

TEAM MEMBER HANDBOOK

NEW LIFE CHURCH OF ARKANSAS, INC.

2017

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WELCOME TO NEW LIFE CHURCH!

Dear Team Member,

I am excited to welcome you to the New Life Church team. Thank you for joining us! This is just the start of seeing God's dream be fulfilled in your life within the ministry and vision of New Life Church. We are glad you have chosen to work with us, and we trust our efforts together will create an atmosphere that is life giving and compatible with the Christian values and principles we represent.

You have joined a team that pursues excellence and seeks to glorify Jesus in all that we do. "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." Col. 3:17

This Handbook provides answers to most of the questions you may have about New Life Church and our policies and procedures, as well as your responsibilities as a staff member of New Life Church. It is written as a general guide and not as a detailed explanation of every policy and procedure. The purpose of this Handbook is to give you an understanding of our policies, as well as an expression of the procedures necessary to direct daily activities within the team member relationship. You are responsible for both reading and understanding this Team Member Handbook.

From time to time, the information included in our Team Member Handbook may change. Every effort will be made to keep you informed through suitable lines of communication, including notices sent directly to you in-house.

Your questions and comments regarding the handbook are always welcome. Please let me know how I can be of better assistance to you in living out the dream at New Life Church.

Thank you for being a part of our team!

Sincerely,

Darren DeLaune
Senior Executive Pastor

ABOUT THIS HANDBOOK

We are keenly interested in the well being of each of our Employees (referred to by our organization and hereinafter as “Team Member” or “Team Members”). To the best of our ability, we will endeavor to create an atmosphere that allows Team Members to experience a sense of accomplishment.

This Handbook was developed to describe some of the expectations we have of our Team Members and to outline some of the programs and benefits presently available to eligible Team Members. Team Members should familiarize themselves with the contents of the Team Member Handbook as soon as possible, for it will answer many questions about employment with New Life Church (the “Church” or “NLC” or “New Life Church”).

No Handbook can anticipate every circumstance or question. As New Life Church continues to grow, as conditions change, and as state and federal rulings are made and changed, the need may arise from time to time to revise, supplement, or rescind certain policies or portions of the Handbook. The Church reserves the right to do so as it deems appropriate, in its sole and absolute discretion and without prior notice.

The only policy that is not subject to change is the New Life Church EMPLOYMENT-AT-WILL POLICY permitting you or New Life Church to end the employment relationship for any reason at any time.

Nothing in this Handbook or in any other statement of New Life Church policies, including statements made in the course of performance evaluations or salary reviews, should be taken as constituting an expressed or implied promise of continuing employment.

This Handbook is not intended as an express or implied contract between the Church and any of its Team Members. Every Team Member has an at-will employment relationship with the Church. All Team Members are free to resign or leave employment at any time for any or no reason. Likewise, the Church is free to discontinue a Team Member's employment at any time for any reason or no reason with or without notice.

MISSION STATEMENT

New Life Church is a nonprofit, New Testament Church, independent of any organization or governing body other than the Overseers, Trustees, Pastors and Congregation. As Team Members of New Life Church, we are leaders. As Christian leaders, it is important for us to walk in Christ-likeness and integrity and to align our conduct with the core values established for us as a church family. We exist to love God as we lead people into a growing relationship with Jesus Christ.

OUR PURPOSE:

Souls

OUR VISION:

Reaching out to our friends to see them become fully devoted followers of Christ.

OUR MISSION:

Connect – Bring people in, Grow – Build people up, and Serve – Send people out

OUR CORE VALUES:

Loving God, Loving people, Loving Life

We believe in the value of a soul.

We believe that the church should be culturally relevant while being doctrinally pure.

We believe that the anointing in the teaching and in our worship is vital.

We believe that Christ followers should manifest authenticity and yearn for continuous growth.

We believe that loving relationships should permeate every area of church life.

We believe that excellence honors God and inspires people.

We believe that a church should operate in a unified community of servants where men and women use their gifts.

WHAT WE BELIEVE:

1. We believe that the Bible is God's Word. It is accurate, authoritative and applicable to our everyday lives. II Timothy 3:16; II Peter 1:20-21; Proverbs 30:5; and Romans 16:25-26.
2. We believe in one eternal God who is the Creator of all things. He exists in three Persons: God the Father, God the Son and God the Holy Spirit. He is totally loving and completely holy. I John 5:7; Genesis 1:26; Matthew 3:16-17, 28:19; Luke 1:35; Hebrews 3:7-11.
3. We believe that the Lord Jesus Christ as both 100% God and 100% man is the only One who can reconcile us to God. He was born of a Virgin, He lived a sinless and exemplary life, died on the cross in our place, and rose again to prove His victory and empower us for life. John 1: 1, 14, 20:28; I Timothy 3:16; Isaiah 9:6; Philippians 2:5-6; I Timothy 2:5; Matthew 1:18, 25; Luke 1:35; Isaiah 7:14; Matthew 1:18; 23-25; Luke 1:27-35.
4. We believe that sin has separated each of us from God and His purpose for our lives. Genesis 1:26-31; Romans 3:23.
5. We believe that in order to receive forgiveness and the 'new birth' we must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives. 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; I John 1:9.
6. We believe that in order to live the holy and fruitful lives that God intends for us, we need to yield to God's Word and His Spirit in order to complete the development of Christ's character in us. It is through the present ministry of the Holy Spirit and the Word of God that the Christian is enabled to live a godly life. I Thessalonians 4:3 5:23; II Corinthians 3:18; II Thessalonians 2:1-3; Romans 8:29, 12:1-2; Hebrews 2:11.
7. We believe in Water Baptism and that every new convert is instructed by the Word of God to be baptized in water in the Name of the Father and of the Son and of the Holy Spirit. Matthew 28:19; Acts 2:38.
8. We believe that the Lord's Supper is a unique time of communion in the presence of God when the elements of bread and grape juice (the Body and Blood of the Lord Jesus Christ) are taken in remembrance of Jesus' sacrifice on the Cross. Matthew 26:26-29; Mark 16:16; Acts 8:12, 36-38, 10:47-48; I Corinthians 10:16, 11:23-25.
9. We believe that God wants to heal and transform us so that we can live healthy and prosperous lives in order to help others more effectively. Psalm 103:2-3; Isaiah 53:5; Matthew 8:16-17; Mark 16:17-18; Acts 8:6-7; James 5:14-16; I Corinthians 12:9, 28; Romans 11:29; John 3:3-11; II Corinthians 5:17-21; Romans 10:9-10; II Timothy 1:7, 2:11; Philippians 4:7-8; Romans 12:2; Isaiah 26:3; Isaiah 53:4,5; Matthew 8:17; I Peter 2:24; Joshua 1:8; Malachi 3:10-11; Luke 6:38; II Corinthians 9:6-10; Deuteronomy 28:1-14; Psalm 34:10, 84:11; Philippians 4:19.
10. We believe that God has individually equipped us so that we can successfully achieve His purpose for our lives, which is to worship God, fulfill our role in the Church and serve the community in which we live. Acts 20:24; Philippians 3:13-14; I Peter 4:10; I Corinthians 12:7; Ephesians 4:11, 13-14.

11. We believe that our eternal destination of either Heaven or hell is determined by our response to the Lord Jesus Christ. Matthew 5:3, 12, 20, 6:20, 19:21, 25:34; John 17:24; II Corinthians 5:1; Hebrews 11:16; I Peter 1:4; Matthew 25:41; Mark 9:43-48; Hebrews 9:27; Revelation 14:9-11, 20:12-15, 21:8.
12. We believe that the Lord Jesus Christ is coming back again as He promised. Matthew 24:30, 26:63-64; Acts 1:9-11; I Thessalonians 4:15-17; II Thessalonians 1:7-8; Revelation 1:7.

CHRISTIAN STANDARDS OF LIVING

It is the purpose of New Life Church to exalt the Savior in every area of the Church. One of the greatest evidences of strong Christian character is self-control. This quality alone sets the Christian apart from our worldly society. Proper conduct needs to be maintained during and after business hours.

A team member at New Life Church should read, review and meditate on the values and beliefs set forth in our Mission Statement herein and settle in their own heart and character its contents. Adherence to these contents is not negotiable.

MAINTAINING CHURCH ETHICAL STANDARDS. As Team Members of New Life Church, we are leaders. As Christian leaders, it is important for us to walk in Christ-likeness and integrity and to align our conduct with the core values established for us as a church family.

New Life Church has a reputation for conducting its business and Church activities with integrity and in accordance with the highest ethical and Biblical standards. Team Members enjoy the benefit of that reputation and are obliged to uphold it in every activity performed on behalf of New Life Church. If a Team Member is ever in doubt as to whether an activity meets the Church's ethical standards or whether the activity could compromise the Church's reputation, the Team Member should discuss the matter with his or her supervisor or with the Executive Pastor immediately.

TEAM MEMBER CONDUCT. The conduct of a Team Member reflects directly upon the Church. The Team Member is expected to be courteous and helpful to the public, to members and guests of the Church and to those doing business with the Church.

A Team Member is expected to adhere to NLC values including but not limited to the following:

The Team Member is to maintain a consistent attitude of friendliness, teachability, and a love and concern for others;

The Team Member is to treat people of all races, religions, and cultures with respect and consideration;

The Team Member is to portray a positive role model by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity;

Critical or negative attitudes, gossip, or conduct not consistent with Christian standards will not be tolerated and will be grounds for discipline, up to and including termination of employment;

The Team Member will be expected to act and react with Christian love and understanding in all situations;

The Team Member of New Life Church will be subject to a background check, including criminal history; and

The Team Member must conduct himself or herself in a manner that reflects favorably upon the Church.

STANDARDS ON FORNICATION AND MARRIAGE.

FORNICATION. God's Word makes it clear that it is against His will for us to be involved in any extramarital sexual activity (1 Cor. 6:18; 1 Thessalonians 4). We require that our Team Members heed His will and refrain from engaging in sexual activity outside of the covenant of marriage as defined below.

TEAM MEMBERS FAILING TO ABIDE BY THIS BIBLICAL MANDATE SHALL BE SUBJECT TO DISCIPLINE UP TO AND INCLUDING TERMINATION OF EMPLOYMENT. THE HIGHEST ECCLESIASTICAL AUTHORITY FOR MAKING DETERMINATION OF THESE STANDARDS FOR NEW LIFE CHURCH SHALL BE THE BOARD OF DIRECTORS, (THE "BOARD"), APPLYING THEIR INTERPRETATION OF THE STANDARDS SET FORTH IN THE BIBLE.

MARRIAGE. We believe that because God our Creator established marriage as a sacred institution between one man and one woman, the idea that marriage is a covenant only between one man and one woman has been the traditional definition of marriage for all of human history ("Traditional Definition of Marriage"). Because of the longstanding importance of the Traditional Definition of Marriage to humans and their relationships and communities, and, most importantly, the fact that God has ordained that marriage be between one man and one woman, as clearly conveyed in God's inerrant Scriptures, including for example in Matthew 19:4-6 where in speaking about marriage Jesus referred to the fact that "he which made them at the beginning made them male and female," the Church hereby creates this policy, which shall be known as the "Marriage Policy."

Under this Church's Marriage Policy, the Traditional Definition of Marriage is the only definition of marriage that will be recognized or accepted. No elder, officer, Team Member, servant, agent, or any person, corporation, organization, or entity under the direction or control of this Church shall commit any act or omission, or make any decision whatever, that would be inconsistent with, or that could be perceived by any person to be inconsistent with, full support of this Church's Marriage Policy and strict adherence to the Traditional Definition of Marriage rather than any alternative to the Traditional Definition of Marriage.

This Church's Marriage Policy specifically prohibits acts or omissions including but not limited to permitting any Church assets or property, whether real property, personal property, intangible property, or any property or asset of any kind that is subject to the direction or control of the Church, to be used in any manner that would be or could be perceived by any person to be inconsistent with this Church's Marriage Policy or the Traditional Definition of Marriage, including but not limited to permitting any church facilities to be used by any person, organization, corporation, or group that would or might use such facilities to convey, intentionally or by implication, what might be perceived as a favorable impression about any definition of marriage other than the Traditional Definition of Marriage. We believe this Church's Marriage Policy is based upon God's will for human life as conveyed to us through the Holy Scriptures, upon which this Church has been founded and anchored, and this Marriage Policy shall not be subject to change through popular vote; referendum;

prevailing opinion of members or the general public; influence of or interpretation by any government authority, agency, or official action; or legal developments on the local, state, or federal level.

STAFF STANDARDS WHEN IN CONTACT WITH THE OPPOSITE SEX

Team members are responsible to uphold the following standards when in contact with the opposite sex.

“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.” Eph. 5:3

STANDARDS TO WHICH TEAM MEMBERS ARE HELD ACCOUNTABLE.

Do not go to lunch alone with the opposite sex.

Do not have the opposite sex pick you up or drive you places without a third party.

Be careful in showing affection to the opposite sex, as these actions can be misinterpreted.

Never visit the opposite sex alone at home.

Make sure you do not end up at the office alone with someone of the opposite sex.

Do not counsel the opposite sex alone at the office, and do not counsel the opposite sex more than once without that person’s spouse. Refer them to another pastor.

Do not discuss detailed sexual problems with the opposite sex in counseling. Refer them to an appropriate pastor or a leader of the same sex.

Do not discuss personal marriage problems with a person of the opposite sex.

Use caution when answering emails, instant messages, text messages, chat rooms, cards, or letters from the opposite sex.

Use caution and discretion with phone calls with members of the opposite sex.

Make your co-workers your protective ally.

Pray for the integrity of other staff members.

Should an Team Member's conduct, whether on or off the premises, be criminal, dishonest, immoral in nature, un-Biblical, or detrimental to the best interest of the Church, then that Team Member will be subject to discipline or dismissal, depending upon the nature and extent of the said conduct.

CHURCH MEMBERSHIP & CHRISTIAN LIFESTYLE. Team Members of the Church are required to be members New Life Church and exhibit a committed Christian lifestyle. Contract Labor Team Members are not required to be members of the church. The Lead Pastor is the sole and final authority regarding whether an Team Member’s conduct is inconsistent with a committed Christian lifestyle, taking into consideration his interpretation of scriptural teachings set forth in the Bible and the Church’s faith.

TEAM MEMBER PASTORS, DIRECTORS & ADMINISTRATION. All Team Members are welcome to consider New Life Church as their home church, demonstrating support through regular attendance in the worship services and financially supporting the Church. All Pastors, Directors and Administrative Team Members are expected to tithe.

A Tithe is a tenth of the produce of the earth consecrated and set apart for special purposes. The dedication of a tenth to God was recognized as a duty before the time of Moses. Abraham paid tithes to Melchizedek (Gen. 14:20; Heb. 7:6); and Jacob vowed unto the Lord and said, "Of all that thou shalt give me I will surely give the tenth unto thee."

The first Mosaic Law on this subject is recorded in Lev. 27:30- 32.

“Bring the full tithe into the storehouse, that there may be food in my house. And thereby put me to the test, says the Lord of hosts, if I will not open the windows of heaven for you and pour down for you a blessing until there is no more need.” Malachi 3:10 (ESV)

“Be sure to set aside a tenth of all that your fields produce each year.” Deuteronomy 14:22 (ESV)

“The purpose of tithing is to teach you always to put God first in your lives.” Deuteronomy 14:23(b) (TLB)

POLICIES

SECTION 1 - EMPLOYMENT

1.01 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at New Life Church will be based on merit, qualifications, and abilities. The Church does not discriminate in employment opportunities or practices on the basis of race, color, phenotypic sex, national origin, age, disability, or any other characteristic protected by law as it applies to Ministries.

New Life Church does discriminate on the basis of religion, religious beliefs and religious practices. As a Church, New Life Church is allowed by law to consider the religious beliefs held by applicants and Team Members. Furthermore, New Life Church may take employment-related action against a Team Member based on his or her religious beliefs and practices, and based on his or her noncompliance with the religious beliefs, policies and practices of the Church, to the fullest extent allowed by federal and state law, including termination. The Church may refuse to hire applicants based on their religious beliefs and practices. Any decisions made by the Church regarding a provision of this paragraph are final and not subject to any tribunal's review.

Team Members with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Executive Pastor. Team Members can raise concerns and make reports without fear of reprisal.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

1.02 HIRING PRACTICES

It is our policy, when possible, to hire individuals who are members of New Life Church who attend this church on a regular basis. The Church reserves the right to conduct both internal and external recruitment simultaneously, or exclusively. External hires will quickly attend the membership class (commonly known as "Connect Classes") and place membership as a term of employment (see pg. 10 herein).

1.03 EMPLOYMENT AT WILL

The Church hopes to retain good Team Members. However, employment at the Church is for no specific time, regardless of length of service.

Just as Team Members of New Life Church are free to leave for any reason, the Church may terminate the employment relationship AT WILL at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

1.04 REFERENCE REQUESTS

All applicants for employment will be asked to furnish school, business, and/or personal references. Receipt of unsatisfactory responses may constitute grounds for denial or termination of employment.

1.05 BACKGROUND CHECKS

New Life Church of Arkansas, Inc. (hereinafter “New Life Church”) has determined that for positions within New Life Church, whether paid or volunteer, a criminal history records check and driving record checks is required for all candidates. The determination has been made on the basis of the particular requirements of the job, New Life Church’s need, and applicable federal and state laws. New Life Church of Arkansas, Inc. is an equal opportunity employer and does not discriminate on the basis of race, phenotypic sex, age, national origin, disability, genetic information, or any other characteristic protected by federal, state or local laws. New Life Church of Arkansas, Inc. is a religious organization and does discriminate on the basis of religious beliefs to the extent protected by the First Amendment of the United States Constitution and other applicable laws.

PROCEDURES. When a criminal history record check is required, the human resource department will request that the internal or external applicant for the position provide written authorization for the background investigation using the company-provided form and will conduct the check. New Life Church will inquire only about convictions and probationary status, if any, and not about arrests, unless required by applicable law. Human resources will provide the results of the criminal history record check to the appropriate Pastor and personnel along with a recommendation from legal counsel for a determination as to the candidate’s fitness for the position. Criminal history disqualifying factors The following factors will be considered for those applicants with a criminal history in determining whether to hire the external applicant, or to transfer or promote the internal applicant:

- The seriousness of the crime.
- The time since the conviction.
- The nature of the crime and its relationship to the position.
- The number (if more than one) of convictions.
- Any intervening religious experiences as determined by the examining Pastor.

Whether hiring, acquiring, transferring or promoting the applicant would pose an unreasonable risk to the church, its team members or its attendees and vendors. In accord with applicable laws the applicant will be given an opportunity to review the criminal background check results and submit an explanation. If an applicant is found to have falsified any information regarding conviction history, the applicant will not be considered for placement or employment. If a team member seeking a transfer or promotion to a position requiring a criminal history record check is found to have falsified any information regarding conviction history, the team member may be immediately discharged.

1.06 PERFORMANCE EXPECTATIONS

Team Members of New Life Church represent the church to those with whom they come in contact. Therefore, a Team Member's conduct should reflect favorably upon both the Team Member and the Church.

New Life Church expects from every Team Member the highest standards of competence, loyalty, and service. In all dealings with church members, the general public, and with each other, Team Members are expected to respect the dignity of each individual and to assist the mission of the Church. Every Team Member is expected to be present at all services on a regular basis (unless otherwise directed by the Team Member's supervisor or Executive Pastor), to avoid appearances of impropriety, to preserve the confidentiality of sensitive information, to be honest, and to be of a good spirit.

Team Members are expected to abide by New Life Church policies and standards, to perform the duties in any applicable job description as assigned by the Executive Pastor or supervisor. The church expects that Team Members will strive whenever possible to use the resources of New Life Church wisely by avoiding wasteful practice, performing the job as efficiently as possible, and making suggestions about methods that make New Life Church more productive.

1.07 INITIAL PROBATIONARY PERIOD

All team members hired for a permanent position will be placed on probationary status for a period of 90 days, during which time job performance and reaction to the job will be observed. New Team members are required to complete the "Welcome to the Team Orientation Course" provided at www.teamnewlifechurchar.com/category/human-resources-team-members/. Evaluations may be conducted at various times to assist new team members with coaching and guidance. Each Team Member may receive or may request to receive a performance evaluation after the first 90 days of service. The preparation and delivery of the performance evaluation is at the discretion of the team member's supervisor. The purpose of any performance evaluation is to inform the Team Member of how well he or she is doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

This provision is not intended as an express or implied contract between the Church and any of its Team Members. Every Team Member has an at-will employment relationship with NLC.

1.08 TEAM MEMBER STATUS/CLASSIFICATION

REGULAR FULL-TIME. An Team Member who is not in a temporary status and who works the standard (relative to their position) working hours of the Church each week (for these purposes, 40 hours per week) is a regular, full-time Team Member. He or she is employed to perform regularly occurring activities, and may be exempt or non-exempt.

REGULAR PART-TIME. A Team Member who has a normal, routine work schedule of less than 30 hours per week is a regular, part-time Team Member. Part-Time Team Members are not

eligible for benefits including but not limited to Leave, Insurance, Missions Trips, or Maternity/Paternity/Adoption.

REGULAR FLEX-TIME. A Team Member who has a normal, routine work schedule of more than 30 hours per week and less than 40 hours per week is a flex-time Team Member. Flex-Time Team Members are eligible for Health Insurance but no other Benefits except those specifically required by law.

TEMPORARY TEAM MEMBER. A Team Member who works part-time or full-time with the understanding that his or her employment will be terminated as of a specific date or upon completion of a specific assignment is a temporary Team Member. A temporary Team Member is not eligible for benefits. An intern falls under this classification.

EXEMPT TEAM MEMBER. An exempt Team Member is exempt from the Fair Labor Standards Act as defined in 29 U.S.C. §213 of the United States Code. Exempt Team Members are not eligible for overtime pay and are not required to record their hours worked during a work week. Team Member positions with this status are specifically designated but are generally considered executive, administrative or professional.

NON-EXEMPT TEAM MEMBER. A non-exempt Team Member is eligible for overtime pay and must record their hours worked each work week. Employment positions with this status do not meet the exemptions as defined in 29 U.S.C. §213 of the Fair Labor Standards Act.

MINISTERIAL EXCEPTION. Team Members licensed as ministers of the gospel by New Life Church of Arkansas, Inc. or other organization acceptable to the Lead Executive Pastor and who are eligible to receive a housing allowance as designated by the church are an exception to the Fair Labor Standards Act and are not eligible for overtime and not required to record their hours worked during a work week.

Note: Exempt and Non-exempt Team Members may be full-time or part-time, salaried or hourly.

1.09 JOB TITLES AND LEVELS

These titles help identify roles of staff and classify generally by level the different types of responsibilities and authority of each.

LEAD EXECUTIVE TEAM. This team includes the Lead Executive Pastors who direct all teams at the highest levels of responsibility for carrying out the mission of the church. Members of this team directed by the Lead Pastor exercise leadership and have authority over all ministries of the church, as they supervise the Executive Team and all other leaders.

EXECUTIVE TEAM. This team includes the Lead Executive Team Campus Pastors and other Pastors and Directors the Lead Pastor selects. The Lead Executive Pastors direct the team to

assist them at the highest levels of responsibility for carrying out the mission of the church. Members of this team often give leadership and have authority over campuses and the key ministries of the church, as they supervise the team leaders in those ministries.

DIRECTOR. This level of Team Member has high responsibility for carrying out the mission of the church as directed by the Lead Pastor or his designee. He or she will report to a member of the Leadership Team or another Director. He or she may supervise other staff. These Team Members often have the authority to make decisions regarding spending, staffing and programming. Directors supervise the work of Staff within this level.

PASTOR. The Pastor title is given only to those who are licensed or ordained. A Pastor generally works within a Campus or Department. This level of Team Member has high responsibility for carrying out the mission of the church as directed by the Lead Pastor or his designee. He or she will report to a member of the Leadership Team or another Pastor. He or she may supervise other staff. These Team Members often have the authority to make decisions regarding spending, staffing and programming. Pastors supervise the work of Staff within this level.

PART-TIME PASTOR OR DIRECTOR. This level of Team Member has a high responsibility for carrying out the mission of the church. He or she will report to a Pastor or Director. He or she may supervise other Team Members. This Team Member works less than 30 hours per week.

FULL-TIME STAFF. This level of Team Member serves to support the efforts of Pastors and Directors and will often report to one of them. These Team Members may or may not supervise other Team Members within their level. They will have the title of Assistant, Administrator, Coordinator, Manager or Custodian.

PART-TIME STAFF. This level of Team Member serves to support the efforts of Pastors and Directors or Full-Time Staff. They will report to someone in one of those levels. These Team Members will not supervise other Team Members. They will have the title of Part-Time Assistant, Administrator, Coordinator, Manager, Childcare or Custodian.

1.10 JOB DESCRIPTION

A Team Member will be given a job description upon starting to work. The job description is used as a guideline to summarize the Team Member's duties and responsibilities. A Team Member should read and study his or her job description carefully and discuss it with his or her immediate supervisor and/or the Executive Pastor if he or she should have any questions. New Life Church reserves the right to revise and update a Team Member's job description from time to time, as is deemed necessary and appropriate.

1.11 TEAM MEMBER EVALUATIONS

Evaluation of performance for all New Life Church Team Members will be completed on a yearly basis upon the date of joining the team. The evaluation will be based on pre-determined performance criteria and contribution to the results of the total ministry of the church. Team cooperation, compliance with budget, and achievement of self-determined goals, among other factors, will be criteria for pay increases. Job Performance may be measured by and not limited to any or all of the following expectations: Initiative, Drive, Responsibility, Organization, Judgment, Teamwork, Job Knowledge, Service, Stewardship, Communication, and Adaptability.

Team Members will have the opportunity to discuss their performance evaluations with their immediate supervisor and/or the Executive Pastor. This is a good time to ask questions and clarify important points. Performance evaluations help the Church make important decisions about job placement, training and development, and pay increases.

Any consideration for a salary adjustment may occur at that time. A copy of the evaluation will be provided to the Team Member with an additional copy being retained in the Team Member's personnel file. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the employment-at-will relationship between the Team Member and the Church.

1.12 PROMOTION AND TRANSFER

The Church intends to give qualified Team Members preference over others when filling job openings within the Church. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the Church are not always possible. A Team Member's qualifications, past performance, experience, and potential are each important factors considered in making promotion and transfer decisions.

1.13 VOLUNTEER OPPORTUNITIES

As a general rule a Team Member who is using the skills required for completion of the duties for which they were hired are hours recorded as Hours Worked. Team Members hired to complete non-ministerial duties for New Life Church of Arkansas may not record Volunteer Hours as Hours Worked and they should not be used in calculating Overtime. Volunteer Hours may include time contributed to ministries of New Life Church using skills other than those used to complete the duties for which they were hired.

1.14 EMPLOYMENT OF FORMER EMPLOYEES

Former Team Members who left New Life Church in good standing may be considered for re-employment. Former Team Members who resigned without adequate notice or who were dismissed for cause may not be considered for re-employment. A previously terminated Team Member who is re-employed may be considered a new Team Member from the date of re-employment.

1.15 IMMIGRATION LAW COMPLIANCE

The Church's policy is to employ only those individuals entitled to work in the United States. In compliance with the Immigration Reform and Control Act of 1986 (IRCA), it is against New Life Church policy to discriminate because of an individual's national origin, citizenship, or intent to become a U.S. citizen. All offers of employment will be conditioned on providing proof of work eligibility and identification.

Team Members with questions or those seeking more information on immigration law issues are encouraged to contact the Executive Pastor. Team Members may raise questions or complaints about immigration law compliance without fear of reprisal.

1.16 EMPLOYMENT OF MINORS

Persons under 18 years of age are required to provide a valid Work Permit, High School Diploma, or Certificate of Proficiency before being allowed to work. The terms and conditions of the Work Permit and the provisions of state and federal law restrict the employment of minors. Certain exceptions may be made according to applicable federal and state law.

1.17 EMPLOYMENT OF RELATIVES

Relatives of Team Members will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. In addition, a related Team Member may be required to transfer from a particular department or resign if there is a conflict of interest or employment problem as determined by your immediate supervisor and the Executive Pastor.

1.18 PERSONNEL RECORDS

New Life Church will maintain on each Team Member, employment records that are directly related to the Team Member's job with the Church.

Team Member files are the sole property of the Church. All information relating to present and former Team Members and applicants is considered confidential.

In order to keep personnel records up to date, Team Members are urged to notify Human Resources in writing of any changes in name, address, telephone number, marital status, number of dependents, direct deposit information, additions or terminations on medical insurance, person to be notified in case of emergency and any other relevant information. If for some reason a Team Member needs to change his or her name and/or Social Security number, the Team Member will be asked to provide original documentation authorizing the change.

1.19 DISABILITY ACCOMMODATION

New Life Church is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

All employment practices and activities are conducted on a nondiscriminatory basis as they relate to persons with disabilities. This policy is neither exhaustive nor exclusive. The Church is committed to taking all actions necessary to ensure equal employment opportunity for persons with disabilities, in accordance with the ADA and all other applicable federal, state, and local laws.

1.20 OUTSIDE EMPLOYMENT

NLC intends that its full-time Team Members make a major career commitment and focus their energies on the work of NLC. Although a Team Member is permitted to work a second job as long as that job does not interfere with performance of the Team Member’s duties at the Church, doing so is highly discouraged because a second job has a great potential for diminishing the effective performance of the Church’s ministries. For Team Members at the full-time pastoral level, notification of the Lead Pastor is required before a second job may be accepted. For Team Members at the support staff level, only notification of the immediate supervisor is required, and specific permission need not be sought.

Further, the Team Member must state any restrictions on Team Member’s availability to work for the Church. A Team Member with a second job may find his or her hours reduced due to the times he or she can actually work.

If a Team Member works for a second church, the Team Member is prohibited from performing any work for the second church which conflicts with the expected work schedule of New Life Church. Further, a Team Member may not engage in employment with a second church if, in management’s judgment, the employment could constitute either an actual or perceived conflict of interest. Outside employment that constitutes a conflict of interest is prohibited.

1.21 TIME IN SERVICE

Certain Benefits accrue as a Team Member based on time in service with New Life Church. Time in service begins on the first day of employment with New Life Church, regardless of classification, and accrues until such a time as service stops. Time in service is tracked by our payroll system. Time in service does not accrue during periods worked for New Life Church as an independent contractor, an intern, or a volunteer. Time in service resets when time in service ceases, you are removed as an active Team Member of New Life Church, and then you restart as an active Team Member at a later date. Then time in service begins the first day you restart as an active Team Member.

SECTION 2 – ATTENDANCE AND LEAVE

2.01 ABSENTEEISM AND TARDINESS

Though team members' hours may vary, the Church's office is open from 8:30 am until 5:00 pm Monday through Thursday, and 8:30 am until noon on Fridays. Full time pastors' workweek is Monday through Thursday or Tuesday through Friday and includes the weekend services and may be required to work during non-traditional hours depending on the requirements of the church.

Note: Friday or Monday will be a day off for pastors unless a Lead Executive Pastor approves another day.

It is important that Team Members work their assigned schedules as consistently as possible. However, the Church understands that because of illness or emergency a Team Member may be unable to come to work.

If a Team Member is unable to report to work for any reason, he or she must contact his or her immediate supervisor at least one hour prior to the Team Member's scheduled work time, and complete a Team Member Request for Time Off form, which may be found at <https://teamnewlifechurchar.com/2015/07/28/team-member-request-for-time-off-form/>. It is the Team Member's responsibility to keep his or her immediate supervisor informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

A non-exempt Team Member is expected to be at his or her workstation ready to begin work at the beginning of the scheduled shift, and at the end of his or her scheduled breaks and meal period. Except in emergencies, a nonexempt Team Member must have his or her supervisor's permission to leave work before the end of the regularly scheduled workday and complete a Team Member Request for Time Off form.

"Absences" are defined as taking time away from work during normal work hours, which varies with position, for personal matters. When possible, absences need to be scheduled one week in advance. We understand that unplanned or emergency absences do occur; in the event of such an absence, Team Members are expected to notify their direct superior immediately. Excessive absence will jeopardize a team member's position and result in corrective action.

"Tardiness" is defined as being late for scheduled meetings, report due dates, and non-compliance with scheduled project-phase completion. If a situation outside one's control causes one to be tardy, a phone call to the team member's supervisor is expected. Excessive tardiness will jeopardize a team member's position and result in corrective action. Team Members are expected to be mature and professional with time management, "...redeeming the time," Ephesians 5:16.

An absence or tardy is considered "excused" only when the Team Member calls at least one hour ahead of the Team Member's scheduled work time, and the tardiness or absence is for a compelling reason.

The Executive Pastor reserves the right to determine what constitutes a compelling reason, and failing to report in advance a tardy or absence, in accordance with Church policy, will be considered “unexcused.”

The Church considers “unexcused” tardiness and absence to be serious problems. However, Team Members who are tardy or absent or show a consistent pattern of absence, whether “excused” or “unexcused,” will be subject to disciplinary action, up to and possibly including termination.

If a Team Member does not call in or report to work, that Team Member may be considered to have voluntarily terminated his or her employment.

2.02 BREAK AND MEAL PERIODS

Team Members who work at least four (4) hours in a workday will receive a fifteen (15) minute paid break period for each four (4) hours of work.

Team Members who work more than five (5) hours in a workday are entitled to receive a one (1) hour meal period. Team Members who do not work more than six (6) hours in a workday may voluntarily agree to waive their right to a meal period.

Break and meal periods apply to nonexempt and hourly Team Members.

2.03 HOLIDAY PAY

New Life Church Team Members are immediately eligible to receive holiday pay, in addition to hours worked, on the following ten (10) holidays. The annual Holiday schedule will be distributed and posted on www.teamnewlifechurchar.com on or before December 1 of the preceding year: New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve (excluding candlelight or related services), Christmas Day, the day after Christmas Day, and their birthday or marriage anniversary day (The Team Member is required to complete a Team Member Request for Time Off form noting the substitution).

GENERAL PROVISIONS OF HOLIDAY PAY. If a holiday occurs on a Saturday it will be observed on the preceding Friday. If a holiday occurs on Sunday it will be observed on the Monday it precedes. If a holiday occurs on a weekend it will not be given as a day off to Pastoral staff or other staff required to conduct the weekend services. Though they may observe and be compensated for they day according to the preceding paragraph. Team Members who are scheduled to work on a holiday and do not report to work will not receive holiday pay. Any holiday that falls on a Team Member’s regular day off may not be observed or compensated on another day. If a holiday falls during a Team Member’s approved vacation period, the holiday may not be observed or compensated. Team Members on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave. Holiday pay will not count as hours worked for the calculation of overtime. Part-time Team Members are eligible for holiday pay only when the holiday falls on a regularly scheduled workday and only for those hours the part-time staff would have typically worked.

Team Members may be required, on a case-by-case basis, according to the NLC’s requirements, to work certain holidays, holidays that fall on a Monday, or holidays that are observed and compensated on a Monday.

2.04 PAID TEAM MEMBER LEAVE OR TIME OFF

GENERAL. It is the policy of New Life Church to allow Team Members to take responsibility for important decisions affecting their lives away from the job. Paid Team Member Leave (“Leave” or “Time Off”) applies to any absence from the job not otherwise covered by a specific benefit outlined herein under Section 2 (e.g., holiday pay, jury duty, bereavement leave, or personal leave). Leave covers all scheduled vacation or personal time off as well as unscheduled situation such as personal illness, family illness and emergencies. Leave also covers all paid NLC directed leave for various reasons according to the needs of the NLC. Team Members are responsible to manage and schedule their own leave and to notify Human Resources in every instance and their supervisor or Executive Pastor in advance if possible.

ELIGIBILITY & EARNING OF TIME OFF ALLOWANCE. Only Team Members that work over thirty-two (32) plus hours a week are eligible to earn Team Member directed time off. Team Members of New Life Church will earn Team Member Directed time off according to their length of time in service with the Church, as follows:

Length of Time in Service at New Life Church.	Paid Time Off.
Less than one year of time in service upon the completion of the ninety-(90)-day probation period.	Pro-rated number of days based on 10 days per year and earned at a rate of 3.1 hours per pay period.
Between one (1) year and five (5) years of time in service.	10 days earned at a rate of 3.1 hours per pay period.
Between five (5) years and ten (10) years of time in service.	15 days earned at a rate of 4.62 hours per pay period.
After ten (10) years of time in service.	20 Days earned at a rate of 6.15 hours per pay period.

Eligibility for the paid time off benefits begins ninety (90) days after the first day of employment, to be used at the discretion of the Team Member upon supervisor and human resources approval.

SICK DAYS. Sick days must be reported. New Life Church’s sick policy is to provide paid time off to our Team members who, because of illness or accident, are temporarily disabled and absent from work for limited periods of time. Sick pay is not a fringe benefit but rather is a provision of NLC to assist a needful Team Member. As is true in all other areas of employment, Team Members are expected to be honest regarding sick leave and are

expected to be responsible, good stewards in the way finances are used. Any intentional abuse of sick leave policy may result in the termination of employment.

PROCEDURE FOR USING PAID LEAVE. Friday or Monday is considered a normal day off for the Pastoral staff and is not charged against a Pastor's paid team member directed leave allowance. Pastors, Directors and Staff of NLC administration will maintain weekly work hours on workdays of Monday thru Thursday or Tuesday through Friday from 8:00 am until 5:00 pm. Any leave requested by the Team Member during these times and will be charged against their allowance. Pastoral staff may not exceed one (1) Saturday and Sunday in a quarter as paid leave and are not permitted to take two Saturdays and Sundays of paid leave in a row.

An Team Member desiring paid leave must: 1) Complete and submit a Team Member Request for Time Off form to their immediate supervisor for approval as soon as contemplated but no less than one (1) week in advance of the dates the Team Member anticipates using the leave. 2) The Team Member must submit the Team Member Request for Time Off form to Human Resources for recording leave type and confirmation of leave eligibility no less than one (1) week prior to the initial date of the leave requested. Note that a form submitted incomplete or late might cause the requested leave to be disallowed.

Subject to prior approval, an Team Member requesting leave during the initial probationary period will be required to take the requested leave without pay.

Paid leave should not conflict with any major scheduled function or event of New Life Church unless the major function or event was not set prior to the approval of the Team Member's leave request. Requests for paid leave may be approved only if the requested leave will not interfere with the normal business operations of the Church.

CONDITIONS ON USE AND EXPIRATION OF LEAVE ALLOWANCE. Team Members are required to use their vacation/voluntary leave allowance and any NLC directed leave allowance during the calendar year it was accrued. Any unused vacation/voluntary leave or NLC directed leave allowance remaining at the end of the calendar year would expire.

Team Members will not be paid in exchange for leave allowance or unused leave.

Team Members voluntarily or involuntarily terminated will not be paid for unused leave. A Team Member terminating employment with a negative paid leave balance will have the salary or wage equivalent deducted from his or her final paycheck as unreimbursed advanced pay.

2.05 UNPAID PERSONAL LEAVE

All leave of absence requests must be made using the Team Member Request for Time Off form and approved in advance by your immediate supervisor or Executive Pastor. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, as determined by the Executive Pastor, such request must be accompanied by a health provider's written statement confirming the medical need for the extension.

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

INSURANCE COVERAGE WHILE ON UNPAID PERSONAL LEAVE. Coverage under the Church's group insurance plans will continue during a leave of absence as follows:

GROUP HEALTH INSURANCE PREMIUMS UP TO TWELVE WEEKS. The Church will continue the NLC's contribution portion of group health insurance premiums, as if the Team Member were actively at work, for up to twelve (12) workweeks of an approved family care and medical leave of absence. The Team Member is required to continue their portion of group health premiums in order to maintain those benefits.

GROUP HEALTH INSURANCE PREMIUMS AFTER TWELVE WEEKS. Team Members will be required to pay the entire premium for group health insurance coverage during an approved family care and medical leave of absence in excess of twelve (12) workweeks.

OTHER BENEFITS UP TO TWELVE WEEKS. NLC will continue to contribute the NLC portion of other group benefits premiums, if any, as if the Team Member were actively at work, for the first twelve (12) workweeks of any other approved leave of absence. The Team Member is required to continue their portion of other group benefits premiums in order to maintain those benefits.

OTHER BENEFITS AFTER TWELVE WEEKS. Team Members will be required to pay the entire premium for continued group benefits premiums, as if the Team Member were actively at work, during any other approved leave of absence in excess of twelve (12) workweeks.

PRE-PAYMENT OF PREMIUMS. Team Members must make arrangements to confirm with the Executive Pastor the payment of the Team Member's share of group health insurance and other benefits premiums prior to beginning a leave of absence. Team Members who fail to return to work at the end of an approved leave of absence may be required to reimburse the Church for group health insurance and other benefits premiums paid by the Church while the Team Member was on leave.

SUBJECT TO LAY-OFF. Team Members on leave of absence may be subject to lay off on the same basis as Team Members who are actively at work. Team Members on a leave of absence may not seek or accept other employment without the prior written approval of the immediate supervisor and/or the Executive Pastor.

LEAVE OF ABSENCE. Leaves of Absence are available to Team Members on the following basis:

PERSONAL LEAVE IN ADDITION TO TEAM MEMBER’S LEAVE ALLOWANCE. A leave of absence for a compelling personal reason that exceeds the Team Member’s leave allowance and does not qualify under the provisions of the Family and Medical Leave Act (“FMLA”). Team Members who have completed at least three (3) months of continuous service may submit a written request for a personal leave of absence without pay, for any length of time up to a maximum of thirty (30) days. Written requests must state the reason for the leave, as well as the beginning and ending dates. Requests for personal leave will be granted at the discretion of the immediate supervisor and/or the Executive Pastor. Benefits will be provided as required by Arkansas law.

PREGNANCY, ADOPTION OR FOSTER CARE LEAVE (see also “§4.10 Paid Maternity/Paternity/Adoption Placement/Foster Care Placement Leave”). A leave of absence may be provided during a Team Member’s period of disability related to the Team Member’s pregnancy, childbirth, or related medical condition, or for the placement for adoption or foster care of a child. An Team Member may submit a written request for a pregnancy leave of absence or for placement for adoption or foster care of a child, without pay, for the length of any pregnancy-related disability, adoption or foster care leave, up to a maximum of four months. A request for pregnancy, adoption or foster care leave will be granted to an Team Member who presents a physician’s written statement or an adoption or foster care placement document that certifies the need for the leave and estimates the length of time the Team Member will be unable to work due to the disability. Pregnancy, adoption or foster care leave will run concurrently with The Family and Medical Leave Act of 1993 (“FMLA”), as amended, under federal law. Although reinstatement is not guaranteed in all cases, an Team Member on pregnancy leave who returns to work immediately following the end of an approved leave, with a physician’s written release verifying that the Team Member is able to safely perform the Team Member’s duties, will normally be returned to the same job the Team Member held immediately prior to the leave, or to a comparable position if one is available. An Team Member on adoption or foster care leave who returns to work immediately following the end of an approved leave will normally be returned to the same job the Team Member held immediately prior to the leave, or to a comparable position if one is available.

MILITARY LEAVE. A Team Member may take time off work to fulfill his or her annual training obligation or if required, to report for extended active duty. The Team Member’s military leave is without pay, however, Team Member’s leave allowance may be used at the Team Member’s discretion to continue pay during their military leave. Team Member’s accrual of time in service will continue uninterrupted. The Team Member will return to his or her former position or to one of like status and pay to the extent required by law at the conclusion of military leave.

JURY DUTY. Jury Duty leave is a leave of absence to serve on jury duty. Team Members who are summoned to serve on jury duty will be paid the difference between their regular pay and

all moneys paid to them by the court. Team Member must present a “Verification of Attendance Form” provided by the judicial authority upon completion of jury duty to their immediate supervisor and human resources. Team Members who are excused early should return to work at the earliest convenient time.

STUDY OR RESEARCH LEAVE. A study leave is a leave of absence for personal growth and professional development. Pastors of New Life Church who have completed at least five (5) years of continuous service at New Life Church will be eligible for up to one (1) month of study leave, with pay, for each year of service. The amount of study time off is granted at the discretion and direction of the Executive Pastor. The course of study must be approved by the Executive Pastor and completed by the Team Member. The maximum amount of study time off with pay must not exceed twelve (12) months. Written requests for study leave must be submitted at least ninety (90) days in advance.

WORKER’S COMPENSATION LEAVE. A worker’s compensation leave is a leave of absence because of work-related illness or injury. Worker’s compensation leaves will run concurrently with the FMLA under both federal and state law.

MISSIONS TRIP LEAVE. Team Members of New Life Church are encouraged to attend NLC sponsored missions trips. Team Members desiring to attend a missions trip should complete the “Team Member Request to Attend a Missions Trip” application located at www.teamnewlifechurch.com/category/human-resources-team-members/. Time off to attend a missions trip is unpaid leave.

2.06 FAMILY AND MEDICAL LEAVE ACT (FMLA)

The use of FMLA does not preclude the usage of any other benefits available to the Team Member and may run concurrent with such benefits as determined by human resources.

For eligible Team Members the Church grants leaves of absence for the following reasons:

MEDICAL LEAVES. Team Member’s serious health condition or pregnancy disability.

FAMILY LEAVES. Father’s attendance at birth of child(ren). Parent’s care of child(ren) after birth. The placement of child(ren) with Team Member for adoption or foster care. A serious health condition of Team Member’s child(ren) under 18 years, or older child if legally disabled. A serious health condition of Team Member’s spouse or parent.

A Team Member must be employed at least twelve (12) months and have worked at least 1,250 hours during the twelve (12) months preceding the commencement of leave to be eligible for leave under the FMLA. The requirement of 1,250 hours must be time spent actually working, excluding Team Member leave.

Whenever possible, you must notify an Executive Pastor and Human Resources at least thirty (30) days prior to any FMLA qualified leave, so the Church can arrange for the necessary approval and find someone to perform your work during your absence. Requests for leave

must be made by completing FMLA Form WH-380 and delivered to Human Resources and the Executive Pastor, stating the reason for the leave, the starting date, and the planned date for return to work. Appropriate certification for serious health conditions is also required pursuant to FMLA requirements. Incomplete notification and certification or an untimely delivered form may delay the commencement of the requested leave.

The maximum time allowed for family and/or medical leave is a total of twelve (12) weeks in a twelve (12) month period as defined by the Church. Although most leaves would be taken in a single block of time, intermittent leaves or reduced leave schedules also may be approved, where required.

Team Members taking intermittent leave or reduced schedules may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

The Church continues medical insurance benefits for eligible Team Members on Family Medical Leave. Team Members must continue to pay their portion of any insurance premium while on leave.

Team Members may be required to use any available Team Member directed leave allowance at the beginning of any Family or Medical Leave of Absence, unless the leave is subject to worker's compensation as a work related injury or illness or other leave benefit that may be applicable. Team Members on leave for a work-related injury will be placed on FMLA leave as allowed by law.

A leave of absence is without pay when Team Member leave allowance is exhausted. Continued service time used to calculate Team Member's leave allowance is stayed during a leave of absence.

Team Members on leave must contact the Executive Pastor before the first day of return, and bring a medical release from their physician if the leave was for their own serious health condition. Failure to return to work on the day after the expiration of leave will be considered a voluntary termination.

You may be restored to your former position upon your return from an authorized leave. However, we cannot guarantee that your position will remain open in your absence. If your position is no longer available, you may be offered an equivalent position for which you are qualified. Contact the Executive Pastor for more specific information.

2.07 WEATHER CONDITIONS.

We will normally try to conduct business during adverse weather conditions. Our policy is one of using common sense and good judgment. If you decide not to report to work or know that you will be late, it is your responsibility to notify your supervisor immediately. Time missed due to inclement weather will be charged against Team Member's leave allowance, or made up with their supervisor's approval, unless management closes the entire office.

SECTION 3 – TEAM MEMBER COMPENSATION

3.01 COMPENSATION AND SALARY

A Team Member's personal salary has been established based on the nature and content of their responsibilities, previous experience and any other assets that complement their abilities. A Team Member's rate of pay is confidential and must be kept confidential. All Team Members will respect the confidentiality of rates of pay and may not ask another Team Member to breach this confidentiality. Confidentiality applies to any and all other means of compensation such as bonuses and any other benefits.

3.02 PAY INCREASES

A Team Member will be informed of his or her pay rate prior to beginning work. The pay rate of a position is based upon the requirements of that position, along with the Team Member's training, experience, and the market for similar jobs. Increases in salary will be based upon the Church's review of the Team Member's job performance, the financial status of the Church, and marketplace conditions. A performance or salary review does not imply an automatic increase, only that the Team Member is eligible for consideration based upon job performance.

3.03 PAY CYCLE

The pay cycle is bi-weekly. There are twenty-six (26) pay periods per year. Under no circumstances will checks be issued early. Paydays that fall during a Team Member's leave will be issued at their regular time; they will not be issued prior to scheduled or unscheduled Team Member leave.

3.04 TIME RECORDING

All non-exempt Team Members are required to document hours worked at New Life Church. Time is recorded through www.myemployeronthego.com. My employer software is provided and maintained by Winchester Business Systems. Non-Exempt Team Members are forbidden from doing work for New Life Church outside of scheduled and approved time. Team Member must document any work done on behalf of New Life Church in the myemployeronthego.com system. Non-Exempt Team Members may not engage in volunteer work for the church unless it is not substantially similar to the work for which they are paid as a non-exempt team member.

Each Team Member is responsible for his or her own time recording. Alternate means of recording time may be provided on a department by department basis but final time must be recorded in myemployeronthego.com. A Team Member should not clock-in until he or she is ready to report directly to his or her location and department. Each Team Member is responsible for making sure he or she is clocked in and out each day. If no time is entered on a Team Member's time record, no pay will be made until that Team Member's time-keeper,

time supervisor, or human resources make corrections. A Team Member should be careful when clocking in or out of his or her time record at the end of a pay period and should make sure the time entered is correct. If time worked is incorrectly entered on a time sheet, and the paycheck for that period is incorrect, the incorrect entry and paycheck amount will not be corrected until the end of the following pay period. No Team Member or other person is allowed to clock in or out for another Team Member. A Team Member discovered to have access granted to another Team Member's time record will result in disciplinary action and possible termination.

Overtime is prohibited. Overtime will be paid. Any overtime must be approved in advance by a Team Member's immediate supervisor or the by the Executive Pastor according to the overtime policy as stated at www.teamnewlifechurchar.com. If a Team Member suspects they may have worked overtime without prior approval, they must notify their immediate supervisor or the Executive Pastor immediately.

3.05 PAYROLL DEDUCTIONS

The Church complies with federal and state laws governing payroll deductions such as federal income tax, state disability insurance, and social security taxes. The Church also complies with valid court orders concerning garnishment and assignment of wages, such as for child support or student loans. The Team Member must report garnishment of wages to the Church's payroll supervisor within one (1) working day of receipt of notification of garnishment. The Team Member must authorize in writing any other deductions from his or her paycheck.

Paycheck stubs will itemize amounts that have been withheld. Team Members should keep this information for tax purposes. Questions regarding payroll deductions should be directed to the Financial Administrator as soon as possible. The Church complies with applicable state and federal laws regarding the garnishment and assignment of wages.

3.06 OVERTIME PAY

Purpose. Our overtime policy seeks to control labor costs by managing the expense of overtime pay to nonexempt employees, honor the work-ministry-life balance we seek for our Team Members, and empower the ministry of volunteers to execute the mission of New Life Church. Team Members should not incur overtime.

Compliance

PROHIBITION. Team Members of New Life Church that are FLSA non-exempt are not to work more than forty (40) hours per workweek. New Life Church of Arkansas will pay time and a half to nonexempt employees who exceed 40 hours of work time in a workweek. But, overtime should be avoided. Paid leave, such as holiday, sick or vacation pay, or administrative leave does not apply toward work time. The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night. Regardless of a Team Member's normally scheduled hours for a workweek, overtime payments will not apply until a Team Member exceeds 40 hours in a given workweek.

OVERTIME APPROVAL. Team Members should not incur overtime. In the event it becomes apparent to the Team Member overtime is possible within a given work-week, they are required to obtain approval from Campus Pastors or Department Directors prior to the use of overtime. Team Members who anticipate the need for overtime to complete the week's work must notify their Campus Pastor or Department Director in person or by phone and in advance and obtain approval prior to working hours that extend beyond their normal schedule. The Team Member must also complete the Wufoo form titled "Notice and Request for Overtime by Team Member" is available for submission at www.teamnewlifechurch.com/category/human-resources by selecting the article of the same title.

OVERTIME BUDGETING. Any overtime use is deemed necessary and planned in advance for the completion of a project or labor heavy season will be charged to the department budget as extra compensation. Each department is responsible for budget planning in consideration of any anticipated overtime compensation. Unbudgeted overages in extra compensation will result in the reduction in other budget provisions in order to maintain a zero-based balance. Any overtime is strongly discouraged.

CONSEQUENCES OF USE OF OVERTIME. Campus Pastors or Department Directors who authorize Team Members to work overtime without prior approval from an Executive Pastor will be required to justify their action. Further they will be required to report on their efforts to develop and use Volunteers for the project in which they used overtime. Any reliance on the use of overtime hours to complete a week's work is inefficient and unsustainably costly and should be avoided.

CONSEQUENCES OF UNAUTHORIZED OVERTIME. Team Members who fail to obtain prior approval for working hours that extend beyond their normal workweek will be subject to additional oversight until the issue is resolved.

EXEMPT AND NON-EXEMPT. Campus Pastors or Department Directors who have questions about whether their Team Members are correctly classified may contact Bryan Christian to obtain clarity. Unless a Team Member has been notified that they are FLSA Exempt or are Licensed Pastors receiving a housing allowance, they must record their time and abide by the overtime policy.

HOURS WORKED AND VOLUNTEER HOURS. As a general rule a Team Member who is using the skills required for completion of the duties for which they were hired are hours recorded as Hours Worked. Team Members hired to complete non-ministerial duties for New Life Church of Arkansas may not record Volunteer Hours as Hours Worked and they should not be used in calculating Overtime. Volunteer Hours may include time contributed to ministries of

New Life Church using skills other than those used to complete the duties for which they were hired.

PROTECTING OUR CULTURE. Recording time and our concern for overtime is contradictory to the heart of ministry at New Life Church. Work at New Life Church is not a “job” in the sense that we punch in and punch out. It is our duty to New Life Church and the people to whom we minister to protect and encourage the protection of our innocence in this area. Recording time and our overtime policy should be correctly compartmentalized as “doing what we have to do so we can do what we are called to do.”

3.07 DIRECT DEPOSIT

New Life Church offers direct deposit service to all Team Members. A voided check and authorized signature are required to initiate automatic payroll deposits into a personal checking or savings account at the financial institution of choice. Direct deposit service may be obtained through the Human Resources Department. All deposits are made on the Friday after the close of the pay period. A Team Member may have his or her payroll funds deposited in up to two different accounts.

SECTION 4 – TEAM MEMBER BENEFITS

4.01 GENERAL

The Church's benefit plan is designed to make available cost-effective health coverage through group rates to Team Members' eligible dependents; and to provide certain other assistance as needs arise.

Although the benefits described in this section are currently available, they may be adjusted. Considerations that may lead to an adjustment in benefits include, but are not limited to, an increase in the cost of the benefits and/or the decrease of funds or contributions received by New Life Church, which may in turn have an adverse effect on the fiscal integrity of the Church's financial position.

4.02 INSURANCE COVERAGE

WORKER'S COMPENSATION INSURANCE. Every Team Member is automatically covered by Worker's Compensation Insurance to protect the Team Member who is injured on the job. Coverage begins at the time the Team Member is hired. The Church complies with applicable state and federal laws concerning leave for work-related illness or injury. The Church will review all work-related illness and injuries of a Team Member on leave on an individual basis. This insurance provides medical, surgical, and hospital treatment, in addition to payment for loss of earnings that result from work-related injuries. Rehabilitation services are covered if rehabilitation is necessary. The Church pays 100% of the premiums for this insurance coverage. Any work-related injury or illness should be reported to the Team Member's immediate supervisor and the Executive Pastor as soon as the injury happens or the illness is discovered, regardless of how minor the injury or illness. The Team Member should seek immediate first aid and/or medical attention. If the Team Member is injured while at work, the Team Member should immediately contact his or her supervisor and the Executive Pastor.

GROUP MEDICAL INSURANCE. All regular full-time Team Members who work a minimum of thirty (30) hours per work week, along with their dependents, are eligible to participate in the Church's health insurance plan starting on the first day of employment. Cost of coverage for individual eligible Team Members and/or their dependent(s) is at the rates identified on the insurance forms provided to the Team Member from time to time. Coverages are subject to change without notice as deemed necessary by NLC. Further information concerning insurance coverage is fully explained in insurance coverage forms, provided by the Church's insurance carrier, and available from human resources.

GROUP LIFE INSURANCE. All regular full-time Team Members who work a minimum of thirty (30) plus hours per work week are eligible for group life insurance beginning on the first day

of employment. Specific information concerning life insurance coverage will be provided on the insurance forms provided to you by human resources from time to time.

DENTAL AND VISION INSURANCE. All regular full-time Team Members who work a minimum of thirty (30) plus hours per workweek become eligible for enrollment in dental and vision insurance on the first day of regular employment. Dental and vision insurance provides benefits for diverse services that may be required from time to time. The total premium cost is relatively small and is paid by payroll deduction by the Team Member.

PREMIUM PAYMENTS FOR TEAM MEMBERS ON LEAVE. The Church will pay the NLC portion of premiums to ensure continuity of group insurance benefits according to the leave policy as stated in §2.05 and 2.06 herein.

UNEMPLOYMENT INSURANCE. Pursuant to state law, the Church is exempt from filing unemployment taxes. Therefore, Team Members will not be eligible for unemployment benefits in the event of termination of employment.

CONVERSION/POST-EMPLOYMENT INSURANCE OPTIONS. Pursuant to state and federal laws, the Church is exempt from and does not participate in the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) or in state continuation coverage of insurance benefits. Staff members are responsible for pursuing insurance coverage for themselves and their dependents after employment with the Church ceases.

4.02 FLEXIBLE SPENDING ACCOUNTS

A flexible spending account (FSA) is a tax-advantaged financial account that may be set up by the Team Member. An FSA allows a Team Member to set aside a portion of earnings to pay for qualified expenses for medical expenses and for dependent care expenses. Money deducted from a Team Member's pay into an FSA is not subject to payroll taxes, resulting in substantial payroll tax savings. Funds exceeding \$500 deposited into the FSA unused by the end of the calendar year will not carryover to the following year. Therefore, the Team Member should confirm an accurate assessment of annual qualified expenses.

4.03 RETIREMENT PROGRAM

The Church's Retirement Program is a §403(b) plan available to all full-time Team Members who complete one thousand [1,000] hours annually. Eligible Team Members may elect to become a member and participant in the plan. After a Team Member has contributed to the plan for twelve months or more, the church will begin matching a range of percentages of the Team Member's monthly contribution depending on the Team Member's job classification and level. NLC matching will begin annually in the month of July each calendar year after the Team Member has completed the twelve-month minimum contribution period. The Church's Retirement Plan is funded through a trustee and meets all the requirements of the Team

Member Retirement Income Security Act of 1974. The Summary Plan description is available by contacting Human Resources.

4.04 ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS

NLC desires to attract, empower, and reward creativity in original works of authorship in any form of media by a Team Member who is a developer of such works. Generally, however, pursuant to Title 17 U.S. Code §101 et. seq. of the United States Copyright Act, all right, title, and interest, including any and all Intellectual Property Rights pertaining thereto, in any and all works created, made, conceived, invented, developed, discovered or reduced to practice by Developer of those works when done so during the performance of his or her duties on behalf of the Church or related to the business are copyrightable subject matter, and constitute "works made for hire" for and on behalf of the Church within the meaning of the Copyright Act of 1976, as amended, and are the exclusive property of the Church, who retains all ownership of the property and any benefits from their distribution. NLC, as a benefit to the Team Member and as an incentive for talented Team Members to become developer's of original works of authorship, will assign all intellectual property rights and benefits back to the Team Member subject to separate agreement with NLC. A Team Member may initiate this transfer benefit by contacting Human Resources and completing the required process.

4.05 SOCIAL SECURITY

All Church Team Members are covered under the provisions of the federal Social Security law. Social Security benefits are intended to supplement the Team Member's retirement income and to provide disability and survivor benefits. The Church matches the amount of deduction from your wages for social security taxes. The total distribution by you and the Church is credited to your Social Security account. Detailed information about your Social Security benefits can be obtained from the Social Security Administration. Pastors are not covered under these provisions

4.06 RECREATIONAL, HEALTH & WELLNESS OPPORTUNITIES

From time to time, the Church sponsors sports teams made up of Team Members and their families and friends. The Church encourages the development of athletic and social events to promote Team Member health, recreation, and a spirit of good sportsmanship. Participation in recreational activities is completely voluntary and not required for employment. Any injuries sustained from such activities are covered by the Team Member's group insurance medical policy. Worker's Compensation Insurance coverage does not apply to injuries (including death) sustained while participating in recreation activities or other activities not within the scope of the Team Member's employment with the Church.

Certain providers of health and wellness services offer discounted memberships to Team Member's of New Life Church depending on the community where your campus is located. For example, Team Member's working in Conway may receive a discounted membership to

the Conway Regional Fitness Center. Please contact your campus administrator or Human Resources for an updated list of those benefits.

4.07 LITTLE LIFE ACADEMY CHILDCARE BENEFITS

Full-time Pastors, Directors and Staff are eligible for tuition discounts at Little Life Academy at NLC, Conway and NLC, GLR for their children who are at least 12 months of age and have yet to enter first grade.

4.08 CELL PHONE SUBSIDY

Designated Team Members as a condition of their job description and duties may receive a subsidy paid by the Church to offset the Team Member’s cellular phone charges incurred by the Team Member in execution of their Church related duties.

4.09 RELOCATION BENEFITS

A Team Member may be asked as part of a new campus plant, transfer request, or reallocation of available staff to meet staffing requirements, to relocate their residence. The Church will assist that Team Member in doing so. Any Team Member contemplating the possibility of such relocation should contact Human Resources for full details of such policy.

4.10 PAID MATERNITY/PATERNITY/ADOPTION PLACEMENT LEAVE

A Team Member who has requested a leave of absence under the FMLA for Maternity is eligible for up to six weeks of paid leave before using the Team Member’s accrued Team Member Directed Vacation/Voluntary leave. This period runs concurrent with FMLA rights.

A Team Member who has requested a leave of absence under the FMLA for Paternity (post-birth time with Mother and Child) is eligible for up to one week of paid leave before using the Team Member’s accrued Team Member Directed Vacation/Voluntary leave. This period runs concurrent with FMLA rights.

A Team Member who has requested a leave of absence under the FMLA for Adoption Placement is eligible for up to four weeks of paid leave before using the Team Member’s accrued Team Member Directed Vacation/Voluntary leave. This period runs concurrent with FMLA rights.

4.11 BEREAVEMENT LEAVE

Team Members of New Life Church will be eligible for up to three (3) days away from work, with pay, to arrange and/or attend the funeral of an immediate family member. “Immediate family member” for the purposes of this policy is defined as the Team Member’s mother, mother-in-law, stepmother, father, father-in-law, stepfather, grandparents, children (adopted or otherwise), sister, current sister-in-law, brother and current brother-in-law. Team Members who require more than three (3) days away from work may request Team Member leave, if eligible, according to their leave allowance, or a personal leave of absence,

subject to the provisions of the leave of absence policy. Bereavement pay will not be considered as hours worked for the calculation of overtime.

4.12 MISSIONS TRIP LEADER LEAVE

Team Members leading an NLC sponsored must complete the Missions Trip Leader application process set out at www.teamnewlifechurch.com/category/pastoral-resources/. Any Team Member whose application to lead a missions trip is approved by the NLC Missions Pastor will have their regular pay continue through the duration of the missions trip. The pay is a benefit to the Team Member and is categorized as ‘regular pay’ and not eligible for calculation of overtime.

ANY AND ALL BENEFITS NOT REQUIRED BY LAW ARE SUBJECT TO CHANGE WITHOUT NOTICE.

SECTION 5 – TEAM MEMBER WORKPLACE RULES

5.01 CONFIDENTIAL INFORMATION

A Team Member of New Life Church will be privy to and will receive information that is confidential in nature. The Team Member is not to discuss, transmit, divulge or reproduce in any form any information that is acquired during his or her employment with the Church. A Team Member must refrain from restating verbally or in media or utilizing said information in any way including, but not limited to, in interviews or publications of any kind whether authored by the Team Member or someone else.

Other confidential information includes, but is not limited to, the following:

Lists containing the names of past, present, future and prospective members, partners, donors and adherents;

Past, present and future operations or plans;

Past, present and future pricing of products sold by New Life Church;

Products, Church facilities and equipment, Church Handbooks, Church practices and/or procedures, Church operating revenues or expenses, private or public debt, equity financing or banking, accounting or financing matters;

Matters pending under the jurisdiction of any regulatory agency or Court, including those that are only threatened;

Church systems, processes or administrative operations;

Present or future plans for the extension of present operations or commencement of new operations;

Other confidential and proprietary information, trade secrets, research and records;

Compilations of information, records and processes which are owned or developed by the Church and/or which are used in the operation of the Church, including, without limitation, electronically stored information;

Personal and business information pertaining to the Lead Pastor, Directors, and Team Members of the Church, obtained by the Team Member from any source whatsoever as a result of the Team Member's employment by the Church;

Pastoral confidences; and

Any information regarding these entities that is not generally available to the public.

A Team Member will be required to sign a confidentiality agreement as a condition of employment. A Team Member who improperly uses or discloses confidential information will be subject to disciplinary action, up to and including termination.

5.02 REPORTS AND RECORDS

Due to the need for confidentiality on behalf of the Church and its members, confidentiality of information is mandatory. All records of whatever nature, whether financial or otherwise, are to be kept in the strictest confidence with transfer of information being restricted to authorized personnel only. All information received in the ordinary course of employment is confidential and is not to be discussed with any party other than those authorized in the

normal course of performance of one's duties. Access to sensitive Church information will be limited to those Team Members who "need to know." Unauthorized Team Members are prohibited from attempting to obtain or observe this information. Team Members handling confidential information are responsible for the security of such information. Extreme care must be exercised to ensure that the information is safeguarded in order to protect the Church and its members.

5.03 APPEARANCE

Though the dress code is flexible, New Life Church expects every team member to dress appropriately. A Team Member's appearance reflects not only on the Team Member as an individual, but on the Church as well. A Team Member is expected to project a professional image at all times during work hours. Men and women are expected to dress in a professional and modest manner at all times. The Church expects the Team Member to take pride in his or her appearance and to strive to achieve a positive, business-like and spiritual image when representing the Church. If a Team Member comes to work in attire that is inappropriate, the Team Member will be asked to return home to change clothes. Neatness, propriety of dress, good grooming, proper business manners and a professional work attitude are required.

A Team Member who violates the stated policy will be subject to disciplinary action up to and including termination. Questions regarding attire should be directed to your immediate supervisor.

5.04 OFFICE ETIQUETTE

Team Members are expected to show common courtesy in the church offices, to preserve both a productive and a relational environment. Interruptions, inappropriate noise levels, and unsightly office appearance hinder important ministry activity and are not acceptable.

5.05 HOUSEKEEPING

Team Members are responsible for keeping their personal office areas clean and neat at all times. In addition, Pastors and leaders are responsible to clean any part of the facility that their ministry uses for events, including floors, chairs, and emptying all garbage containers into the dumpster. Under no circumstances should team members leave garbage from construction or other processes, inside or outside the building. Please report any problems in this regard to the Campus Pastor. New Life Church believes we are to be excellent stewards over what God has entrusted to us for use in expanding the Kingdom of God.

5.06 SECURITY

Effective security measures are a benefit to you as a Team Member and to the Church as a whole. Lost or stolen keys weaken security, so guard carefully all keys in your possession. Team Members should NOT make copies of any church keys. Additional keys are to be obtained through the Human Resource Department by following the appropriate procedures.

Note: If a Team Member is the last person to leave an area, he or she should make sure the door is locked, and locked properly. Also, Team Members are expected to properly arm and disarm the security alarm when entering or exiting the building.

5.07 INTEROFFICE COMMUNICATION

Pastors, Directors and Staff should strive to keep each other informed of their location and contact information during office hours. Pastors, Directors and Staff are expected to check their newlifechurch.tv email accounts daily and respond within 24hours if possible. Additionally, Team Members are expected to answer their phones and return voicemails on the day that they are received. Non-exempt Team Members shall only access their newlifechurch.tv e-mail and answer NLC related phone calls or voice mails during scheduled work hours commonly referred to as “on-the-clock.” Pastors will submit their weekly schedule to the Campus Pastor through a shared calendar.

5.08 OPEN DOOR POLICY

PURPOSE. NLC enjoys an Open Door Policy. The purpose of the Church’s Open Door Policy is to implement the philosophy of the Church that the Team Member should be encouraged to informally raise his or her work-related concern with the Team Member’s supervisor or Human Resources depending on the Team Member’s sensitivities. The Church will attempt to keep confidential such an expression of concern, as well as the investigation and resolution of the expression of concern, recognizing, however, that in the course of investigating and resolving the concern, some dissemination of information to others may be appropriate and/or required.

PROCEDURE. Team Members are encouraged to raise any work-related concern within 48 hours after the occurrence of the precipitating event. Many problems can be discussed and resolved in team staff meetings. However, if a team member is unable to resolve an issue with another team member or person in the church, he or she must contain discussion of the matter with their immediate supervisor or Human Resources. The Team Member has liberty to raise their concern with the Lead Pastor, Campus Pastor, Executive Pastor or Human Resources in the event an Team Member is uncomfortable reporting their concern to their immediate supervisor. We believe in maintaining loving relationships and unity in our lives and church operations. Therefore, our level of team maturity requires us to avoid gossip and guard innocence. Problems or issues of a more personal nature should be discussed promptly with the Campus Pastor.

The Team Member is encouraged to pursue discussion of his or her work-related concern with the supervisor or Human Resources as the Team Member elects until the matter is fully resolved. It may not always be possible to achieve the desired result, and if not, the Church will attempt an explanation of the actual result. The Church believes that a Team Member concern is best addressed through informal and open communication. A Team Member will not be disciplined or otherwise penalized for raising a good-faith concern.

5.09 HARASSMENT

New Life Church has zero tolerance for harassment of any kind. Verbal, physical, visual, and sexual harassment of co-workers, co-Team Members or members of the public is ABSOLUTELY FORBIDDEN. Harassment can take many forms regardless of intent. A Team Member must be sensitive to the feelings of others and must not act in a way that may be considered or construed as harassment by another. Prohibited behaviors considered harassment include but are not limited to the following illustrations and hypotheticals:

Verbal (including racial, sexual, ethnic jokes, stereotypes and insults).

Physical (touching, hugging, massaging, pinching, brushing against another's body or obscene gestures perceived by the recipient as sexually suggestive or unwelcome).

Visual (displaying insulting racial, sexual, sexually suggestive, lewd, ethnic, stereotypical, or political cartoons, graphics, pictures, photographs, or illustrations).

Retaliation against a Team Member for bringing complaints of harassment.

Sexual harassment does not require a promise exchanged for sex or a threat if sex is withheld.

Sexual harassment may take the form of sexual advances, deprecating sexual remarks, references to women or men as "honey," "doll," "dear," as perceived by the recipient or subjecting an Team Member to an environment considered demeaning to women or men.

Sexually oriented teasing, kidding, jokes, foul language, or any verbalization of sexually suggestive language in the work environment is also prohibited and subject to discipline.

A Team Member is required to report an incident of harassment they believe themselves or another co-worker or co-workers have been victimized within 48 hours of its occurrence. The Team Member must provide the name(s) of the person(s) involved to the Team Member's immediate supervisor or the Executive Pastor to allow the incident is investigated. If the Team Member does not report harassment, it cannot be investigated. The Team Member's cooperation is crucial. There will be no retaliation against a Team Member by management for making the complaint of sexual harassment or any other type of harassment.

If the Team Member is afraid to report harassment to his or her supervisor, the Team Member should report it to the Executive Pastor or Human Resources.

FAILURE TO REPORT CONDUCT WHICH AN TEAM MEMBER SUSPECTS IS IN VIOLATION OF THE STATED POLICY, OR THE TEAM MEMBER'S FAILURE TO GIVE HIS OR HER FULL COOPERATION DURING AN INTERNAL INVESTIGATION SHALL SUBJECT THE TEAM MEMBER TO DISCIPLINE UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

The Church may require a Team Member to review subject-related films, videos, education and/or materials pertaining to sexual harassment in the workplace. A Team Member may also be required to sign an acknowledgement form upon completion of said training. Failure to cooperate with training procedures may result in disciplinary actions, up to and including termination of employment.

5.10 ALCOHOL CONSUMPTION POLICY

Every Team Member of New Life Church is a minister of the gospel and our primary mission field as the local church are the people of our community. Therefore, the behavior of our Team Members should at all times reflect our awareness of our culture and how our behavior

may be perceived by others. Regulating our own behavior is an act of love for others (see Matt. 18:6 ESV). Culturally, the consumption of alcohol has and can cause great harm to individuals and families and is seen by some as a moral compromise. The Bible has numerous suggestions against the consumption of alcohol as “unwise” or contains warnings against drinking in excess or becoming drunk. Team Members of New Life Church should exercise an abundance of precaution in such activity fully appreciating the risk and pain the use of alcohol has caused our culture. Further, our policy is that the Team Member must conduct himself or herself in a manner that reflects favorably upon the Church. To that end, Team Members of New Life Church should not consume alcohol where the public could witness such an action.

5.11 SUBSTANCE ABUSE POLICY

POLICY STATEMENT. The Church is committed to providing a safe work environment and to fostering the well being and health of its Team Members. That commitment is jeopardized when any Team Member illegally uses drugs on the job; comes to work under the influence; possesses, distributes or sells drugs in the workplace; or abuses alcohol on the job.

Therefore, the Church has established the following policy:

It is a violation of Church policy for any Team Member to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on the job.

It is a violation of Church policy for anyone to report to work under the influence of illegal drugs or alcohol.

It is a violation of Church policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)

Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the Church’s supervisors to counsel Team Members whenever they see changes in performance or behavior that suggest an Team Member has a drug problem. Although it is not the supervisor’s job to diagnose personal problems, the supervisor should encourage such Team Members to seek help and advise to them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a substance abuse problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at the Church.

DRUG TESTING. The following are the types of testing that may be performed:

JOB APPLICANT DRUG TESTING. The Church may conduct pre-employment screening practices designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe job performance.

Applicants who receive a positive confirmed drug test will not be hired. Applicants who refuse to submit to testing will not be considered for employment.

REASONABLE-SUSPICION DRUG TESTING. The Church may conduct reasonable-suspicion testing based on belief that a Team Member is using or has used drugs in violation of this policy drawn from specific objectives, and articulable facts and reasonable inferences drawn from those facts, in light of experience. Among other things, such facts and inferences may be based upon:

Observable phenomena while at work such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.

Any abnormal conduct or erratic behavior of a Team Member while at work or a significant deterioration in their work performance.

A report of drug use by a Team Member provided by a reliable and credible source.

Evidence that an individual has tampered with a drug test during his or her employment with the Church.

Information received by the Church that an accident at work involving a Team Member was caused or contributed to by a Team Member.

Evidence that a Team Member has used, possessed, sold, solicited, or transferred drugs while working, while on the Church premises or while operating a Church vehicle, machinery, or equipment.

ROUTINE FITNESS-FOR-DUTY DRUG TESTING. The Church may require Team Members to submit to a drug test that is conducted as a part of a routinely scheduled Team Member fitness-for-duty medical examination or that is scheduled routinely for all members of an employment classification or group.

FOLLOW-UP DRUG TESTING. If the Team Member in the course of employment enters a Team Member assistance program for drug-related problems, or a drug rehabilitation program, the Church will require the Team Member to submit to a drug test as a follow-up to such program. Follow-up testing will be conducted at least once a year for a two-year period after completion of the program. Advance notice of a follow-up testing date will not be given to the Team Member to be tested.

RANDOM DRUG TESTING. The Church may conduct random drug testing. Within one year, at least 25% of Team Members will be randomly tested. Once a Team Member is tested, his or her name will not be removed from the list and it is possible that one Team Member will be tested more than once under the random policy.

CONFIRMATION TESTING. If an initial drug test is negative, the Church may in its sole discretion seek a confirmation test.

CONSEQUENCES OF POSITIVE RESULT. If an initial drug test of a Team Member is confirmed as positive, the Team Member will be given the chance to contest or explain the result within five (5) working days after receiving written notification of the test result. Upon request, a Team Member receiving a confirmed positive result will be allowed one re-test. Following an initial positive result, the Team Member may be placed on leave pending the results of the second test. No further disciplinary action will be taken until the results of the second test are received. A confirmed positive result is a violation of this policy and may lead to termination of employment. Team Members are not entitled to a third test, however the Church may administer one at its discretion.

REFUSAL TO SUBMIT TO DRUG TESTING. A Team Member who refuses to submit to drug testing may be disciplined up to and including termination of employment.

CONFIDENTIALITY. All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received or produced as a result of this drug-testing program are confidential and will be protected as much as reasonably possible. This statement of confidentiality does not prohibit the Church, agent of the Church, or laboratory conducting a drug test from having access to Team Member drug test information or using such information when consulting with legal counsel in connection with actions related to this policy or when the information is relevant to its defense in a civil or administrative matter.

TESTING FACILITY. Testing will be conducted by a facility chosen by the Church. The Team Member will be notified of the facility at the appropriate time.

DEFINITION OF "DRUG". "Drug" means alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph. Drug is intended to include drugs and/or controlled substances as defined in Arkansas Statutes. The Team Member may be tested for any or all such drugs.

OVER-THE-COUNTER MEDICATIONS. The Team Member is responsible to report any non-prescription or "Over-The-Counter Medications" prior to drug testing.

LOCAL TEAM MEMBER ASSISTANCE PROGRAMS. While the Church does not sponsor or endorse any specific drug treatment programs, such programs are available through public and private health care facilities in our area. Affected Team Members are encouraged to seek assistance for themselves or their dependents. The group health insurance offered to Team Members and their dependents provides limited coverage for expenses related to drug treatment programs.

5.12 WEAPONS POLICY

A Team Member of New Life Church is prohibited from possessing firearms, explosives, or other dangerous or illegal weapons (hereafter referred to as “weapons”) on the premises of the Church without the explicit authorization of the Church, whether or not a federal or state license to possess it has been issued to the possessor. The only exceptions to this policy are as follows:

A commissioned law enforcement officer, to the extent he or she is legally permitted to possess weapons in the jurisdiction in which he or she is located, may do so on the premises of the Church in such jurisdiction;

A person authorized by his or her NLC, and who is duly licensed and legally permitted under the laws of the jurisdiction in which he or she is located, to possess weapons, may do so on the premises of the Church in such jurisdiction;

A person in the military in performance of his or her official duties, to the extent he or she is legally permitted to possess weapons in the jurisdiction in which he or she is located, may do so on the premises of the Church in such jurisdiction; and

A staff person who is legally permitted to possess weapons in the jurisdiction in which he or she is located, may do so on the premises of the Church in such jurisdiction. Such use must have received prior written approval by the Executive Pastor.

Violation of this policy is considered a serious offense that endangers the safety of the Church. Therefore, anyone possessing a weapon, other than those in the exception categories, will be asked to leave or will be removed from the campus immediately. He or she may also be subject to arrest and/or disciplinary action, up to and including termination of employment. Possession of unlicensed firearms or weapons may lead to criminal prosecution by the appropriate jurisdiction.

Exceptions to this policy may be requested in writing to the Executive Pastor. The Executive Pastor will review the request, but only under the most unusual circumstance would an exception be granted.

Any Team Member who becomes aware of a violation of this policy is required to immediately notify Executive Pastor.

5.13 CONTRABAND ITEMS IN THE WORKPLACE

The policy of New Life Church, with regard to contraband, prevents Team Members from bringing any of the items listed below as contraband onto any Church property, or to possess any of these items while on Church business, or to place any of these items in a Church vehicle. Notwithstanding any applicable privacy laws to the contrary, any personal item(s) that are carried onto or are located in Church property, including vehicles and workspace, are subject to search(es) by an Executive Pastor, authorized Director, designated security or other law enforcement officers. The Team Member’s consent to allow any search, whether their consent is required by law or not as a prerequisite to any search, is expressly given by the Team Member as a condition of employment and acknowledged receipt of this handbook.

Contraband items include but are not limited to: Handguns, Rifles, Automatic weapons, Explosives, Martial arts paraphernalia, Illegal drugs or any drug paraphernalia, Alcohol, Toxic waste, Computer programs copied in violation of the copyright laws, Mace, Stun guns, Tear gas, Pornographic material, including sexually explicit literature or photographs, material depicting either sex in a degrading manner, or any other material which is sexually offensive, Nazi regalia, Gang or hate group regalia, or Stolen property. Violation of this Policy may lead to disciplinary action, up to and including termination of employment.

5.14 PHONE, MAIL, AND COMPUTERS

BUSINESS PURPOSES. Team Members are expected to make use of Church facilities exclusively for the business purposes of the Church. For example, computers are not to be used to play personal computer games. Accordingly, materials that appear on computer, e-mail, voice mail, facsimiles and the like are presumed to be for business purposes; the product belongs to the Church, and all the materials are subject to review by the Church at any time without notice to the Team Member. Team Members are not to have any expectation of privacy with respect to any material on Church property, including phone, mail and computers. Violations of this policy will result in discipline up to and including termination of employment.

PHONE. Personal calls should be kept to a minimum. The Church does not wish to prevent Team Members from taking care of necessary personal business that cannot be completed outside office hours. However, these calls should be made during the lunch hour whenever possible. Team Members may be required to reimburse the Church for any charges incurred for personal calls made when using Church telephones.

Team Members with cellular phones subsidized by the Church must at all time be reasonably accessible by that phone. Pastors are expected to answer their phones and return voicemails on the day that they are received.

Team Members should always use the approved greeting and speak in a courteous manner to ensure effective telephone communications.

Facsimile equipment is to be used for personal business only with the approval of the Executive Pastor. Facsimile transmissions are subject to review by the Church. Accordingly, a Team Member should have no expectation of privacy with respect to any facsimiles. A Team Member may be required to reimburse the Church for any charges incurred for personal faxes sent using Church fax equipment.

MAIL. A Team Member is not authorized to use Church-funded postage for personal correspondence or parcel. A Team Member should not have any expectation of privacy with respect to mail sent to his or her attention. All personal mail should be sent to home address. A Team Member will be required to reimburse the Church for any postage used for personal mail.

COMPUTERS/INTERNET. A Team Member may use the Internet to increase productivity. If a Team Member is using an Internet site paid by the Church, he or she is expected to use it

primarily for business purposes. Under no circumstance is pornographic or harassing material to be sent or received at any time using Church facilities and/or equipment, or during work hours using personal facilities and/or equipment. Use of the Internet is subject to review by the Church.

The e-mail system is to be used primarily for business purposes of the Church. All e-mail is subject to review by the Church. Use of the e-mail system by a Team Member grants consent to the review of any of the messages in the system.

The Church's computers are to be used primarily for Church business. Personal information should not be kept on Church computers.

Team Members are expected to check their NLC email accounts on a daily basis. Non-exempt/hourly Team Members may only check their NLC e-mail accounts while clocked in during normal approved working hours.

A Team Member is expected to make use of Church facilities only for the business purposes of the Church. For example, computers are not to be used to play personal computer games or for browsing websites that are not business related, such as Yahoo, Google, or any other news-oriented media website. Accordingly, materials that appear on computers, e-mails, voice mails, facsimiles and the like are presumed to be for business purposes; the product belongs to the Church, and all the materials are subject to review by the Church at any time without notice to the Team Member. A Team Member is not to have any expectation of privacy with respect to any material on Church property. Violations of this Policy will result in discipline up to and including termination of employment.

A Team Member is not to use the computer, equipment and/or any other devices, belonging to the Church, to solicit minors for sexual contact or conduct, sexual intercourse, and/or deviant sexual behavior.

A Team Member is not to use the computer, equipment and/or any other devices, belonging to the Church, to download pornographic materials.

A Team Member is not to create any links between the Church's website or other media addresses and any third-party without prior written permission from your supervisor. Such links can have the effect of creating the impression of endorsement by the Church of the linked-site creating various unintended damage to the Church's reputation and, depending upon the nature of the linked site, potentially threatening the Church's nonprofit status (generally commercial and political sites).

5.15 INSPECTIONS AND SEARCHES

PURPOSE OF THE GUIDELINE. The Church believes that maintenance of a workplace that is free of drugs, alcohol and other harmful materials is vital to the health and safety of its Team Members and to the success of the Church's business. The Church also intends to protect against the unauthorized removal of Church property and to assure its access at all times to Church property, records, documents and files. Accordingly, the Church has established this Guideline concerning inspections and searches for prohibited materials and for Church property on Church premises. This Guideline applies to all Team Members of the Church.

DEFINITIONS. For purposes of this Guideline:

“PROHIBITED MATERIALS” means firearms or other weapons; explosives and/or hazardous materials or articles; illegal drugs or other controlled substances as defined in the Church’s Drug-Free Workplace Guideline; drug-related paraphernalia; pornographic materials; and alcoholic beverages or Church property that Team Members are not specifically authorized to have in their possession.

“CHURCH PREMISES” includes all premises and locations owned or leased by the Church or under the control of the Church, including buildings, parking lots, lockers, storage areas, Church vehicles and recreational or rest areas.

“REASONABLE SUSPICION” includes a suspicion that is based on specific personal observations, including, but not limited to, such things as an Team Member’s manner, disposition, muscular movement, appearance, behavior, speech, pupil dilation and/or breath odor; information provided to management by an Team Member, by law enforcement officials, by a security service or by other persons believed to be reliable; and/or a suspicion that is based on other surrounding circumstances, including an accident or injury.

“POSSESSION” means having the substance or property on one’s person or otherwise under one’s control.

INSPECTIONS AND SEARCHES. ACCESS TO CHURCH PROPERTY. In order to assure access at all times to Church property, and because the Team Member may not always be available to produce various documents, records, files or other items of Church property that are properly in the Team Member’s possession when they are needed in the ordinary conduct of the Church’s business, the Church reserves the right to conduct a routine inspection or search at any time for Church property.

Routine searches or inspections for Church property may include the Team Member’s office, desk, file cabinet, closet or similar places where the Team Member may place Church property, whether or not such places are locked.

Because even a routine search for Church property might result in the discovery of personal possessions, the Team Member is encouraged not to bring into the workplace any item of personal property that he or she does not want to be made known to the Church.

PROHIBITED MATERIALS. Inspections or searches for Prohibited Materials on Church premises will be conducted whenever the Church has reasonable suspicion to believe that a Team Member may be in possession of such materials in violation of this Guideline.

Inspections or searches for Prohibited Materials may be conducted by an independent security service or by the Church’s own personnel.

Inspections or searches for Prohibited Materials may be conducted on a random basis at locations where a Team Member enters or exits Church premises, without regard to whether there is Reasonable Suspicion that Team Member may be in possession of Prohibited Materials.

Inspections or searches for Prohibited Materials may include the inspecting or searching an Team Member’s office, desk, file cabinet, closet and/or similar places where an Team Member

may place personal possessions, whether or not such places are locked. Inspections or searches for Prohibited Materials may include inspecting or searching lockers, vehicles on Church premises, pockets, purses, briefcases, tool boxes, lunch boxes and/or other items of Church or personal property that an Team Member is wearing or carrying while on Church premises. By signing the acceptance of the Team Member Handbook, the Team Member is expressing consent for such searches or inspections to be conducted, including but not limited to inspecting or searching personal clothing, vehicles, desks, lockers and purses. The Church reserves the right to take appropriate action to prevent any Team Member from removing Church property without authorization.

DISCIPLINARY ACTION. If an Team Member is found to be in possession of Prohibited Materials in violation of this guideline and/or in violation of the Church guideline on Removal of Church Property and/or its Drug-Free Workplace guideline, the Team Member will be subject to discipline, up to and including discharge, regardless of the Church's reason for conducting the search or inspection.

If the Team Member refuses to cooperate with a search or inspection that is based on reasonable suspicion that he/she is in possession of Prohibited Materials, the Church may take that refusal into consideration in determining appropriate disciplinary action. Discipline will be based on all available information, including the information that gave rise to the reasonable suspicion. It is therefore to the Team Member's advantage to cooperate with the search or inspection whenever Prohibited Materials are present.

DISPOSITION OF PROHIBITED MATERIALS. Any Prohibited Materials (or any materials that are suspected of being prohibited by this guideline) that are found in the Team Member's possession during an inspection or search will be collected by the Church (or by the independent security service, if it hires one) and will be placed in a container, sealed, and marked with (1) the date collected, (2) names of persons present, (3) circumstances of discovery, and (4) a general description of the contents placed in the container.

The Team Member will be given a written receipt for any materials that were found in his/her possession (or that the Church suspects of being in your possession).

If, after further investigation, it is determined that the materials collected were not prohibited by this guideline, the collected materials will be returned to the Team Member (except as provided below) and a receipt will be obtained from the Team Member. In cases where it is suspected that the collected materials consist of illegal drugs or other controlled substances, the Church will arrange for disposition in accordance with advice from the Drug Enforcement Administration or other appropriate law enforcement authorities. In cases where the collected materials consist of (or are suspected of consisting of) firearms or other weapons, explosives or other hazardous materials or articles, the Church reserves the right to dispose of the materials in whatever manner that it deems to be in the interest of safety to its Team Members, or to return the materials to the Team Member at a designated time and location.

5.16 SAFETY AND HEALTH

GENERAL. The Church strives to maintain safe working conditions. The success of our safety program depends upon the cooperation of everyone. Primary responsibility for safety rests with the individual Team Member. A Team Member is required to report immediately any potential safety hazards, injuries or accidents to the Team Member's supervisor. First aid supplies are conveniently located at various specific locations. The Team Member should consult with a supervisor concerning all such location.

OFFSITE LOCATIONS. When work is conducted at the premises owned and/or operated by a member or affiliate of the Church, such as at a church camp, the Team Member must comply with the safety requirements applicable to that work location. In the event of any conflict between the safety requirements of that temporary work location and the safety requirements of the Church, the Team Member should ask his or her supervisor for specific guidance concerning conduct. In general, the most stringent safety requirements will always govern. Regardless of the location where the Team Member is assigned to work, he or she shall become familiar with and be aware of the controlling job site hazardous communications regulations and procedures.

PERSONAL PROTECTION. The Team Member shall at all times follow the safety rules that may be required concerning personal protection, such as use of hard hats, steel-toed boots, etc. These rules are mandatory and must always be observed. An Team Member must cease performing his or her assigned duties if the Team Member believes that performing the work would jeopardize his or her own safety or the safety of another Team Member, the public at large, or the equipment being used, until performance of the job is determined to be safe.

LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS. A Team Member will conduct his or her work in full compliance with applicable local, state, and federal laws and regulations. The Team Member should never think that an operation is important enough to ignore a law or regulation. The Team Member must suspend work activities and report any operation or condition to his or her supervisor that does not comply with local, state, or federal laws or regulations.

COMPLIANCE. A Team Member who fails to comply with the Church's safety program may be subject to disciplinary action, up to and including possible termination. To that end, a Team Member must:

Report an injury, safety hazard, or damage to property immediately to Executive Pastor.

Keep his or her individual work area clean and orderly.

Know the safety rules established for his or her job. When in doubt, ask before proceeding.

Not allow unauthorized persons to operate equipment or to have access to restricted areas.

Use any required protective clothing or equipment, without fail.

Store all materials and equipment in their proper places.

Not engage in dangerous horseplay on Church property.

Lift heavy objects in the proper manner and with the assistance of the appropriate number of persons.

5.17 TOBACCO USE

In keeping with the intent of New Life Church to provide a safe and healthful work environment, use of any tobacco-related product is prohibited throughout the workplace and on Church property. This Policy applies equally to all Team Members, salespersons, and guests.

5.18 SOCIAL MEDIA POLICY

PURPOSE. The Church has a reputation for conducting its business and ministry activities with integrity and in accordance with the highest ethical and Biblical standards. As a pastor, director, officer, Team Member or volunteer of the Church, you enjoy the benefit of that reputation and are obliged to uphold it in every activity you perform. All pastors, directors, officers, Team Members or volunteers of the Church are expected to exhibit a committed Christian lifestyle in all areas of their daily life. This obligation extends to and includes your use of social media for work-related and personal purposes. An Team Member's use of "Social media" refers to your published persona, personal information, or works of authorship reduced to media creating an opportunity to portray, interact and communicate with the general public, either individuals or organizations through the internet, telephonically, visually or any other media format. A Team Member must assume viewers will perceive your portrayal, interaction and communication are on behalf of the Church or represent the views and values of the Church regardless of any published disclaimer to the contrary.

The Church recognizes the probability that the use of social media technology may have inherent legal, ethical and moral implications and is also beneficial as an effective method of communication. Therefore, the Church has adopted the following guidelines for social media use by its Team Members and expects any and all Team Members, pastors, directors, and staff to adopt these guidelines.

"Social media" shall include any available electronic, programmed, application, branding or other technology applied by the public for current or future social networking including but not limited to Instagram, Facebook, Twitter, Wordpress, Flickr, Vine, Tumblr, Pinterest, MySpace, etc. as well as forms of personal communication using e-mail, e-mail like, text, test-like, or photo-sharing messages.

GUIDELINES FOR USE OF SOCIAL MEDIA. Uphold Christian Standards. All directors, officers, Team Members or volunteers of the Church are expected to exhibit a committed Christian lifestyle in all areas of their daily life. This obligation includes your use of social media on a work-related and personal basis. The content of your social media page should be a reflection of Christian values and the religious beliefs of the Church. Use of social media that

portrays images, opinions or choices that are contrary to the Church's religious beliefs—as set forth in the Church's Statement of Faith—shall be grounds for discipline and removal from your position of employment, authority or leadership. (See Christian Standards of Living herein at pgs.)

MAINTAIN RESPECT. The Internet and social media tools are a public and not a private forum. This means that anything posted online is available, regardless of privacy settings used or efforts to delete the content. And, for the most part, any postings or statements made in this setting are available to be viewed for a long period of time, perhaps indefinitely. Accordingly, a Team Member agrees to be respectful towards others when using social media. A Team Member agrees not to disparage or speak negatively of the Church or leaders of the Church or post content that would allude to such disrespect. A Team Member agrees not to ridicule, gossip, defame or libel other churches, organizations or individuals. A Team Member agrees not to post content that is obscene, profane, libelous, slanderous, harassing or hateful (see "Best Practices for Social Media Use" below).

DEVOTION OF TIME. Time devoted to use of social media for personal purposes should be on your own time and, if you are a Team Member or volunteer, should not interfere with your job functions and other work-related responsibilities. Time devoted to social media for ministry related purposes should be reasonable and should create value for your ministry (see "Best Practices for Social Media Use" below). Specific limitations on time devoted to social media for ministry use should be discussed with your immediate supervisor.

USE OF CHURCH INTELLECTUAL PROPERTY. Do not use the Church's logos, materials, trademarks, copyrights, or other creative works on personal media pages unless written permission is first obtained from your supervisor or you have received specific instructions from the Church's communications director to do so.

MAINTAIN CONFIDENTIALITY. As a Team Member of the Church, you will be privy to and will receive information that is confidential, sensitive or proprietary in nature. You must use caution not to intentionally or inadvertently discuss, transmit, divulge or reproduce in any form confidential information. If you have a question as to the confidentiality of an issue, speak with your immediate supervisor before publicizing the information through social media. This includes the publication of private prayer requests.

INCORPORATE A DISCLAIMER. If a Team Member maintains a personal social media site, the Team Member agrees to make it clear that the views expressed do not necessarily reflect the views of the Church. The Church requests the Team Member reconsider posting anything that would require the use of a disclaimer because of the possible implications.

OBTAIN PERMISSION. A Team Member agrees obtain written permission from any individuals photographed, or in the case of minors, the permission of the minor's parent or guardian,

before you post a picture taken at a Church or ministry related event. This rule applies to all individuals but extreme caution should be taken to adhere to this rule before posting pictures of minors.

THINK BEFORE YOU BLOG, POST, TEXT, TWEET, OR SEND. Use common sense and ask yourself, “Does your message reflect my religious beliefs and standards? Does it reflect the beliefs of your Church? Does it maintain church confidences?” A Team Member or volunteer should always exercise self-control.

If you are ever in doubt about whether an activity meets the Church’s ethical or Biblical standards or may compromise its reputation, discuss the matter with your supervisor or with an Executive Pastor immediately.

VIOLATIONS. Violations of this Policy will result in discipline up to and including termination of employment.

BEST PRACTICES FOR SOCIAL MEDIA USE. The Church encourages our Team Members and members communicating online! Instagram, Facebook, Twitter, Wordpress, Flickr, Vine, Tumblr, Pinterest, MySpace, etc. are an incredible way to share your faith journey, get to know other ministry leaders, learn, chronicle your life, and generally connect with people you wouldn't otherwise. As we work together to lead people to become fully devoted followers of Christ, here are a few tips to keep in mind while we navigate the ins and outs of the online world.

CONSIDER YOUR AUDIENCE. Team Members believe they are amongst friends. As much as your blog, Twitter stream, Facebook page, etc. might feel like your cozy home on the Internet where friends stop by to catch up, it's really a public space. Therefore it is best for a Team Member treat their web space less like the family room and more like the front yard.

SPREAD NEWS - DON'T BREAK NEWS. NLC encourages the use of the Team Member’s personal web spaces to share the great things God is doing at the Church. NLC does not encourage Team Member’s to divulge news prior to a strategically planned media program. If a Team Member has questions about promoting NLC the Team Member should ask their supervising Pastor or Director.

ALWAYS BE POSITIVE. Team Member’s should never be drawn into highly sensitive topics that have the potential to cause an emotional response rather than an edifying response. Team Member’s should consistently represent the heart of God with their comments and in the event you cannot – be silent.

5.20 NEW LIFE CHURCH CREDIT CARD

From time to time and on a case-by-case basis, a Team Member may be issued or allowed to use an NLC corporate credit card. NLC credit cards are for ministry use only and may not be

used for personal purchases under any circumstances. Any holder of an NLC credit card will submit a weekly report including the receipt for the purchase including a detailed description of the purchase and how the purchase was needed for the Ministry. Failure to submit the reports on time will result in suspension or revocation of credit card privileges. Any unapproved charges, personal purchases, or undocumented purchases will be charged to the user as income and taxes will be deducted from your paycheck accordingly. Any unauthorized use of an NLC credit card will result in suspension of privileges and discipline up to or including termination.

SECTION 6 – DISCIPLINE AND SEPARATION

6.01 CORRECTIVE ACTION AND DISCIPLINE

A Team Member of New Life Church is required to abide by standards of living, ethical guidelines, policies, procedure and law. Each of these have been established to provide loving support for the Team Member and protect them, other Team Members and NLC from liability, injury, compromise or other threats to your well being. They also promote unity, harmony and efficient working conditions.

New Life Church will assist a Team Member to identify any potential problems and create a plan to improve his or her performance and behavior and protect the Team Member from future issues. Specific disciplinary action will normally be based on an assessment of the offense, the circumstances and the Team Member's previous disciplinary record.

New Life Church reserves the right to take whatever disciplinary measures it feels are appropriate, including termination, if in the judgment of responsible supervisors and leadership the Team Member's conduct cannot be corrected, or it seriously threatens the well-being of the Church or other Team Members. Failure to comply with this handbook may lead to disciplinary action. That discipline may be progressive in nature or immediate and may include but is not limited to any or all of the following:

Formal Warnings (Documented verbal warnings and/or Express written warnings)

Probation (A period of supervised and reviewed performance of documented objectives)

Suspension (With or without pay as determined by the Church)

Termination

6.02 TERMINATION

This policy defines the various types of separation of the Team Member from their employment with New Life Church.

VOLUNTARY TERMINATION. A voluntary termination of employment occurs when the Team Member initiates a separation from NLC as its employee. The following are examples of voluntary terminations:

Written or oral resignation,

Absence from work for two consecutive workdays without notifying the Team Member's supervisor,

Failure to report for work upon recall from statutory leave on the date designated,

Failure to return from approved Team Member directed or NLC directed leave at the expiration of the leave, and

Retirement.

A one (1) month notice is necessary to ensure the Team Member will receive any benefits that may be due. Failure to give this notice may result in ineligibility for re-employment with the Church. Use of any available accrued leave is not permitted during the final month of employment to insure a full one-month notice.

Any Team Member who is absent from work for two consecutive workdays without having notified his or her supervisor of the absence and the reason for the absence is considered a voluntary termination.

INVOLUNTARY TERMINATION. An involuntary termination of employment occurs when the Team Member does not initiate a separation from NLC as an employee. The following examples of involuntary terminations are provided as examples and a modification of the Team Member's "at will" employment status:

LAY-OFF FOR LACK OF WORK. When the Church reduces its work force for economic or other reasons.

RELEASE WITHOUT FAULT. When a Team Member, through no fault of his or her own, is unsuited for or incapable of performing work assigned, and no appropriate change of assignment is available.

TERMINATION. A Team Member terminated for reasons such as inefficiency, absenteeism, or violation of rules of conduct as set forth in the Team Member Handbook, including, but not limited to, habitual carelessness or recklessness, disorderly conduct, insubordination, theft, leaving work before quitting time without permission, falsification of records, sleeping on the job, and waste. This termination is not based on whether the Team Member is suited for and capable of performing the work required in his or her job.

DEATH OF THE TEAM MEMBER. Termination of Team Member's employment with NLC because of his or her pronounced death by an authorized authority.

DISABILITY. A Team Member who is totally and permanently disabled, determined on the basis of medical evidence, is unable to perform his or her usual work assignment and is thus eligible for disability benefits, if any are available.

6.03 TEAM MEMBER BEHAVIOR

The following is a non-exhaustive list of example behaviors that would give rise to discipline up to and including termination. Team Members are subject to termination at any time and for any reason, whether listed or not, at the sole discretion of the Church.

1. A violation of the Church's Alcohol and Drug Policy.
2. Producing or publishing false, vicious, or malicious statements concerning an Team Member, supervisor, NLC or its operation.
3. Acts of physical violence.
4. Theft or misappropriation of property of the Church or of another Team Member of the Church.
5. Misuse or continued violation of the NLC Credit Card Policy.
6. Providing false information on job application materials or falsifying any Church

records.

7. Absence without request and notice or reasonable cause.
8. Repetitive tardiness to work.
9. Incompetence or unsatisfactory performance.
10. Leaving during working hours without permission.
11. Refusing or failing to complete job assignments, insubordination, intractability, or neglect of duties.
12. Dishonesty.
13. Discourteous treatment or verbal abuse (including profanity, racial or sexual slurs) of the public or other Team Members.
14. Any failure in compliance with the standards of behavior and lifestyle included herein regardless of whether at work or not that may discredit NLC or undermine the NLC culture.
15. Disregard for safety rules or common safety practices.
16. Failing to report any accident involving a Team Member or NLC property to the Executive Pastor.
17. Acts of discrimination because of race, color, sex (including sexual harassment), age, national origin, disability or handicap or because of pursuit of worker's compensation a benefit.
18. Acts of unlawful retaliation.

6.04 DISCIPLINE PROCEDURE

ORAL WARNING. An oral warning may be given to the Team Member explaining in detail what actions need to be corrected and the time frame in which the corrections are expected to occur. The supervisor should document date and time and content of the oral warning and ask the Team Member to sign an acknowledgement of the warning. Refusal to sign will be noted by the supervisor.

WRITTEN WARNING. A written warning may be given to the Team Member outlining in detail the actions to be corrected. The written warning should include actions addressed by any previous oral warning that were not corrected by the Team Member and should include any previously unaddressed issues in need of correction. The Team Member and supervisor will sign the form. The Team Member may be asked to seek counseling from a counselor or pastor to assist the Team Member in correcting the unacceptable issues. The Team Member may be asked to read designated literature or view instructional video or other media designed to assist the Team Member in correcting the unacceptable issues. The Team Member may request assistance in obtaining any resource designed to assist in correcting the unacceptable issues.

SUSPENSION WITHOUT PAY. The Team Member may be suspended without pay for one day to determine whether the Team Member is willing to submit to the correctional course of

action as outlined in prior warnings or a new correctional course of action and remain employed by the Church. The supervisor and Team Member will sign a suspension form. If the Team Member chooses to return to work and affirm a willingness to comply with prescribed duties, the Team Member will be placed on 90-day probation period to allow regular supervision and review of the Team Member's performance. The Team Member is not guaranteed a full 90-day period of employment and may be terminated at any time and for any reason.

FAILURE TO CORRECT. Termination may occur if the Team Member fails to correct poor performance or abide by policies and procedures of the Church.

The Church reserves the right to proceed directly to a written warning, suspension or to termination for misconduct or performance deficiency, without resort to prior disciplinary steps and/or warnings, when the Church deems such action appropriate.

6.05 EXIT INTERVIEW

A Team Member who leaves the Church for any reason may be asked to participate in an exit interview. The interview is intended to provide an opportunity for the terminating Team Member to communicate the Team Member's views regarding his or her work with NLC, including but not limited to, job duties, job training, job supervision, job environment, and job benefits. At the time of the interview, Team Members are expected to return all NLC property (see Section 6.08 herein). Arrangements for clearing any outstanding debts with the Church and for receiving final pay also will be made at this time.

6.06 FINAL PAYCHECK

A Team Member resigning or one who is terminated will receive his or her final paycheck on the next regularly scheduled payday. A final paycheck will not be given to a Team Member's designee without written authorization by the Team Member to do so. A separating Team Member will receive his or her full salary through the last day worked.

6.07 USE OF CHURCH AND PRIVATE PROPERTY

The Church provides various printed material, vehicles, machinery, tools and equipment ("Church Property") for use by its Team Members. A Team Member is responsible for the care, custody and control of all such property assigned to the Team Member, and he or she must take care to protect Church Property.

DRIVING CHURCH VEHICLES. The driver of a Church vehicle shall have the appropriate valid driver's license and be familiar with all local and state laws of vehicle operation. When operating a Church vehicle, traffic laws must be observed at all times. A Team Member must be prepared to demonstrate acceptable driving skills and defensive driving techniques. All Church-provided vehicles are provided for work-related purposes only.

PROPER USE OF CHURCH EQUIPMENT AND VEHICLES. Equipment and vehicles essential to accomplishing many job duties are expensive and may be difficult to replace. When using Church-owned property, including vehicles and computer equipment, an Team Member is expected to exercise due care, perform required maintenance, or have the maintenance performed by an authorized person, and follow all operating instructions, safety standards, and guidelines. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. When operating a Church vehicle or using Church-owned property at an offsite location such as a Christian camp or college, an Team Member must follow the rules set forth by those in charge at that offsite location.

FUEL REIMBURSEMENT AND REPORTING NEEDED MAINTENANCE. In order to receive reimbursement for fuel used in a Church vehicle, the Team Member must present a copy of the gasoline receipt. An Team Member must immediately notify the Team Member's supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damage, defects and the need for repairs can prevent deterioration of equipment and possible injury to Team Members or others. The supervisor can answer any questions about a Team Member's responsibility for maintenance and care of equipment, tools and/or vehicles used on the job.

USE OF CHURCH VEHICLE FOR PERSONAL USE. Church vehicles are not available for personal usage for any reason or any time.

USE OF CHURCH-OWNED TELEPHONES AND COMPUTER EQUIPMENT. Telephone equipment and computer equipment located at the Church are the property of the Church. The Church recognizes it may sometimes be necessary for a Team Member to make personal telephone calls. The frequency and length of such calls must be kept to a minimum because the Church's telephones are for official business.

AUDIT OF USE OF CHURCH-OWNED TELEPHONE AND COMPUTER EQUIPMENT. The Church reserves the right to review any and all telephone calls made from church-owned equipment and websites viewed from church-owned computers.

6.08 RETURN OF PROPERTY

A Team Member is responsible for items issued or provided to him or her by NLC for use in performance of their duties or NLC taken into his or her possession or control by the Team Member, including but not limited to the following:

1. Music (songbooks, chord charts, compact disks, recording masters, etc.)
2. Musical Instruments and equipment
3. Credit Cards and Checkbooks
4. Equipment of any kind

5. Keys, key fobs, and key cards
6. Handbooks and Manuals
7. Ministry Materials, Books, Bibles, etc.
8. Computers, PDAs, iPads, Office Machines and Components, etc.
9. Tools, Supplies and Office Supplies
10. Vehicles

Damage to or loss of Church property while in the possession of the Team Member must be immediately reported to the Executive Pastor.

A Team Member must return all NLC property at the exit interview or on or before his or her last day of work. The Team member will sign a receipt acknowledging the list of NLC property they surrendered. Where permitted by applicable law, the Church may withhold from the Team Member's paycheck or final paycheck the cost of any items that are not returned when required. The Church may also take any action deemed appropriate and legal to recover or to protect its property.

SECTION 7 - MISCELLANEOUS

7.01 PARKING

A Team Member parking their vehicle at any NLC location or off-location event does so at their own risk. The Church is not responsible for theft or damage to any vehicles parked on or near the Church property or at an off-location event. NLC is not responsible for personal property left in a Team Member's vehicle that is lost, damaged, stolen, or destroyed for any reason.

7.02 PURCHASING

Prior to a purchase of an item to be used for a ministry related purpose, a properly executed Purchase Order may be required. New Life Church will pay for all ministry related expenditures when a Purchase Order has been properly executed. Purchases made without the proper execution of a Purchase Order may not be paid by NLC at its discretion. Any Team Member purchase without a purchase order is assumed to be a personal purchase. Purchase Order request forms are available from the Finance Office and may be subject to limitation. No personal charges are allowed using NLC charge accounts or credit cards. There are no exceptions. Any accidental personal purchase using an NLC credit card must be reimbursed within the same month the charge occurred. Any personal charge a Team Member fails to reimburse prior to the end of the month will be reimbursed using payroll deduction.

7.03 EXPENSE AND TRAVEL REIMBURSEMENT

A Team Member will be reimbursed for all approved business-related expenses upon submission of an accurate reimbursement request with the original receipt attached. The Team Member should submit these reports as soon as possible to ensure proper accounting and prompt reimbursement.

Reimbursement of Team Member travel will be made in like manner previously described. The Team Member agrees to use the most cost effective method of transportation available.

The following rules apply to ALL reimbursements:

A receipt must accompany all expenses. Receipts dated more than 30 days from the date of the Reimbursement Form cannot be considered for reimbursement.

Reimbursement checks will be processed upon receipt and issued within 7-10 business days.

Donations/Church contributions will not be reimbursed.

Mileage will be reimbursed according to current IRS regulations and guidelines.

Cash advances will not be given for travel.

Entertainment expenses must be explained and itemized.

Additional travel will not be approved if expense reports are outstanding.

7.04 SPEAKING ON BEHALF OF CHURCH/PASTOR

No Team Member has the authority, express or implied, other than the Lead Pastor or Campus Pastor, to speak on behalf of or for any Pastor at New Life Church or for the Church

itself unless that responsibility has been given by authority of the Lead Senior Executive Pastor.

7.05 SOLICITATION, DISTRIBUTION, AND BULLETIN BOARDS

A Team Member may engage in solicitation on Church premises only during the Team Member’s nonworking time and the nonworking time of the person being solicited. Nonworking time means time during meals or breaks and before or after work. Solicitation by email is strictly prohibited any time, working or nonworking hours.

A Team Member may distribute or circulate non-Church written materials to other Team Members only during nonworking time.

Solicitation or distribution is strictly prohibited on Church property at any time when it is connected with the sale of goods or services for profit. Similarly, solicitation or distribution of literature by non-Team Members, for any purpose, is strictly prohibited on Church property at any time.

A Team Member should never conduct outside business while at work without prior written permission. This rule applies to all solicitations, sales of products and merchandise, membership drives, circulation petitions, union organizational activities, pledges, collecting money and recruiting other Team Members to buy or sell products.

7.06 EXECUTION OF LEGAL DOCUMENTS

Only the Directors of New Life Church have the authority to obligate the Church in the execution of any legal and/or binding document including but not limited to a: Lease, Contract of Employment, or Note.

7.07 LOST AND FOUND

A Team Member should not bring large sums of money, jewelry, or other valuables to work. The Church is not responsible for personal property that is lost, damaged, stolen, or destroyed. If a Team Member happens to find personal belongings that have been lost by another person, the Team Member should turn them into the receptionist.

7.08 NLC INFORMATION

Posted information in the church office is for the benefit of all Team Members. Team Members will find posters that explain state and federal law. Church policy and procedures are conveniently posted on the New Life Church resources site at www.teamnewlifechurch.com. Each Team Member is responsible for checking the Church resources site on a regular basis and for reading all posted materials.

7.09 REFERENCE REQUESTS

A Team Member should not provide information, either verbal or written, regarding current or former Team Members or volunteers, to persons, firms, organizations or institutions.

An Team Member who receives a request for information concerning a past or present Team Member, or volunteer of New Life Church, must, WITHOUT engaging in any “off the record” conversation or documentation about the individual, refer the person making the inquiry to the Executive Pastor. Only the Executive Pastor has the authority to provide information of any kind regarding current or former Team Members or volunteers.

7.10 SHARING OF SUGGESTIONS

As Christians, we pray that God will direct us and guide us in our everyday lives. As we strive for excellence in what we do at New Life Church, we realize that it is an on-going and continuous process in that each of us can continually pursue an even higher standard of excellence. As a Team Member becomes more and more competent in his or her work arena, the Team Member will come up with new ideas, new methods, or new ways of doing things. We encourage that Team Member to share these ideas with his or her immediate supervisor.

7.11 CHANGES TO TEAM MEMBER HANDBOOK

In order to retain flexibility in the administration of policies and procedures, New Life Church reserves the right to change, revise or delete the policies and procedures described in this Handbook at any time such a change is deemed necessary and/or desirable. Some additional policies have been and will be established by the church but are not included in this Handbook. These policies are available on the Church resources site at www.teamnewlifechurchar.com. They carry the same expectation of being followed as those listed in this Handbook.

SECTION 8- RESOLUTION OF CONFLICTS

It is predictable that there will be certain conflicts that arise between Team Members of the Church with other Team Members, with the Church itself, or with outside third parties. The Church's policies for dealing with such conflicts are as follows:

8.01 CONFLICT OF INTEREST

The purpose of the conflict of interest policy is to protect the Church's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director or officer of the Church, or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

DEFINITIONS.

INTERESTED PERSON. Any director, Elder, Pastor, or member of a committee with powers delegated by the Board, who has a direct or indirect financial interest, as defined below, is an interested person.

FINANCIAL INTEREST. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

An ownership or investment interest in an entity with which the Church has a transaction or arrangement;

A compensation arrangement with the Church or with an entity or individual with which the Church has a transaction or arrangement; or

A potential ownership or investment interest in, or compensation arrangement with, an entity or individual with which the Church is negotiating a transaction or arrangement.

Compensation includes direct or indirect remuneration, as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest.

PROCEDURES.

DUTY TO DISCLOSE. In connection with an actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given an opportunity to disclose all material facts to the Board.

DETERMINING WHETHER A CONFLICT OF INTEREST EXISTS. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

PROCEDURES FOR ADDRESSING A CONFLICT OF INTEREST.

1. An interested person may make a presentation to the Board, but after the presentation, the interested person shall leave the meeting during the discussion of and the vote on the transaction or arrangement involving the possible conflict of interest.

- 2. The chairman of the Board may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- 3. After exercising due diligence, the Board shall determine whether the Church can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- 4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors or Directors whether the transaction or arrangement is in the Church's best interests, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, the Board shall make its decision as to whether to enter into the transaction or arrangement.

VIOLATIONS OF THE CONFLICTS OF INTEREST POLICY. If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, the Board shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines that the member has failed to disclose an actual or possible conflict of interest, the Board shall take appropriate disciplinary and corrective action.

RECORDS OF PROCEEDINGS. The minutes of the Board shall contain:
The names of the person(s) who disclosed or was otherwise found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

8.02 WHISTLEBLOWER POLICY

It is the policy of the Church that it shall not, by and through any officer, director, Team Member, volunteer, or agent, knowingly engage in any illegal or unethical activity. This policy is intended to supplement, but not replace, any applicable state and federal laws governing the duty to prevent or report such activity applicable to nonprofit and charitable organizations.

DEFINITIONS

ENGAGE. No person shall engage in illegal or unethical activity including by direct participation or by providing support, encouragement or assistance to another, by assisting

another in hiding his or her participation in such activity, or by failing to report such activity in conformity with this policy.

ILLEGAL OR UNETHICAL ACTIVITY. "Illegal or Unethical Activity" could include, but is not limited to the following:

1. Conduct that is in violation of nonprofit law under federal or state statute;
2. Conduct that is in violation of any penal code or criminal statute;
3. Conduct that is in violation of the United States Tax Code or any state or municipal statute, rule or ordinance;
4. Conduct that is in violation of any federal, state, or municipal statute, rule, or ordinance;
5. Conduct that is contrary to biblical concepts or teachings or that tends to damage the reputation of the Church.

PROCEDURES.

DUTY TO DISCLOSE. In connection with any situation in which any person has good cause to believe that the Church, by and through its personnel, is engaged in illegal or unethical activity, that person (a) shall disclose if he or she is an officer, director, Team Member, volunteer, or agent of the Ministries, and (b) is encouraged to disclose if he or she is an outside third-party, the existence of the facts and circumstances giving rise to that belief to the Board or Lead Pastor.

DETERMINING WHETHER ILLEGAL OR UNETHICAL ACTIVITY EXISTS. Whenever the Board or Lead Pastor is made aware of any alleged illegal or unethical activity of the church, the Board shall conduct a special meeting as soon as practical, have the known facts stated, appoint a person or committee to investigate the veracity of the reported facts, and report back to the Board in a specified and expedited manner.

PROCEDURES FOR ADDRESSING ILLEGAL OR UNETHICAL ACTIVITY. In such instances where it is determined by the Board that there has been illegal or unethical conduct by someone acting for or on behalf of the Church, the Board may decide to do one or more of the following:

Discipline a Team Member found to be in violation, ranging from counseling to termination;
Reassign or suspend volunteers found to be in violation;
Rescind, change, or cease any activity or position of the Church necessary to remedy the problem;
Amend or modify any documents that have been created or filed that perpetuate the illegal or unethical conduct or create new paperwork to remedy the problem;
Self-report the activity to applicable police or government authorities;
Any other action calculated to bring an end to any illegal or unethical activity.

NO RETALIATION. The Board shall maintain the confidentiality of any person making a report of suspected illegal or unethical activity and shall only allow that person's identity to be disclosed if necessary to complete an investigation and limit such disclosure to person(s) having a need to know. No person having made a report of suspected illegal or unethical activity shall be the recipient of retaliation by the Church such as an adverse employment decision or other action.

RECORDS OF PROCEEDINGS. The minutes of the Board shall contain:

The name(s) of the person(s) who reported illegal or unethical activity and the general facts that were reported;

The name(s) of the person(s) assigned to investigate a report;

A general summary of what is learned from an investigation; and

A general summary of what action, if any, the ministry or ministries take as a result of a report.

If a report concludes that no reasonable basis exists to believe the Church engaged in illegal or unethical activity the minutes shall concur with the report.

8.03 BINDING ARBITRATION

Any and all claims or disputes, whether claimed against NLC, NLC's officers or Team Members, arising from or relating to an employment agreement, other terms or conditions of the employment, or for any other dispute involving the Church other than a claim for injunctive relief, shall first be submitted to mediation in Faulkner County, Arkansas, in accordance with the then governing Rules of Procedure for Christian Conciliation, Institute for Christian Conciliation. If efforts to conciliate or mediate the dispute fail, then the matter shall be resolved through binding arbitration with the Institute for Christian Conciliation. The decision of the arbitrator(s) shall be binding on both parties, and both parties submit themselves to the personal jurisdiction of the courts of Faulkner County, Arkansas, both state and federal, for the entry of a judgment confirming the arbitrator's award.

The Church will pay the mediator's/arbitrator's fees and will pay that portion of the mediation or arbitration fee in excess of the similar court filing fee that would have been charged if the Team Member had gone to court. Both parties waive any right to have any contested or disputed matter heard or decided by a trial before a trial judge or jury other than to have a trial judge grant injunctive relief to protect the status quo pending disposition by mediation/arbitration. The parties agree that the availability of mediation/arbitration does not change or alter the at-will employment relationship between them.

If a dispute could result in an award of monetary damages that is covered by a Church's insurance policy, then use of the conciliation, mediation, and arbitration procedure is conditioned on acceptance of the procedure by the liability insurer of the Church and the insurer's agreement to honor any mediation, conciliation or arbitration award up to any applicable policy limits.

Revised on October 24, 2016