity. Three pronged plugs should be used to ensure continuity of ground.
11. Inspect motorized vehicles and other mechanized equipment daily or prior to use.

12. Shut off engine and set brakes prior to loading or unloading vehicles.
13. Inspect pallets and their loads for integrity before loading or moving.
14. Do not use any faulty or worn hand tools.
15. Guard floor openings by a cover, guardrail, or equivalent.
16. **IMMEDIATELY** report any defective or depleted safety equipment such as fire extinguishers, harnesses, lifts, ladders, and tools to your Supervisor when you first notice the equipment to be defective.
17. Report exposed wiring and frayed cords with deteriorating insulation, so that they can be repaired promptly.
18. Never use equipment for any other purpose than it is intended.
19. Never use equipment if you notice a safety hazard.
20. Protective equipment must be worn where and when it is required.

Associates are encouraged to make suggestions and comments on how to improve workplace safety.

6-3 OPERATION OF VEHICLES

All associates authorized to drive church-owned or leased vehicles or personal vehicles in conducting Trinity Fellowship business must be 25 years of age or older, possess a current, valid driver's license and maintain an acceptable driving record. Any change in license status or driving record must be reported to your Supervisor immediately. A valid driver's license must be in your possession while operating a vehicle off or on church property. It is the responsibility of every associate to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe-driving habits at all times.

If an associate's essential job duties require the operation of church vehicles, the maintaining of a valid driver's license is a requirement of continued employment.

Church-owned or leased vehicles may be used only as authorized by your Supervisor.

Cell phones are not to be used while driving a church-owned vehicle or operating moving machinery except in the case of an emergency, as such distractions can cause accidents and injuries. This prohibition includes:

- receiving or placing calls
- text messaging
- surfing the Internet
- receiving or responding to e-mail
- checking phone messages
- or any other purpose related to your employment, our ministry, our vendors or volunteer activities

In an emergency situation, associates should let incoming calls go to their voicemail and then find a safe place to pull over and park before initiating a call. If cell phones must be used frequently during vehicle operation, a hands-free car kit should be utilized.

Under no circumstances should associates use wireless phones during adverse weather or difficult traffic conditions. Any violations of the policy will subject associate to disciplinary action, up to and including termination of employment.

6-4 TEENS IN THE WORKPLACE

All Trinity Fellowship policies meet or exceed the federal, state and local laws regarding hours and jobs for teens in the workplace.

1. Youths age 18 or older are not subject to restrictions on jobs or hours.
2. Youths ages 16-17 may perform any job not declared hazardous, and are not subject to restrictions on hours. Hazardous jobs include operating power-driven working machines, power-driven hoisting apparatus, power-driven saws, wrecking, demolition, roofing, excavation or any other occupation declared Hazardous by the Secretary of Labor.
3. Youths age 15 must receive Executive Pastoral approval prior to being employed. 15-year-olds may perform any job not declared hazardous and are subject to the following conditions: no more than three hours on a school day, 18 hours in a school week, eight hours on a non-school day, or 40 hours in a non-school week. In addition, they may not begin work before 7 a.m. nor work after 7 p.m., except from June 1 through Labor Day, when evening hours are extended until 9 p.m.
4. Youths age 14 and younger cannot work in any area of responsibility at Trinity Fellowship.

6-5 MACHINERY OPERATION

Under no circumstances shall any associate, volunteer, or contractor operate any lift, forklift, jib, scissor lift, bucket lift, riding mower, riding floor cleaner, or other mechanized machinery without BOTH the proper training certifications as may be required AND approval from your supervisor. The unauthorized operation of machinery / equipment will subject associate to disciplinary action, up to and including termination of employment.

Lift operators must be certified and receive re-certification every 5 years in addition to recurring safety meetings.

Forklift operators must be certified and receive re-certification every 5 years in addition to recurring safety meetings.

6-6 GENERAL SAFETY GUIDELINES

OFFICE SAFETY

1. When working with a Video Display Terminal, have all furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
2. Never open more than one file drawer at a time. It may tip over on you.
3. Do not tip backward in swivel or other chairs.
4. Do not stand on chairs to reach high places. Use a stepladder.
5. Never leave lower desk or cabinet drawers open; this will prevent a tripping hazard.
6. Keep items that create slipping hazards off the floor, i.e. pens, pencils, paper clips, etc.
7. Use handrails when ascending and descending stairs.

REPETITIVE MOTION SAFETY

There are many functions in the workplace which require repetitive motion. In these repetitive motions, workers challenge their upper body muscles and joints (fingers, wrists, elbows, shoulders) to keep up with the desire to do a good job. Our goal is to help you become aware of the simple ways to avoid the uncomfortable symptoms of what has been referred to as repetitive trauma.

What causes repetitive trauma?

1. Repetitive stressing of the same muscle centers.
2. Overstressing muscle, ligament or tendon tissues.
3. Stressing cold muscles and tendons without warming up.
4. Awkward body motions.

Symptoms of repetitive trauma:

1. Pain, swelling or stiffness that persists 48 hours or more.
2. Pain that diminishes during use, but returns during rest.
3. Range of motion restricted by pain or stiffness.
4. Loss of strength and function.

How to avoid the pain of repetitive trauma:

1. Learn and use safe work techniques.
2. Stretch shoulders, elbows, wrists and fingers before, during and after work.
3. Lift, move and carry objects with all four fingers and thumb, using a firm and proper grip. Remember to vary your grip to avoid overstressing the same muscle tissue.
4. Exercise the work muscles regularly outside of work.
5. Warm-up your muscles and ligaments before undertaking strenuous work.
6. Use smooth, efficient motions in your work.

HOUSEKEEPING SAFETY

1. Keep all work areas clean and free of debris. Any waste material is to be placed in the proper waste containers and all spills shall be wiped up promptly.
2. Keep stairways clear of items that can be tripped over. All areas under stairs that are egress routes should not be used to store combustibles.
3. Do not store materials and equipment against doors, exits, fire ladders or fire extinguisher stations.
4. Never stack material precariously on top of lockers, file cabinets or other high places.
5. All cords running across walk areas must be taped down or inserted through rubber protectors to prevent tripping hazards.

PROTECTING YOUR BACK

Standing and Walking

Of prime importance is to keep a straight back, naturally straight, not a rigid back. Always avoid swayback and strain to the back. Correct posture is as important at work as at rest. Keep your head up, chin in, pelvis forward, and toes straight ahead. Be sure to wear comfortable working shoes. While standing, it is good to rest one foot on a support to ease the strain on your back. Change positions frequently.

Sitting

When sitting, find a chair low enough to put your feet flat on the floor. Sit firmly against the back of the chair. Remember not to overdo the straightness. Cross your legs or put your feet on a stool to ease the strain on your back. Lastly, remember not to slump in your chair.

Lifting

Lift heavy objects properly. Bend down with your knees and lift and lower with your legs, keeping the object close to your body. This will keep the back straight and minimize the strain. Never lean over from the waist to pick up an object.

Loads should be kept close to the body, knees should be slightly bent, and the back should be straight. If it is necessary to change directions while carrying an object, turn by moving the position of the feet, not by twisting the trunk of the body.

Know your limits; lift only things you can handle easily. Get assistance with anything too heavy for yourself.

1. When lifting, it is most important to first size up the load and observe the load's position relative to surrounding hazards. If you need help, get it! Nothing is too important to be done unsafely.
2. Stand as close to the load as possible. Spread your feet, either parallel or one in front of the other. Move in the direction of the lift. This will control your center of gravity and give you better balance.
3. Take a secure grip. Injury may occur if load slips or falls due to inadequate grip.
4. Keep weight close to the body with elbows close by your sides. Use your leg and hip muscles to lift, not your back.
5. While lifting, keep your back straight with your chin up.
6. When reaching for an object overhead, grip it with palms up and lower the object slowly. On the way down, keep the object as close to the body as possible.

7. Watch out for protruding nails, sharp edges, etc.
8. Keep fingers away from pinch points when lifting.

When carrying an object:

1. Keep your back as straight as possible.
2. Keep weight load close to the body and centered over your pelvis.
3. Counterbalance your load by shifting part of your body in the opposite direction from the load so your load will be in balance.
4. Put your load down by bending the hips and knees with your back straight and the load close to the body.
5. If the load is too heavy, always get help.

FIRE SAFETY

1. In the event of a fire, evacuate the premises and proceed to the nearest clear exit.
2. Gather at the designated area outside the building.
3. When responding to a fire or other emergency, consider your safety. Call a fire or emergency professional if the fire is unsafe.
4. Exit doors must comply with fire safety regulations during business hours.

EMERGENCY RESPONSE PROCEDURE

In the event of an emergency, an Executive Pastor or on-site Manager shall become the Emergency Coordinator. The duties of the Emergency Coordinator are to assess the situation and take such action as appropriate to ensure the following:

Safety of personnel, customers and visitors. Notification of emergency response personnel. Limit property loss as safely as possible.

Personnel are to immediately stop their work and report to the Emergency Assembly Areas for a head count and direction from the Emergency Coordinator. 911 is the local emergency response agency notification telephone number.

SECTION 7 – EXPENSE REPORTING & REIMBURSEMENT

7-1 OVERVIEW

The purpose of this policy is to establish guidelines for associates in determining what are reasonable ministry expenses for travel, meals and hospitality, and what documentation is required for reimbursement.

7-2 GUIDELINES FOR THE APPROVAL AND REIMBURSEMENT OF EXPENSES

Trinity Fellowship will reimburse ordinary and necessary expenses for travel, ministry meetings and hospitality incurred in the performance of assigned duties and approved according to these practices. It is intended that the accommodations and services required shall be of a standard quality that will be adequate from both the standpoint of comfort and of appropriateness for the effective conduct of ministry. Associates should exercise prudent judgment regarding expenses covered by this policy.

All expenditures should be evaluated from a standpoint of Trinity Fellowship's requirement that all activities be conducted with the highest standards of conduct, and in a manner consistent with good ministry practice. If there is doubt concerning the propriety of expenditure, inquiry should be made to your Supervisor prior to commitment.

EXPENSE REPORTS

To be reimbursed, associates must complete a purchase order and obtain proper approvals as defined with this policy. The ministry purpose of the expenditures should be documented in the memo field on the purchase order line (e.g., "lunch held to discuss XYZ matter").

Purchase orders should be completed and approved by 10:00 a.m. Monday the week that you need your expense reimbursement check.

Trinity Fellowship policy requires adequate supporting documentation for all ministry expenses. For any expense over \$30, the original receipt must be attached to the purchase order and delivered to the business office. Following are examples of receipts required:

- Original airline tickets with fare noted, or in the case of "e-tickets," a copy of the ticket receipt showing the fare
- Lodging bills, with receipt
- Rental car receipts
- Original detail receipt for dining expenses (a total receipt with no detail may not be accepted)

APPROVAL OF EXPENSE REPORTS

Purchase orders must be reviewed and formally approved by at least one management level higher than the associate incurring the expense (preferably the associate's direct Supervisor). The reviewer has the responsibility to ensure that the policies noted herein are being adhered to and that appropriate documentation exists for expenses incurred.

Generally, if managers and subordinates both participate in a Church ministry meeting, the manager should pay the expenses and obtain approval from the manager's supervisor for reimbursement.

EXPENSE REIMBURSEMENT

The business office will reimburse associates for approved purchase orders on a semi-monthly basis.

DIRECT BILLING

As a general rule, direct billing of expenses to the Church is not allowed. The associate, who is subsequently reimbursed by the Church, should pay travel and hospitality expenses. If approved by the associate's supervisor, direct billing to the Church may be allowed for:

- Prearranged ministry meetings and hospitality such as Church-sponsored events, trade shows, meetings, and seminars/training.
- Automobile leases, fuel cards, etc. where your supervisor has approved such arrangements for Church vehicles.
- Other reasonable ministry expenses where your supervisor has approved such arrangements (e.g., seminars for a group of associates, etc.).

NON-REIMBURSABLE EXPENSES

Expenses which are personal in nature are not reimbursable to the associate except in extenuating circumstances (e.g., sudden requirement to travel results in associate abandoning previously purchased tickets which cannot be recouped). Such expenses should be pre-authorized by the associate's supervisor. Listed below are examples of non-reimbursable items:

- Cost of personal hospitality, such as hotel TV movies, magazines, newspapers, etc.
- Flight (life) insurance premiums
- Laundry (unless on a trip exceeding two weeks), barber, beautician, and shoe shine
- Personal expenditures such as luggage, clothing, gifts
- Traffic fines, parking fines
- Political and philanthropic contributions
- Massages, facials, etc.

AIR TRAVEL

Generally, associates will travel economy (coach) class for domestic travel and are required to take the lowest logical airfare available. There may be special circumstances such as unusually lengthy international trips and scheduling difficulties which make it difficult to travel economy at all times. When booking travel, associates should book as far in advance as reasonable, and look for the lowest fares available.

AUTOMOBILE EXPENSE AND LOCAL TRANSPORTATION

Commuting mileage to and from work is not reimbursable. Should an associate travel to a location other than his or her normal location, mileage is reimbursable, as well as tolls and necessary parking fees. Associates may elect to use their own vehicle or another means of transportation with their Supervisor's approval. Personal car mileage will be reimbursed at the standardized mileage rate. Associates should notify their insurance company if using their personal auto for Church ministry.

Mileage Expense reports will not be processed without mileage being logged in each day.

For Airport Parking, use the lowest price parking option available that does not significantly compromise the safety of you or your vehicle.

Trinity Fellowship reimburses individuals for the use of taxis, buses, trains, limousines and rental cars for Church ministry. The decision as to which type of local transportation should be used is a matter of judgment considering cost, the time element and the extent of local travel. Such arrangements should be reasonable standard transportation versus luxury accommodations.

When renting a car, choose a mid-size car, unless planning on driving a number of passengers. Rates vary widely by city and rental car agency, so shop around to obtain the best value. When renting a car, always refuel the car before returning it to the rental agency to avoid excessive refueling costs. When renting an automobile in the United States, associates should not purchase any insurance coverage from the car rental firm.

LODGING

The Church reimburses the cost of lodging when individuals are away from their home overnight on Church ministry. Standard commercial establishments should be patronized in contrast to premium or luxury hotels. Reimbursement for lodging will be limited to the standard ministry rate for accommodations (i.e. deluxe or suite accommodations will only be reimbursed at the standard ministry rate.) Inquiry should be made with regard to available Trinity corporate rates for such lodging. Telephone expenses should be reasonable in the circumstances (e.g. one phone call home daily.)

The following hotel guideline should be utilized: Rooms should average \$85 to \$130 + tax whenever possible. Associates should consider double occupancy where appropriate.

MEALS AND HOSPITALITY

Trinity Fellowship reimburses the cost of meals when individuals are away from their home overnight on Church ministry. If not entertaining non-associates, meals are considered travel expenses rather than hospitality expenses.

Hospitality expenses should be reasonable and in good taste; such expenses should not be lavish or extravagant. The following documentation must be provided to substantiate these expenses:

- names of the individual(s) entertained
- date of the activity
- name of the facility (e.g., restaurant)
- amount and nature of the expenditures

TRAVEL ADVANCES

Travel advances should be considered an exception versus the rule, and should only be used for appropriate ministry expenses. The amount advanced must be a reasonable estimate of the anticipated expenses and must be drawn within a reasonable period of time before the expenses are likely to be incurred. An associate must substantiate an advance and any related travel expenses with documents based on this policy and guidelines. An Executive Pastor must approve advances prior to distribution. Any excess portion of the advance must be returned to the Business Office.

OTHER EXPENSES

Membership dues to relevant ministry and professional organizations will be reimbursed if considered necessary to fulfill Church objectives and approved by the associate's immediate Supervisor.

Subscriptions to ministry or technical publications will be reimbursed by the Church if considered necessary to the performance of the associate's duties.

Costs incidental to ministry travel such as telephone, mobile (cell) phone and Internet access for ministry purposes will be reimbursed by the Church. Such costs should be supported with original invoices and documentation providing a brief description of the service purchased, the ministry purpose and an allocation of the service utilized for ministry purposes (versus personal) if applicable.

SECTION 8 – ACKNOWLEDGMENTS

8-1 RECEIPT OF EMPLOYEE HANDBOOK

This Employee Handbook is an important document intended to help you become acquainted with Trinity Fellowship and its employment and safety policies. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the church's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of the church leadership.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received and read a copy of Trinity Fellowship's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the church at any time.

I understand and agree with Trinity Fellowship's, Statement of Faith, Leadership Guidelines, Ministry Staff – Additional Qualifications (*As applicable to my employment.*) and Self-Disclosure of Personal Misconduct.

I recognize and accept that Trinity may or may not elect to monitor Computer Systems or files in any form that are stored on or within Trinity's property and that there is no expectation of privacy related to the use of Trinity's equipment.

I further understand that my employment is terminable at will, either by myself or the church, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind and that violations of policies or procedures may result in disciplinary action (including termination) or other legal action.

I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" status except an express written agreement signed by the Senior Elder or an Executive Pastor. I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the church's Employee Handbook.

First Name: _____

Middle Name: _____

Last Name: _____

Position: _____

Employee Signature: _____ Date: _____



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