

WELCOME TO THE TEAM.

WELCOME

Welcome to Awaken Church. When a person accepts a position at Awaken Church, he/she is accepting not only employment, but also a commitment to the vision and core values of Awaken Church. Your position here is one of both business and ministry; therefore, professionalism and spirituality are important. We are glad you have chosen to work with us and we trust our efforts together will produce an atmosphere well-matched with the Christian principles we represent.

This handbook is intended to inform you about our policies, procedures, and other facts that concern you as a team member. It is written as a general guide and not as a detailed explanation of every rule and policy. For the function of this handbook, “team member(s),” refers to an employee relationship.

This handbook is not a contract, and we reserve the right to change, delete, or add to these or other policies at any time. It is important that you read, understand, and become familiar with this handbook and comply with the standards that have been established.

All employment at Awaken Church is on an “at will” basis. Team members and Awaken Church are free to terminate the employment relationship at any time with or without reason. ALL Awaken Church employees are considered “at will” employees.

If there is any inconsistency between a statement in the handbook and actual practice, the handbook will govern. Revising and updating the employee handbook is an ongoing function. Anytime changes occur, the new information will be added to the handbook.

Obviously, it is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. Your questions and comments regarding the handbook are always welcome. Please direct all questions and comments to the Executive Pastor.



Our Purpose

Awakening people far from Christ to new life in Christ. For more information on what we believe please go to our website awakenchurch.org/about/ and read more about us and what we believe.

Getting Started

Just like someone who faithfully attends Awaken Church, employment means active participation; it means jumping into ministry at Awaken Church. We want to be people who labor to create an experience where people can meet Jesus.

Just like we tell people who come to Awaken Church to serve and be in a group, we require active participation for those who are employed by Awaken Church and call Awaken Church home. As we follow Christ we want people to follow our example and so active participation should follow these steps:

Invite

We exist because we want to “*Awaken people far from Christ to new life in Christ.*” What this means is that we invite those who are far from Christ to one of our worship services. We want to seek out and develop relationships with people who need a relationship with Jesus. Awaken Church will partner with you by creating engaging worship experiences where the Gospel message is preached.

Groups

A vital component of Awaken Church is engaging in community with others. We have a fall and spring semester that runs 13 weeks. Make sure to be involved in a group each semester.

Giving

We want to be people who faithfully give to what God is doing at Awaken Church. We ask those who call Awaken Church their home to invest at least 10% of their income into God’s work. Since the Awaken staff is responsible to lead the way in every area including giving, the Lead Pastor periodically checks the giving records for ongoing giving from all staff members.

ReGift

Every person is given gifts to be used for God’s glory and we will provide an opportunity for those gifts to be developed through working and serving at Awaken Church. Every role is vital to create an experience where people are more likely to hear from Jesus. We want to be selfless servants of Jesus at Awaken Church.



Responsibility

Every action you take while employed with Awaken Church should support the mission and vision of Awaken Church. All team members of Awaken Church must understand that they are followers of Jesus, and should consistently seek to live by biblical standards, and agree to demonstrate unity within the church with a humble and teachable spirit.

Office Hours

Team member hours may vary depending upon the team member's position; however the church office hours are closed on Monday, but open Tuesday through Friday from 9:00 am to 4:00pm (except holidays or as otherwise specified).

Lunch

Team members are allowed breaks during a work shift to clear their heads and get away from what they are doing for a few minutes. We also provide a 60-minute lunch break. Team members are requested to extend the professional courtesy of informing co-workers when they step out of the office for lunch or a break.

Any variation to the 60-minute lunch break must be requested by the team member and approved by the Executive Pastor. A request will only be considered if it does not affect the work of the department or ministry.

Tardiness

Regular attendance is essential to the smooth operation of our ministry and shows respect for your fellow team members who must do your job in your absence. It is necessary for you to report to work regularly and on time. Awaken Church understands that in cases of illness or emergency you may be unable to come to work.

If you are unable to report for work for any reason, you must contact the Executive Pastor as soon as possible on the day you are scheduled to work. It is your responsibility to keep Awaken Church informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

A tardy is considered excused only when you call ahead of time and the tardiness or absence is for a compelling reason. An absence is only excused if it is approved by the pastoral staff. Awaken Church reserves the right, after careful judgment, to determine what constitutes a compelling reason for a tardy or absence. A tardy or absence for a non-compelling reason, and/or for failing to call in according to church policy, will be considered "unexcused."

Awaken Church considers unexcused tardiness and absence to be a serious problem. Team members who are excessively tardy or absent, or who show a consistent pattern of absence or tardiness (whether



“excused” or “unexcused”), will be subject to disciplinary action as seen by the pastoral staff. A team member could see a deduction of pay from the following paycheck and in some serious situations could include termination.

If you fail to call in or report to work for three consecutive workdays, you will have been considered to have voluntarily quit and your employment will be terminated.

Team Member Discipline

Purpose:

To set forth decision-making guidelines for steps in the progressive disciplinary action process with the objective of documenting and correcting undesirable behavior to the extent possible.

Scope:

This policy applies to all departments, overseers, and team members.

General Policy:

The church seeks to establish and maintain Christian standards of all employees’ conduct and decision-making practices, which will support and promote effective operations in the interest of the church and its team members. Such practices include the administration of fair, consistent and constructive team member discipline.

Policy of progressive discipline:

Where appropriate, a policy of progressive employee restoration and discipline will be followed by the pastoral staff or overseers. Major elements of this policy include but are not limited to:

- Constructive, patient efforts by the overseers toward helping team members achieve fully satisfactory standards of Christian conduct and job performance.
- Correction of a team member’s shortcomings or negative behavior only to the extent required, being careful not to overreact to situations.
- Sufficient notice to team members through communicating this policy that discharge will result from continued or gross violation of standards of conduct or unsatisfactory job performance for which the team member is at fault. Counseling may be recommended.
- Written documentation of disciplinary warnings given and corrective measures taken.



Discipline

Depending upon the facts and circumstances involved in each situation, supervisors, or the pastoral staff may choose to begin disciplinary action at any step. In general, however, it follows this pattern:

A. Oral Warning

For minor infractions, the team member will be issued an oral warning. If the situation does not improve within a reasonable time (one to four months, depending on the seriousness of the issue), the overseer may repeat the measure, or implement a more severe option. Serious infractions (including issues of misconduct, disloyalty, dishonesty and immorality) may be dealt with in a more serious manner in a shorter time span. Immediate termination may be necessary in serious cases.

B. Written Warning/Notice

For repeated minor infractions, or a more substantial infraction, the employee will be issued a written warning notice. The executive pastor must approve the written warning prior to it being given to the employee. If the situation does not improve within a reasonable time (one to four months, depending on the severity of the issue), the overseer may repeat the measure or take the steps required to discharge the team member.

The written warning notice will be presented at the disciplinary interview with the team member. The overseer and the team member will all be present for the meeting.

C. Suspension

For major infractions, or failure to respond appropriately to prior disciplinary action, suspension (without pay) may be the appropriate recourse. Written approval of the Senior Pastor and the Executive Pastor must be obtained prior to the suspension of a team member under any circumstances. The suspension period will last no longer than three working days, except for highly unusual circumstances.

D. Termination

This unfortunate section deals with the procedure and required documentation for the termination of a team member due to resignation, elimination of position, or for cause.

For major infractions, or continued failure to respond appropriately to prior disciplinary action, discharge may be the only recourse. Written approval of the Senior Pastor and the Executive Pastor must be obtained prior to the discharge of an employee under any circumstances.



Team Meet Ups

Every Tuesday Morning team members of Awaken Church get together for a time of focus, to look ahead and to be challenged through Scripture and united through prayer. All team members are required to attend. Team members who fail to comply will be subject to disciplinary action.

Name and Address Changes

It is important that Awaken Church always has current information about you on file. Please notify the Executive Pastor immediately if you change your name, address, phone number, etc.

Team Member Personnel Records

Personnel records are confidential. However, Awaken Church is required to comply with valid court orders and government requests directing us to provide information from your personnel records. Except as otherwise required by law, only verification of employment, stating your job title, date of hire, date of termination, and salary, can be given out without written authorization from you. A team member may request to review their personnel file when requested to.

Open Door Policy

It is our intent to try to do what is fair and reasonable in our day-to-day relations with our team members. You are urged to bring any problem or concern about any term or condition of employment to the attention of the pastoral staff. The situation will be reviewed and you will receive a response. It is our desire to keep unity and bring any problem to a peaceable and workable solution.

Cleanliness

Team members are encouraged and expected to share in the responsibility of keeping their office space and facilities clean and neat at all times. If there is any problem with cleanliness please let the Maintenance Overseer know.

Security

Security measures are in place to both benefit the team members and the church as a whole. Team members should guard entry keys, and key fobs with care. Report any lost or stolen items to the pastoral staff. Copying entry keys and other entry items is strictly prohibited. Requests for additional keys or key fobs should be requested from the pastoral staff.



Facility Request

A room may be requested for any training for one of Awaken Church's ministries, a wedding, funeral or party for a team member or team members direct family. Due to heavy usage of church ministries, no outside organization may request the facility. There is a fee for non-staff that will cover power, sound, and cleaning. For all staff the fee is waived.



EMPLOYEE BENEFITS

Awaken Church provides certain benefits to its team members as outlined below. Awaken Church reserves the right to modify, increase, withdraw, or revise any benefit described below at any time, with or without notice, as it deems necessary or appropriate, in its discretion.

Personal Time Off

Personal time off is afforded for the purpose of rest and relaxation away from the job and we encourage our team to utilize this benefit.

All full-time team members will earn fifteen days of paid time off. This benefit will renew after each year on the team member's anniversary date. It is to your advantage to conserve this benefit carefully.

A team member may carry over a maximum of 4 days of unused PTO to the next calendar year, but it must be used within the next three months. Due to hardships or other reasons, PTO, over and above the designated fifteen annual days provided for in this policy will be referred to the pastoral staff for consideration and alternative action, if any.

Part-time team members who are not scheduled every week are not eligible for PTO since they are not eligible to receive benefits.

A team member may not go into the "negative" on PTO. You can only use what you have accrued, unless otherwise approved by the pastoral staff.

Part-time team members who are scheduled every week can take personal time off. This benefit offered to part-time team members scheduled every week will earn ten days of paid time off. Again, it is to your advantage to conserve this benefit carefully. This benefit will renew after each year on the team member's anniversary date.

A part-time team member may carry over a maximum of 2 days of unused PTO to the next calendar year, but it must be used within the next three months. Due to hardships or other reasons, PTO, over and above the designated ten annual days provided for in this policy will be referred to the pastoral staff for consideration and alternative action, if any.

A "Request for Time-Off" form can be found in the office of the Administrative Assistant and must be used for ALL time off requests. Time off must be requested at least 2 weeks in advance, but the more notice the better.



Full-time salaried team members with unused, accrued PTO time at retirement or termination will not receive PTO payout. Any variation to PTO benefits will be determined by the pastoral staff.

All PTO requests will be approved on a first-come, first-served basis and only if the time off will not interfere with the normal business operations, big events, celebrations, or outreaches of Awaken Church.

Sick Pay

All full-time/part-time team members will be given 10 days of sick pay to be used in cases where the sickness is the most extreme. These days will be used ONLY when one is sick and not used for personal time or vacation. This will be renewed on the team member's anniversary and will not be accrued to the following year.

Holidays

As a team member of Awaken Church, you will receive the following paid holidays each year:

New Year's Day – Days off 1

Memorial Day - Days off 1

Independence Day - Days off 1

Labor Day - Days off 1

Thanksgiving Day - Days off 2

Christmas Day - Days off 2

If a holiday falls during a team member's approved PTO, the team member will receive a comp day and will not be charged for a vacation day on the day the holiday is observed.

If a holiday falls on a team member's regularly scheduled day off, the team member will receive an exchange day to be used at a later time within 2 months of the date earned. The team members must request to use that exchange day when asking for time off as an alternative of vacation pay. If a salaried team member works on a paid holiday, he/she will be entitled to comp time.

Paid Closures

In the event that Awaken Church closes its campus for whatever reason, all team members will be paid for regularly scheduled work hours missed due to the authorized closure.

When it is believed necessary, Awaken Church will close in whole or in part to ensure the safety of its team members. In the event of such occurrence, team members will be notified by email.

In cases when closing is not authorized, team members who fail to report to Awaken Church will not be paid for time off. However, team members may request available PTO.



Paternity/Maternity Leave

Awaken Church will offer a leave of absence for Paternity/Maternity leave that will not affect your PTO.

Awaken Church will give maternity leave up to 6 weeks off. Anything after the 6 weeks you are allowed to use PTO.

Awaken Church will give paternity leave for one week off for settling in and adjusting to the new chapter in life.

Under special occasions will this offer be extended. If you feel that you fall under this category please see the pastoral staff.

Bereavement

Awaken Church team members are eligible for bereavement leave for a time of mourning after the loss of an immediate family member. The pastoral staff will authorize the use of bereavement time.

A team member may take up to five days of paid bereavement leave for a death in the immediate family. The immediate family includes the following: spouse, child, mother, father, sister, brother, mother and father-in-law, brother and sister-in-law, grandparents and grandparents-in-law. If additional time is needed, PTO may be taken upon approval.

It is the team member's responsibility to notify the appropriate people before or within two hours of regular starting time of the need to use bereavement leave. The team member may be asked to provide verification if needed (obituary, death certificate, etc.).

Jury Duty

Awaken Church encourages employees to be involved in activities of civic responsibility. Upon notification of approaching jury duty, team members should immediately notify the pastoral staff. Team members called for jury duty will receive full pay from Awaken Church for work missed while serving. Team members are expected to return to work when released from jury duty on any given day. Team members normally scheduled to work on a day when the jury is not in session are expected to work their normal hours that day without additional compensation from Awaken Church. Any fees received as a juror may be retained by the team member.



Voting

Awaken Church supports its team members' desire to participate in local or national elections and will allow up to two hours off of work for voting. However, every effort should be made to participate in the voting process before or after work. Voting time off must be approved in advance and submitted to the Pastoral Staff.

Pay Period

All team members are paid on a bi-weekly basis. One week is defined as 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The bi-weekly payroll is paid every other Friday. All team members are paid via direct deposit.

Health Insurance

Awaken Church provides insurance benefits to all full-time team members. Coverage begins 90 days after hire date.

Cell Phone Allowance

Certain positions require staff team members to maintain a cell phone, as determined by the Executive Pastor. For such positions, Awaken Church pays a cell phone allowance of no more than \$70 per month to help cover the costs of ministry/business calls made on the staff team member's personal cell phone. The Executive Pastor will notify you upon employment whether the position is eligible for a cell phone allowance.

Wellness Program

Awaken Church wants to promote physical activity and overall health through the benefits of exercise. All full and part-time team members are eligible to participate in Awaken Church's Wellness Program.

See "Program Examples" for a list of items and activities that are eligible for reimbursement under the Awaken Church Wellness Program. Programs not specifically listed within this policy will be considered for approval on a case by case basis. Qualifying programs should be directly linked to improving overall individual health.

Team members may receive reimbursement towards the cost of a single Wellness Program or qualifying equipment (see Program Examples) based on satisfactory quarterly participation. In order to receive the Wellness benefit, team members will complete a Wellness Status Form at the end of each month and submit it with proof of payment(s) to the Bookkeeper.

No Application is needed to participate. Program eligibility will be determined by the Executive Pastor when the Wellness Status Form is submitted.



Reimbursements of wellness benefits will be added to the team member's paycheck.
The personal health status of employees is confidential and should not be reported to Awaken Church.

Program Examples:

Program Inclusions:

1. Gym Membership
2. Weight Loss Program Fees – i.e. Weight Watchers, Jenny Craig, Nutritionist, etc.
(Only Program Fees are included – not the cost of food)
3. Exercise/Fitness Classes
4. Dance Lessons
5. Martial Arts
6. Marathon participation fees
7. At Home Exercise Equipment
8. At Home Fitness/Health DVD

Program Exclusions:

1. Oral Supplements/Vitamins/Enhancements
2. Apparel (Hats, Clothing, etc.)
3. Any & all music devices (iPods, etc.)
4. Cooking Equipment

Personal Development Day

Awaken Church's Personal Development Day is designed for you to take a day once per month to develop your skill or recharge yourself in your specific area of work. Reimbursement for Personal Development Day costs (books, classes, online training, etc) will be considered on a case-by-case basis.

Retreats/Conferences/Speaking Engagements

Awaken Church believes in investing in our team through a number of ways. One way is a team member may request time off to attend retreats or conferences. Such requests must be submitted and approved by the Pastoral Staff prior to the event. All duties and overseeing responsibilities that pertain to the individual requesting the time off must be covered in advance of making the request.



If an opportunity for a speaking engagement (includes guest speaking at a church or a class or leading worship) arises we encourage our team members to go. Such requests must be submitted and approved by the Pastoral Staff prior to the event. All duties and overseeing responsibilities that pertain to the individual requesting the time off must be covered in advance of making the request.

Purchasing and Reimbursement Process

Team members should utilize the established purchasing methods for the purchase of church related goods and services. Personal expenses should not be made using church-issued credit cards. If church credit cards are used for personal purchases, it is grounds for termination.

Use of the church's tax-exempt status to make personal purchases is grounds for termination.

If you are approved by the Executive Pastor to buy something using your own money, you must submit a reimbursement form within a week to insure a quick reimbursement turn around.

Do not purchase something without the approval of the Executive Pastor and assume you will be reimbursed. Reimbursement is not a guarantee, so utilize the established purchasing methods.

