



Staff Handbook

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Letter from our Senior Pastors

Welcome to the Team!

We are so excited to welcome you to our Grace City Church Staff!

Since planting Grace City on September 20th, 2015, God has consistently brought faithful men and women of God to Grace City, who carry an attitude of servitude, a sacrificial spirit, and a desire to lead people into a life transforming relationship with Jesus Christ. We consider it a true honor to be able to care for the people of Grace City, as well as our staff and are thrilled that God has sent you to us and that you have answered His call!

Your value is described by God and your purpose is defined by God. Our hope is to create a space for God to utilize you and your unique talents and gifts, that He placed within you, to fulfill the purpose for which you were born. You are at Grace City because you have demonstrated a passionate desire to honor God by serving Him with diligence and excellence in every area of your life.

Grace City's mission is to lead people into a life-transforming relationship with Jesus Christ. Our vision is to create environments where people are encouraged and inspired to draw closer to God, to connect with others in meaningful and life-giving relationships, and to discover their gifts and use them for the betterment of others. Our mission and vision can only be accomplished if we each contribute and share what God has deposited in us with others.

We value your commitment to work with the highest degree of excellence, integrity, and character. Together, we can reach God's will and purpose for each of our lives individually, as well as Grace City collectively.

Thank you for accepting this challenge and answering His call. We will do everything we can to develop, shape, and encourage you to become all that God wants you to be.

Blessings,

Andrew and Christina

Section 1:

Our Mission

Our mission is to lead people into a life-transforming relationship with Jesus Christ.

Our Vision

Our vision is to create environments where people are encouraged and inspired to draw closer to God, to connect with others in meaningful and life-giving relationships, and to discover their gifts and use them for the betterment of others.

Values

- **Truth**
 - The Bible is our guide for all that we do. We believe that the Bible is the inspired word of God, lighting our path, as we navigate life.
 - 2 Timothy 3:16-17 NLT
- **Love**
 - From recreation to confrontation, the motivation of all of our actions is love. We believe that love can change everything.
 - Ephesians 4:2 NLT
- **People**
 - We want to give everyone an opportunity to belong before they believe. We believe that EVERY person was made in the image of God and deserves to be treated honorably.
 - 1 Corinthians 12:12 ESV
- **Joy**
 - We believe that we have been redeemed by a loving and compassionate God. It is out of this understanding that we live with gratefulness and passion.

- Philippians 4:4 NIV
- Generosity
 - Everything that we have is a gift from God and therefore should be shared generously. We share our stories, give our money, and offer our time and talents, so others can discover hope.
- Hebrews 13:16 ESV
- Authenticity
 - We believe that relationships flourish the most when people are free to be themselves. We will never ask people to be something they are not, but we will always encourage people to be more of who they were created to be.
- Ephesians 2:10 NLT
- Growth
 - We believe that we are all a work in progress. We want to help people take the next step, no matter where they are.
- 1 Corinthians 13:11 NLT

Beliefs

GOD

We believe in one eternal and loving God who is the Creator of all things. He exists in three persons: Father, Son, and Holy Spirit. We believe that Jesus Christ (the Son of God) became flesh to reveal God to humanity and to become the Savior of the lost world. Exodus 3:13-15; 1 John 5:7; Genesis 1:26; Matthew 3: 16-17, 28:19; Luke 1:35; Isaiah 9:6; Hebrews 3:7-11

HUMANITY

We believe that all people were created in the image of God and to have fellowship with Him, but sin separated us from Him and His purpose for our lives. As a result, people

are incapable of regaining a right relationship with God through their own efforts.

Genesis 1:27, Romans 3:23, Romans 5:12, Ephesians 2:8-9

JESUS CHRIST

We believe in Jesus Christ the only Son of God, born of a virgin, who lived a sinless life, was crucified on a cross, died, and was physically raised from the dead. Now, He has been exalted to the right hand of God where He is the only mediator between God and man. We believe that through His death and life, we have personal salvation and power for victorious living. 1 John 5:7; Genesis 1:26; Matthew 3: 16-17, 28:19; Luke 1:35; Isaiah 9:6; Hebrews 3:7-11; 2 Samuel 7:12-16

HOLY BIBLE

We believe the entire Bible is the inspired Word of God and that people were moved by the Spirit of God to write the very words of Scripture. Therefore, we believe the Bible is without error. It is authoritative, accurate, and applicable to our everyday lives.

2 Timothy 3:16; 2 Peter 1:20-21; Proverbs 30:5; Romans 16:25-26

SALVATION

We believe that the blood of Jesus Christ, shed on the cross, provides the sole basis for the forgiveness of sin. Therefore, God freely offers salvation to those who place their faith in the death and resurrection of Jesus Christ, as sufficient payment for their sin. We must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives. We believe our eternal destination of either Heaven or hell is determined by our response to Jesus Christ. We believe that Christians are people who have invited the Lord Jesus Christ to come and live inside them by His Holy Spirit.

Ephesians 2:8-9; Galatians 2:16, 3:8; Titus 3:5; Romans 10:9-10; Acts 16:31; Hebrews 9:22; Acts 2:21, 3:19; 1 John 1:9, John 14:17

CHRISTIAN LIFE

We believe all Christians should live for Christ and not for themselves. By obedience to the Word of God and daily yielding to the Holy Spirit, every believer should mature and be conformed to the image of Christ. It is through the regenerative power of the Holy Spirit, the transformative power of scripture, and the communal power of the church that we become more like Christ every day.

1 Thessalonians 4:3, 5:23; 2 Corinthians 3:18, 6:14-18, 2 Thessalonians 2:1-3, Romans 8:29, 12:1-2, Hebrews 2:11

BAPTISM IN THE HOLY SPIRIT

We believe in the baptism of the Holy Spirit. Given at Pentecost, it is the promise of the Father, sent by Jesus after His Ascension, to empower the Church to preach the Gospel throughout the whole earth. Scripture encourages to be continually reliant on the leading and empowerment of the Holy Spirit.

Joel 2:28-29; Matthew 3:11; Mark 16:17; Acts 1:5, 2:1-4, 17, 38-39, 8:14-17, 10:38, 44-47, 11:15-17, 19: 1-6

THE GIFTS OF THE HOLY SPIRIT

We believe the Holy Spirit is manifested through a variety of spiritual gifts which are meant to build and sanctify the church, affirm the saving power of the Gospel, and as a tool for evangelism. All believers are commanded to earnestly desire the manifestation of the gifts in their lives. These gifts always operate in harmony with the Scriptures and should never be used in violation of Biblical parameters.

Hebrews 2:4; Romans 1:11, 12:4-8; Ephesians 4:16; 1 Timothy 4:14; 2 Timothy 1:6-7; 1 Corinthians 12:1-31, 14:1-40; 1 Peter 4:10

THE CHURCH

We believe in the power and significance of the Church and the necessity of believers to meet together regularly for worship, fellowship, and prayer. The purpose of the church is to glorify

God by loving Him and by making Him known to the lost world. We believe Jesus Christ is coming back again, for His Church, as He promised. The church cultivates doctrinal alignment by providing regular instruction, encouraging collective engagement with scripture, and defining foundational tenets of faith.

Ephesians 1:22, 2:19-22; Hebrews 12:23; John 17:11, 20-23

SACRAMENTS

Water Baptism: We believe that water baptism is an outward declaration of an inward confession of faith. We believe the Word of God commands new believers to be baptized in water in the Name of the Father and the Son and the Holy Spirit. We believe that by being submerged under water we are symbolically uniting ourselves to Christ in his death in the hope that we will be united with him in his resurrection from the dead. We believe this is also a communal event symbolizing our unity with our Church community. Matthew 28:19; Acts 2:38; Mark 16:16; Acts 8: 12,36-38; 10:47-48; Romans 6:1-11

The Lord's Supper: We believe in the importance of regularly remembering the sacrifice of Christ through the practice of the Lord's Supper. We believe this sacrament helps us connect with the people of God who have come before us while we wait to enjoy the fullness of the meal when Christ comes again. John 13:1-20; Matthew 26:26-29; 1 Corinthians 10:16, 11:23-25

Marriage: We believe marriage is defined in the Bible as a covenant, a sacred bond between one man and one woman, instituted by and publicly entered into before God. We believe that the unity and love between a husband and wife are meant to reflect the unity and love between Christ and his Church. Genesis 2:18-25; Matthew 19:4-6; Ephesians 5:21-33

RESURRECTION

We believe in the resurrection of the dead. We believe that three days after his execution Jesus Christ was bodily raised from the dead. We believe the resurrection of

Christ is the single most important event in human history. We believe that the resurrection of Christ broke the power of death, and gave all people access to eternal life in Christ. We believe that just as Christ was raised from the dead so too will all believers be raised to life in the last days when Christ comes back to establish his eternal kingdom on earth forever. Luke 24:16, 36, 39; John 2: 19-21, 20:26-28, 21:4; Acts 24:15; 1 Corinthians 15; Philippians 1:21-23, 3:21; Romans 5

HEAVEN

Heaven is the eternal dwelling place for all believers in the Gospel of Jesus Christ. Matthew 5:3, 12, 20, 6:20, 19:21, 25:34; John 17:24; 2 Corinthians 5:1; Hebrews 11:16; 1 Peter 1:4

HELL

We believe after living one life on earth, the unbelievers will be judged by God and sent to Hell, where they will be eternally tormented with the Devil and the Fallen Angels. Matthew 25:41; Mark 9:43-48; Hebrews 9:27; Revelation 14:9-11, 20:12-15, 21:8

SECOND COMING

We believe Jesus Christ will physically and visibly return to earth for the second time to establish His Kingdom. This will occur at a date undisclosed by the Scriptures. Matthew 24:30, 26:63-64; Acts 1:9-11; 1 Thessalonians 4:15-17; 2 Thessalonians 1:7-8; Revelation 1:7

GOD'S WILL FOR FLOURISHING

We believe It is God's will for believers to become whole, healthy, and successful in all areas of life. Because of the fall, many may not receive the full benefits of God's will while on Earth, but that fact should never prevent all believers from seeking the full benefits of Christ's provision in order to better serve others and live a life of flourishing.

- Spiritual
 - John 3:3-11; 2 Corinthians 5:17-21; Romans 10:9-10

- Mental and Emotional
 - 2 Timothy 1:7, 2:11; Philippians 4:7-8; Romans 12:2; Isaiah 26:3
- Physical
 - Isaiah 53:4-5; Matthew 8:17; 1 Peter 2:24
- Financial
 - Joshua 1:8; Malachi 3:10-11; Luke 6:38; 2 Corinthians 9:6-10; Deuteronomy 28:1-14; Psalm 34:10, 84:11; Philippians 4:19

Ministry Culture

- Balance
 - On a cultural spectrum of A to Z, we operate at M to achieve balance in order to reach the broadest range of people
 - Our attire, services, communication, etc. should always properly engage a diverse group of people. M may look different for a Sunday than it does for a Worship Night. Use discernment to achieve balance in any service or event.
- Kindness
 - Breaks down walls and softens hearts
 - Mean Christians shouldn't exist! The culture of our church, especially our staff, is to be known for our kindness towards others inside and outside the walls of our church.
- Passion
 - We are all in... emotionally, financially, physically, and mentally
 - What we lack in talent we make up for in passion. Make the mistake of going for it!
- Creativity
 - We are always grateful for what God has done in the past, which causes us to step into what God will do next

- Just because we have “always done it this way” does not mean this is the best way to do it! Lean into new ways of accomplishing the mission and vision of our church.
- Team
 - Gifts-based ministry
 - Our desire is for the members of our church to discover their gifts and use them for the betterment of others. Encourage our volunteers to lean into the gifts God has given them as you do the same!
- Faith-Filled
 - God makes ALL things possible
 - We mourn with the members of our church during difficult times, but we will always pivot to faith and encourage them that the best is yet to come!
- Excellence
 - God gave his best to us in Jesus, so we give him the same
 - We never ask for perfection, but we expect excellence. Whether you are cleaning a toilet or preaching from the platform, do it with excellence!
- Honor
 - All people at all times
 - We honor up, down, and all around! Just as we honor the Senior Pastors of the house, we honor our staff, interns, volunteers, members, and guests.
- Spirit of Invitation
 - There is no better marketing than a personal invitation
 - The number one reason people come to church is through a personal invitation. Our church has experienced exponential growth as a part of this reality. Continue to extend invitations to individuals in our city to invite them in to all that God is doing at Grace City.
- Biblical Conflict Resolution

- Matthew 18
 - Conflict is inevitable, but the vast majority of disagreements can be resolved through personal conversation. We will always encourage the members of our church to follow the steps laid out in Matthew 18 to resolve conflict amongst each other.

Section 2: Employee Information

General Information

Employee Status & Office Hours

Grace City Church employs full-time and stipend staff. Full-time staff members are required to work Sunday-Thursday, and Stipend staff are required to work on Sundays.

Office Hours for full-time staff are Mondays[-Thursdays from 9:00 AM - 3:00 PM. Friday is a Sabbath day, please do not contact other staff members on Fridays!

Payroll

All Grace City staff members are paid bi-weekly on Tuesdays.

Policies and Procedures

Time Off Policies

Summary:

- Lead team staff receive 4 weeks (20 days) of vacation per year
- Full-time staff receive 2 weeks (10 days) of vacation per year.
 - Full-time staff can miss up to 4 Sundays in a year
 - 2 additional Sundays for ministry out dates.

- These are at the approval of a team lead and must include service in a ministry capacity
- Stipend Staff receive up to 8 paid Sundays of vacation (sick days, personal days) per year.
- All Staff Policies:
 - Employees cannot miss 2 Sundays in a row
 - No more than 3 team leads out at a time
 - No more than 5 full-time staff out at a time
 - Only one full-time staff member from each team out at a time.
 - No more than 7 total employees out at a time
 - Vacation days do not roll over from year to year.
 - If you are hired part-way through the year, you will receive prorated vacation days.

Maternity/Paternity Leave Policy

- **Full-Time Staff**
 - Full-time staff members who become pregnant or adopt are eligible for up to 4 weeks (20 days) of paid leave with no office hours or expectation to respond to phone calls and emails.
 - They also receive an additional 2 weeks (8 days) of paid leave wherein they are required to be at church on Sundays as well as respond to phone calls and emails from home during the week.
 - Full-time staff who become pregnant are also eligible for an additional 6 weeks of unpaid leave.
 - Full-time staff whose spouse becomes pregnant receive 2 weeks (10 days) of paid leave wherein they are required to be available to respond to urgent phone calls and emails. Depending on the date of birth, they may miss a Sunday or two, pending team lead approval.
- **Stipend Staff**

- Stipend staff members who become pregnant or adopt are eligible for up to 4 weeks of paid leave with no expectation to respond to phone calls and emails.
- They also receive an additional 2 Sundays of paid leave wherein they are required to be at church on Sundays as well as respond to phone calls and emails during the week.
- Stipend staff members whose spouses become pregnant may take 2 paid Sundays off in a row rather than the typically allotted 1 Sunday. These Sundays are a part of the 8 days allotted for the year.
- Stipend staff members may be eligible to receive up to 6 additional Sundays of unpaid leave.

Bereavement

If the occurrence of a death or imminent death is near, you may be allotted bereavement time to visit a dying family member or attend a funeral; this time does not go against your vacation days.

2 days – Grandpa, Grandma, Granddaughter, Grandson within your immediate family

4 days – Dad, Mom, Brother, Sister within your immediate family (as well as stepdad, stepmom, step-siblings)

If you need more time, you are more than welcome to add on vacation days (and you can bypass our 2-week vacation request policy)

In the case of an emergency or a death, please inform your lead team member of the situation

You may, but are not required to return work emails, calls, meetings, etc. Please inform your lead team member of any urgent big work issues

Jury Duty

Grace City Church is committed to supporting employees in their civic duties, including

serving on a jury. This policy outlines the procedure for requesting time off for jury duty and how compensation and benefits are handled during the leave.

1. **Eligibility**

All full-time and stipend employees are eligible for jury duty leave.

2. **Notification**

Upon receiving a jury summons, employees selected for jury duty must notify their supervisor and the Human Resources (HR) department. A copy of the jury duty notice must be provided to HR.

3. **Leave**

Employees will be granted leave for the required duration of their jury duty.

Employees must communicate with their supervisor to update them on the expected duration of their service. Time off should be submitted in Bamboo as “Personal” Leave.

4. **Pay**

All employees will receive paid leave during jury duty contingent upon a copy of the jury summon provided to HR.

5. **Return to Work**

Employees are expected to return to work promptly upon completion of jury duty.

Holidays & Blackout Dates

Grace City observes the following holidays for all full-time staff members:

- New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.
- Additional time off may be granted by our Senior Pastors following event weekends.

Specific weeks and days throughout the year are considered black out days. These dates will be listed on the calendar, and employees will be ineligible to take vacation on those dates. The following dates are subject to blackout dates:

- Echo Conference Week, Easter Week, Biannual Calendar Meetings, Vision Sunday, Grace City Conference Week, Heart for the House, Thanksgiving Sunday, and the Week of Christmas.

Out-of-Office Notification

When preparing for vacation, be sure to notify the staff via email and turn on your vacation responder. All staff will use a default vacation responder for consistency amongst the staff.

Vacation responder:

Thank you for your email. I am sorry I missed you.

I am out of the office on/for vacation/holiday. I will reply to your email promptly when I return to the office on (day of the week, date)

Thank you,

First & Last Name

Credit Card Policy

AMEX: Grace City Church utilizes American Express as its credit card company to make its day to day operational purchases. It's a corporate line of credit that allows our staff to have individualized personal work credit cards that are under the umbrella of the non-profit 501c3 religious organization – Grace City Church.

Policy, Process, Procedure

Policy:

Each Grace City full time employee will utilize their “Grace City Church American Express Corporate Card” for purchases, approved budgets, and operational expenses.

Process:

Full time employees will obtain a personalized employee AMEX card upon hiring (or the approval of your team lead)

Full time employees will obtain a Tallie user ID and password to track transactions, upload receipts, and enter in ministry notes for each transaction.

Your card will be managed by the Stewardship Team (and your team lead).

Procedure:

You will inquire with your team lead about your permissions, needs, and monthly spending.

You are REQUIRED to take a picture and upload your receipts within the Tallie App.

You are REQUIRED to select the appropriate account and class.

You are REQUIRED to put in the note section – what you purchased and the reasoning of what you purchased.

You are REQUIRED to put the names of individuals in the notes section if you are to purchase any coffee or food.

You are REQUIRED to submit your monthly report before each month’s deadline

Additional Notes

Grace City Church has the option to remove your corporate credit card and/or the possibility of losing employment at Grace City if:

You fail to follow the above policy, process, and procedures.

You make unauthorized transactions.

You use your card for personal items

You purchase alcohol, drugs, or tobacco products

You are unethical about your transactions

Confidentiality

Grace City employees will be expected to keep specific information confidential relating to church members' personal information and future business plans of Grace City Church. All employees will be asked to review and sign a non-disclosure agreement before beginning employment.

Harassment Policy

[Harassment/Discrimination Report Form](#)

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), and the Americans with Disabilities Act of 1990 (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information.

Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name-calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Harassment can occur in a variety of circumstances, including, but not limited to, the following:

The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.

The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.

Unlawful harassment may occur without economic injury to, or discharge of, the victim. Prevention is the best tool to eliminate harassment in the workplace. Grace City Church takes appropriate steps to prevent and correct unlawful harassment. Harassing conduct will not be tolerated. We have established an effective complaint process, provide anti-harassment training to our managers and employees, and take immediate and appropriate action when an employee complains. We desire to create an environment where employees feel free to raise concerns and are confident that those concerns will be addressed.

Employees should report harassment to management early to prevent its escalation. Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees can report harassment by completing this form and submitting it to the Stewardship office.

When investigating allegations of harassment, the EEOC looks at the entire record, including the nature of the conduct and the context in which the alleged incidents occurred. A determination of whether harassment is severe or pervasive enough to be illegal is made on a case-by-case basis. If you believe that the harassment you are experiencing or witnessing is of a specifically sexual nature, you may want to see EEOC's information on sexual harassment on its website.

Confidentiality is attempted but not guaranteed. Some issues we are required by law to pursue. Sexual harassment is one of them.

Employee Benefits

Healthcare Insurance

Medical

Grace City full-time employees receive top of the market medical insurance through Florida Blue. Grace City Church covers each full-time employee and their children at no charge to the employee. Full-time employees also have the option to add their spouse to their coverage for an additional charge. For more information regarding your medical coverage, visit the Staff Resources page.

Dental

Grace City full-time employees also receive dental insurance through Florida Blue. Grace City Church covers each full-time employee and their children at no charge to the employee. Full-time employees also have the option to add their spouse to their coverage for an additional charge. For more information regarding your dental coverage, visit the Staff Resources page.

Vision

Grace City full-time employees are eligible for vision insurance through Florida Blue. Grace City Church offers each full-time employee vision coverage for a small additional fee, and all children are covered at no charge to the employee. Full-time employees also have the option to add their spouse to their coverage for an additional charge. For more information regarding your dental coverage, visit the Staff Resources page.

Workers Compensation

Grace City employees may be eligible for Workers' Compensation through Zenith Insurance for work-related accidents.

Pastoral Licensing

Upon completing the first year of employment, Grace City employees are eligible to become licensed pastors during their tenure as full-time employees. Specific requirements must be completed to apply for your licensing. Once completed, employees will receive a housing allowance to accrue additional funds on each paycheck. To apply, visit our staff resources page or inquire with the Operations Director.

Longevity

Full-time employees will receive additional benefits as they continue to serve on Grace City Staff.

Compensation:

Employees will be eligible for a salary increase when they approach 3 years, 5 years, and 7 years of full-time employment.

Vacation Balance:

Employees are eligible to receive additional vacation days as they approach 3 years and 5 years of full-time employment.

Section 3: Employment Practices

Staff Standards

- Your relationship with God
 - Daily Bible Reading
 - Our church uses the Life Journal as our mechanism for Daily Devotions. You are not required to utilize the Life Journal, but you are expected to cultivate consistency in Bible Reading as a leader in our church.
 - Prayer
 - A ministry leader is expected to cultivate a daily life of prayer. The ministry we produce should always come from an outpouring of our relationship with God.
 - 1 Thessalonians 5:17
 - Tithing
 - As a decimator of church finances, you are also expected to tithe to the church in response to the Bible's teaching on tithing (Proverbs 3:9, 2 Corinthians 9:7, Malichi 3:8, Matthew 23:23).
- Represent Grace City well within the community
 - Both inside and outside the church walls, be mindful that you represent God as an image bearer and Grace City Church as a staff member! Be mindful of this in your day-to-day endeavors and how you represent yourself on social media.
- Participate in Church Ministries
 - If our staff does not actively engage in our churchwide ministries, why would our members? Our staff is expected to lead a City Group at least once a year, attend major church events, and give towards the mission of the church.
- Relationships

- We value integrity and encourage healthy boundaries to guard a biblical model of marriage and relationships. For this reason, we ask staff to refrain from or be mindful of the following:
 - Going to lunch or riding in the car alone with the opposite sex.
 - Showing affection with the opposite sex that could be misinterpreted.
 - Visiting the opposite sex alone at home.
 - Frequently counseling the opposite sex alone. Refer them appropriately.
 - Discussing detailed sexual or relationship problems with the opposite sex in counseling. Refer them appropriately.
 - “But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people.” (Ephesians 5:3 NIV)
- Sundays
 - All week long we go into the community to reach people, but on Sundays, they come to us! This is our opportunity to connect with our church body as shepherds of God’s people.
 - Here are some tips for a successful Sunday.
 - Sunday is our time for “triage” in pastoral care. If our church members are navigating a difficult situation, this is our time to “stop the bleeding”. To continue pastoring them through their situation, schedule a meeting with them that week.
 - Sundays should be high touch and high visibility for our staff. We want to connect with as many people as possible throughout our services. Avoid hiding out in offices and scheduling meetings to prioritize connecting with the members of our church.
 - Build Teams on Sunday! This is your time to expand your teams and connect with your current volunteers. Help those

who serve each week feel loved and appreciated while continuing to expand your teams and equip people for the work of ministry.

Staff Platforms

- Staff Resources
 - The Staff Resources website houses all information and resources pertaining to Grace City Staff. All Policies, Procedures, Resources, Request Forms, and Important Employee Information.
 - You can access Grace City Staff Resources by visiting gracecity.com/people
 - password: gcstaff
- BambooHR
 - BambooHR is our Human Resources Software that allows you to request time off, view the time off calendar, and receive reminders regarding employee holidays.
- Planning Center
 - Planning Center allows us to manage church attendees, members, and volunteers. This platform enables us to collect information, track activity, and communicate with our church congregation.
- Monday.com
 - Monday.com is our task management system for all full-time and stipend staff. Monday.com allows us to automate tasks, create forms, plan events, track data, and streamline team communication.

Expectation of Attire

On Sundays, our attire must operate at M along with the rest of our ministry.

Just as we work tirelessly to limit distractions in our production, facilities, etc., we strive to do the same through our appearance. With this in mind, please dress modestly and implement proper hygiene. Clothing and accessories should be modest, excellent, and

appropriate for Sunday environments. Stay trendy, while also reflecting Grace City's standard of excellence in your attire.

Below are guidelines to consider:

Women

- Shirts, tank tops, and blouses must be modest and appropriate. Shirts that expose the full back and/or stomach area are not permitted, and undergarments should not be seen.

Men

- Clothing should not endorse alcohol or narcotic products may be worn at any time.
- Please do not wear hats, shorts, or open toed shoes

Communication & Calendar

- Staff will communicate important information via email. Any information that all staff members need to be aware of can be sent to staff@gracecity.com.
- Staff will communicate casual information via the Grace City Church App. The Grace City Church app is also the medium for information on Sundays to streamline communication.
- All Grace City events will be listed on the Church Calendar via Google Calendar.

Church Calendar Procedures

- All staff members will be given access to view the church calendar
- All coordinators will be given access to view AND edit the church calendar
- Coordinators are required to place all team events on the church calendar

- Any additions to the church calendar not covered in calendar meetings should be filtered through team coordinators and approved by the Operations Director
- All events must include an accurate time frame, location, and room to avoid scheduling conflicts.
- All staff members required to be at any specific event will be added as a guest on the church calendar
 - Staff members not required to be at any specific event should not be added as guests

Vacation Request Process

- All employees will request days off on our BambooHR Calendar
- Vacation requests will be approved by your team lead (team lead pastors approval by our Senior pastors)
 - All Ministry out dates must be approved by Pastor Christina in addition to the general Vacation Request Process. Details (where, when, what) must also be noted on all Ministry Out requests
- Vacation days must be requested at least 2 weeks in advance and approved by your team's Lead Team member.*

Out-of-Office Notification

When preparing for vacation, be sure to notify the staff via email and turn on your vacation responder. All staff will use a default vacation responder for consistency amongst the staff.

Vacation responder:

Thank you for your email. I am sorry I missed you.

I am out of the office on/for vacation/holiday. I will reply to your email promptly when I return to the office on (day of the week, date)

Secure Facility Policies & Procedures

Please review this document to gain clarity on our Secure Facility Policies and Procedures to ensure we maintain a secure facility at all times.

- All Lakeland Staff will have a key to the Lakeland Facility.
- Keys are not to be given out to any individuals in order to maintain the security of the building.
- Requests will be submitted to the Operations Director for any specific individuals that may need a long term key to the facility.

Lock Up Policy:

- For all recurring events, (i.e. Sunday Services and GCYC services) Cleaning Team Leads will be responsible to secure the facility.
- For non-recurring all church events, Cleaning Team Leads will be responsible to secure the facility.
- For non-recurring team specific events, the Team hosting the event will be responsible to secure the facility.
 - Under the circumstance that a Cleaning Team Lead is present for the event, the Team responsible must communicate with the Team Lead ahead of time if they need assistance to secure the facility.
- If an individual uses the Church facility for any purpose excluding a Grace City Church event, the last individual present in the facility will be responsible to secure the facility.
 - When in doubt, please check the entire facility to ensure you are the last individual present on campus. In the event that the facility is not secure, the individual last occupying the facility will be held accountable.

Lock Up Process:

- In order to ensure we are correctly and efficiently securing our facility, the Operations Team has provided a step by step guide for our Lock Up Process. A print out of this guide will be located in the reception area of the facility. You can also access the guide by clicking the link listed below.
 - [Church Facility Lock Up Process](#)

Annual Evaluations

An employee evaluation is the assessment and review of a worker's job performance. Grace City Church has an employee evaluation system wherein employees are evaluated once a year. These assessments are done on the employee's service anniversary. That is, if you were hired in February, your evaluation is in February, and if you were hired in December, your evaluation is in December.

Why Grace City Church Uses Employee Evaluations

The purpose of Grace City Church employee evaluations is to help employees know how they're doing when it comes to team building, quality and quantity of work, and reflecting the values, culture, and mission of Grace City Church.

Our evaluations are two-part. Supervisors complete an evaluation for each employee on or around the one-year anniversary of their date of hire, and the employee completes a self-evaluation. The supervisor completes the Employee Evaluation Form (Supervisor Copy) and the employee completes the Employee Evaluation Form (Employee Copy). Both should bring their completed forms to the employee evaluation meeting. The supervisor will compare answers on each form and evaluate annual growth with the employee.

A well-written self-evaluation with successes and complex projects listed can inform, or remind, your supervisor about the goals you've accomplished and the contributions you've made during the year.

Your Rights As An Employee

If you receive an evaluation that you disagree with, we have an appeal process. You can request to meet with a Human Resources employee and the Senior Pastor to go over the reasons for your rating.

Note For Supervisors

Some supervisors dislike giving negative feedback and will inflate their employee's ratings to avoid difficult conversations or to make their team look good against others. However, remember that in the case of a layoff or firing, lawyers can subpoena these employee evaluations as evidence in a court case. If a supervisor fires an employee for poor performance in June, but the employee can produce an evaluation from December that rates her highly, the church will have a hard time defending our decision to terminate. Other supervisors rate their employees lower than they should, which can demoralize employees and lead them to seek out new employment.

Supervisors should also keep in mind that low-performance ratings lessen an employee's chances of promotion and growth within the church and increase the chance of a voluntary termination. An accurate low rating can help weed out bad employees, but an inaccurate one can drive high performers out of the company.

Performance Standards

Employees at Grace City are expected to steward their areas of oversight. Good Stewardship implies multiplication of your area as depicted in the parable of the talents (Matthew 25:14-30). Employee performance will be evaluated on an annual basis to ensure your ministry is continuing to grow and improve. In the event an employee has

continually exhibited an issue of competency to adequately steward their area of oversight, not meeting the standard of performance at Grace City Church, further action may be taken to cultivate progress in your area of leadership.

Employee Discipline

If a Grace City Employee does not adhere to our church's moral code of conduct, committing a moral failure or failing to uphold staff standards, disciplinary action may be required. These steps may be initiated from our pastoral staff with the intent to grow, shepherd, and lead our staff to rightly represent the character of God and His Church.

End of Employment

We value each individual on our team and deeply appreciate their contribution to our staff; nonetheless, we understand that there are personal or professional circumstances that prompt employees to transition off of the team. If a staff member voluntarily transitions off of the staff, we ask that you would provide a letter of resignation at least two weeks prior to your last day. Whether an employee is terminated voluntarily or involuntarily, an employee will be asked to completed an exit interview prior to their last day as apart of their offboarding process. Upon termination, your PTO will not be paid out. Additionally, all benefits will be terminated for full-time employees at the end of the month in which your last day occurs. On your last day, you will be required to turn in any employer owned property, including keys, key fobs, computers, credit cards, office supplies, and all other property that was purchased by Grace City Church.