

# HR POLICIES & PROCEDURES HANDBOOK



**STEVENS CREEK**  
CHURCH



# STEVENS CREEK

C H U R C H

## Augusta Campus

600 Stevens Creek Rd. Augusta, GA 30907

(706) 863-7002

Sunday Service Times:

9:00AM | 10:30AM | 12:00PM



## South Augusta Campus

3358 Peach Orchard Rd. Augusta, GA 30906

(706) 863-7002

Sunday Service Times:

10:30AM



## Grovetown Campus

505 High Meadows Dr. Grovetown, GA 30813

(706)-863-7002

Sunday Service Times:

10:30AM



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STEVENS CREEK  
CHURCH  
&  
CHURCH OF GOD

## STEVENS CREEK CHURCH HISTORY

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On November 29, 1987, 24 people gathered in a borrowed living room in Edgefield County, SC with a bold, yet simple, dream: to reach people who are far from God with the message of hope in Christ. Although they did not know where they were going, they had faith that God was opening the door. The church was then named Church of the Harvest. Just 7 months later, they moved into a church building on Old Petersburg Road.

In 1992, the church held the very first contemporary service in the Augusta area. With a goal to reach even more people in our community, Church of the Harvest moved into Stevens Creek Elementary and purchased 18 acres of land on Stevens Creek Road. After asking God to provide land for a permanent location, Pastor Marty found a plot of land near Evans to Locks Road. This land had no road frontage, but providentially, the owner of the Stevens Creek Road property just happened to be driving down a private dirt road at the same time. The owner invited Pastor Marty to view his property, and said that his mother had always prayed this land would be used for God's purposes. We purchased the property and the rest is history. The church then changed the name to Stevens Creek Church.

In January of 2009, Stevens Creek Church began what would be a long-standing biannual tradition. Calling it the "Awakening," we took on our very first season of 21 Days of Prayer by seeking God for His direction about the year ahead for three weeks. We have honored that tradition in prayer and fasting every August and January since. As we have devoted ourselves to prayer, we have seen God move in miraculous ways over and over. We are empowered to be the church God has called us to be when we make prayer one of our highest values. In the fall of 2009, we witnessed an extraordinary display of God's faithfulness when 96 people went public with their faith at our Baptism Celebration. The energy in the room was palpable as there were two baptism pools being used simultaneously and the room was packed with family members and church members celebrating those who had stepped across the line of faith.

Fast forward to January of 2021, the Lord woke Pastor Marty up in the middle of the night and put the word "Revival" in his heart. As he started to pray, this need for a revival became stronger and stronger. He believed if revival was going to take place in our community, it first has to start with revival in each of us. His prayers came to fruition with a four-night Revival. We experienced one of the most spiritually significant moments we've ever had as a church. We saw a fresh wind touch our people and the church.

To date we have a total of three campuses located in Augusta, South Augusta and Grovetown. We are in awe of how the Lord has moved through this church and are expectant for what God is going to do in the coming years.

# STEVENS CREEK CHURCH

## STATEMENT OF FAITH

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### **THE BIBLE IS THE WORD OF GOD**

*“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.” 2 Timothy 3:16*

The Bible is both our guidebook for practical living and is our spiritual communication from God that provides us strength. The Bible is the inerrant, complete, inspired and unchanging word of God. At Stevens Creek Church we make the Bible a part of our daily lives by reaching through it annually as a congregation, using the One Year Bible.

### **JESUS IS THE SON OF GOD**

*“Jesus answered, “I am the way and the truth and the life. No one comes to the Father except through me.” James 14:6*

Jesus is the reason for everything we do. We believe that Jesus was born of a virgin as the Son of God. We believe that Jesus was crucified for the forgiveness of the sins of humanity and that He rose from the dead three days later. Jesus was both fully man and fully God. While Jesus was a prophet, a teacher, and a good man, He is also the supernatural Son of God.

### **A DECISION TO FOLLOW JESUS CHANGES EVERYTHING**

*“All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness.” 2 Timothy 3:16*

*“For whoever wants to save their life will lose it, but whoever loses their life for me will find it.” Matthew 16:25*

In a culture that sees various methods of avenues to be connected to God, Stevens Creek Church believes that Jesus is the only way to access forgiveness and eternal life in God. We believe that every person is born into sin; believing in and accepting the grace of Jesus is the only way to gain forgiveness from sin. Every person can be forgiven and born again.

## **BELIEVERS CAN AND SHOULD BE FILLED WITH THE HOLY SPIRIT**

*“But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth.” Acts 1:8*

While forgiveness comes from our relationship with Jesus, we believe that our relationship with the Holy Spirit provides us the power to live our lives focused on Jesus. Stevens Creek Church believes in the Holy Spirit as the third member of the Trinity. The Holy Spirit is our best friend, our guide, our comforter and our strength. We believe that our lives can be filled with the Holy Spirit. Lives lived this way are evidenced by fruit of the Spirit and the gifts of the Spirit found in scripture.

## **WHAT WE BELIEVE: CHURCH OF GOD**

The Church of God believes the whole Bible to be completely and equally inspired and that it is the written Word of God. The Church of God has adopted the following Declaration of Faith as its standard and official expression of its doctrine.

- In the verbal inspiration of the Bible
- In one God eternally existing in three persons; namely, the Father, Son, and Holy Ghost.
- That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That He ascended to heaven and is today at the right hand of the Father as the Intercessor.
- That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
- In sanctification subsequent to the new birth, through faith in the blood of Christ; through the Word, and by the Holy Ghost.
- Holiness to be God’s standard of living for His people.
- In the baptism with the Holy Ghost subsequent to a clean heart.
- In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
- In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.
- Divine healing is provided for all in the atonement.
- In the Lord’s Supper and washing of the saints’ feet.
- In the premillennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.
- In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

# BYLAWS: CHURCH OF GOD, (CLEVELAND, TN)

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## ARTICLE I

### NAME

The official name shall be Church of God (1 Corinthians 1:2, 2 Corinthians 1:1)

## ARTICLE II

### TEMPORAL NATURE

The Church of God is incorporated in the state of Tennessee (U.S.A.) as a not-for-profit organization and is recognized as a 501(c)(3) corporations under the Internal Revenue Code (U.S.A.) or the corresponding sections of any prior or future Internal Revenue Code (U.S.A.).

## ARTICLE III

### GOVERNANCE

The current edition of the *Minutes of the Church of God General Assembly* contains a **Journal** of the most recent meeting of the International General Assembly and a **Supplement** that includes updated church policy statements, rules of church order and discipline, and these bylaws.

## ARTICLE IV

### MISSION STATEMENT

The mission of the Church of God is to communicate the full gospel of Jesus Christ (Matthew 28:19, 20) in the Spirit and power of Pentecost (Acts 2:1-4, 6, 13-18) (71<sup>st</sup> A., 2006, p.44).

## ARTICLE V

### MEMBERS

The membership of the Church of God shall be composed of Christians who have accepted the teachings, doctrines, and government of the Church of God, and who have been formally received into its fellowship pursuant to the guidelines established by the International General Assembly. Procedures for excluding members shall be set by the International General Assembly upon recommendation of the International General Council.

## ARTICLE VI

### GOVERNING BODIES

#### 1. International General Assembly

##### a. Members

The International General Assembly is composed of all members and ministers of the Church of God 16 years of age and above. Members and ministers of the Church of God present and registered at the International General Assembly shall comprise its voting constituency (64<sup>th</sup> A., 1992, p.73; 65<sup>th</sup> A., 1994, Item 1, p. 78).

##### b. Meeting

- i. The International General Assembly shall meet biennially to consider all recommendations from the International General Council.

**c. Parliamentary Authority**

- i. *Robert's Rules of Order Newly Revised* shall serve as the official guide for the business of the International General Assembly in all matters to which they are applicable and in which they are not inconsistent with the bylaws of the International General Assembly.

**d. Elections**

- i. The International General Assembly shall elect the general overseer, the assistant general overseers, the secretary general, the general Youth and Christian Education director, the assistant general Youth and Christian Education director, the Evangelism and Home Missions director, the assistant Evangelism and Home Missions director, the director of World Missions, and the assistant director of World Missions (58<sup>th</sup> A., 1980, pp. 29-32, (1-4).

**e. Officers, Committees**

- i. The officers of the International General Assembly shall consist of the moderator and a secretary. The general overseer shall preside as moderator. He shall also appoint parliamentarians to serve during the International General Assembly meetings. He shall also appoint members of committees called for by the international General Assembly.
- ii. The secretary general shall serve the Assembly as secretary. He shall be responsible for recording actions by the Assembly and shall be the custodian of the records of the Assembly.

**f. Parliamentary Procedure**

- i. Debate on all motions shall be governed by the current edition of *Robert's Rules of Order Newly Revised*. Each member has the right to speak on every question. However, he cannot make a second speech on the same question as long as any member who has not spoken on the question desires the floor (*Robert's Rules of Order Newly Revised*). It is the prerogative of the moderator to recognize each speaker and to determine a balance of negative and affirmative speeches.

## **2. International General Council**

### **a. Members**

- i. The International General Council is composed of all ordained bishops of the Church of God, who shall comprise its voting constituency.

### **b. Agenda**

- i. The International General Council shall meet biennially to consider all recommendations from the International Executive Council. The International General Council agenda shall be mailed to the ordained bishops at least thirty (30) days prior to the International General Council. (Minutes of the July 1966, International Executive Council, page 93).
- ii. The International General Council shall consider and prepare such recommendations as are Scriptural and proper in matters pertaining to the welfare of the church. Such recommendations are to be presented to the International General Assembly for final disposition.
- iii. The current edition of *Robert's Rules of Order Newly Revised* shall serve as the official guide for the business of the International General Council in all matters to which they are applicable and in which they are not inconsistent with the bylaws of the International General Council. As a guide for the order of business, the agenda presented by the International Executive Council shall claim the attention of the Council first.
- iv. Any new business shall be presented to the chairman of the motions committee, which committee shall receive, classify, clarify, eliminate duplication, and dispatch for the placement on the agenda following the completion of the printed agenda. Any new business presented to the motions committee shall be presented in typewritten form not later than 2 p.m. of the third day of the International General Council.
- v. The International General Council shall nominate to the International General Assembly the general overseer, the assistant general overseers, the secretary general, the general Youth and Christian Education director, the assistant general Youth and Christian Education director, the Evangelism and Home Missions director, the assistant Evangelism and Home Missions director, the director of World Missions, and the assistant director of World Missions.
- vi. The International General Council shall elect the Council of Eighteen ([1972]; 58<sup>th</sup> A., 1980, pp. 29-32 (1-4)).

### **c. Officers and Committees**

- i. The officers of the International General Council shall consist of the moderator and secretary. The general overseer shall preside as moderator. He shall also appoint members of committees called for by the International General Council.

- ii. The secretary general shall serve the Council as secretary. He shall be responsible for recording actions by the Council and shall be the custodian of the records of the Council.

**d. Parliamentary Procedure and Authority**

- i. The names of all persons on the nomination's ballots receiving twenty-five (25) or less votes for an elected office shall be posted in an appropriate designated place in lieu of reading those names to the International General Council.
- ii. Debate on all motions shall be governed by the current edition of *Robert's Rules of Order Newly Revised*. Each member has the right to speak on every question. However, he cannot make a second speech on the same question as long as any member who has not spoken on the question desires the floor (*Robert's Rules of Order Newly Revised*). It is the prerogative of the moderator to recognize each speaker and to determine a balance of negative and affirmative speeches.
- iii. Debate may be limited by a proper motion (*Robert's Rules of Order Newly Revised*).

**3. International Executive Council**

**a. Authority**

- i. This council shall consider and act upon any and all matters pertaining to the general interest and welfare of the Church of God.

**b. Members**

- i. The general overseer, his assistants, the secretary general, and eighteen councilors (the Council of Eighteen) elected by the International General Council shall constitute the International Executive Council of the church.

**c. Meeting**

- i. At a time set by the general overseer, the International Executive Council shall meet and adopt recommendations to be brought before the International General Council.

**d. Duties and Responsibilities**

- i. The duties and responsibilities of the International Executive Council shall be set by the International General Assembly upon recommendation by the International General Council.

**ARTICLE VII**  
**EXECUTIVE BOARD**

International Executive Committee – The Executive officers of the Church of God shall be the general overseer, three assistant general overseers, and the secretary general. These shall constitute the International Executive Committee. Their tenure in office, manner of selection, duties and authorities, and procedure for filling vacancies shall be decided by the International General Assembly upon recommendation from the International General Council.

**ARTICLE VIII**  
**COMMITTEES**

Standing Boards and Committees – Standing boards and committees as called for by the International General Assembly or International General Council shall be appointed by the International Executive Committee. The general overseer shall be an *ex officio* member of all standing boards and committees.

**ARTICLE IX**  
**PARLIAMENTARY AUTHORITY**

The latest edition of *Robert's Rules of Order Newly Revised* shall serve as the official parliamentary guide for conducting the business of the church.

**ARTICLE X**  
**AMENDMENT OF BYLAWS**

1. Amendment
  - a. The power to alter, amend, or repeal these bylaws shall be vested in the International General Assembly and exercised only by a two-thirds vote of the International General Assembly upon recommendation of a two-thirds vote of the International General Council.
  
2. Previous Notice
  - a. In order to amend, alter, or repeal these bylaws, previous notice will be considered fulfilled if the following guidelines to notify the constituency are observed:
    - i. Mail to ministers whose addresses are on record at the Church of God International Offices in Cleveland, Tennessee, U.S.A., including national and territorial leaders, the notice and copies of the proposed change(s) to the Bylaws of the Church of God to be considered by the International General Council not later than 90 days prior to the opening of the International General council. Pastors should make this notice available by public announcement and/or posting to their congregations.
    - ii. Include the notice and copy of the proposed change(s) to the Bylaws of the Church of God to be considered by the International General Council in at

least two issues of the Church of God *Evangel* preceding the opening of the International General Council.

- iii. Post the notice and a copy of the proposed change(s) on the church's Internet web site.
- iv. The proposed change(s) may be amended, but cannot be amended beyond the scope of the notice. Any change of the bylaws approved by the International General Assembly will go into effect immediately upon its adoption, unless the motion to adopt specifies another time for its becoming effective

## STEVENS CREEK CHURCH

### DR. MARTY BAKER, LEAD PASTOR

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#### **Dr. Marty Baker, *Founder and Lead Pastor***

Dr. Marty Baker is the Founder and Lead Pastor of Stevens Creek Church. Under his leadership, the church has grown from a small group meeting in a home in 1987 to a congregation of more than 1500 people across two campuses. Marty has a deep appreciation for the southern culture (reared in Abbeville, South Carolina), college athletics (especially the University of South Carolina Gamecocks), and a great passion to communicate Biblical truths in a creative way people can understand.

Marty and his wife, Patty, are graduates of Lee University in Cleveland, Tennessee where Marty now serves on the Board of Directors. After college, Marty completed a master's degree from Samford University in Birmingham, Alabama, and his doctorate is from Erskine Theological Seminary in Due West, South Carolina. Marty and Patty have been blessed with three children, Stuart, Sarah and Samuel; along with son-in-law Drew and grandsons Summit, Forrest, and Sheppard. As the congregation continues to move forward, please keep Pastor Marty, Patty, and their family in your prayers.



**STEVENS CREEK CHURCH**  
**STAFF EMAIL AND EXTENSION**

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<b>Todd Sturgell</b>	<i>Executive Pastor of Experiences</i>	<a href="mailto:toddsturgell@stevenscreekchurch.com">toddsturgell@stevenscreekchurch.com</a>	<b>Ext 23</b>
<b>Sarah Landrum</b>	<i>Executive Pastor of Operations and Finance</i>	<a href="mailto:sarahlandrum@stevenscreekchurch.com">sarahlandrum@stevenscreekchurch.com</a>	<b>Ext 26</b>
<b>JT Black</b>	<i>Executive Pastor of Ministries</i>	<a href="mailto:jtblack@stevenscreekchurch.com">jtblack@stevenscreekchurch.com</a>	<b>Ext 35</b>
<b>Dave Willis</b>	<i>Teaching Pastor</i>	<a href="mailto:dave@stevenscreekchurch.com">dave@stevenscreekchurch.com</a>	
<b>Ryan McDermott</b>	<i>Next Gen Pastor</i>	<a href="mailto:ryanmcdermott@stevenscreekchurch.com">ryanmcdermott@stevenscreekchurch.com</a>	<b>Ext 36</b>
<b>Drew Williams</b>	<i>Student Pastor</i>	<a href="mailto:drew@stevenscreekchurch.com">drew@stevenscreekchurch.com</a>	<b>Ext 27</b>
<b>Will Riddle</b>	<i>Next Step Pastor</i>	<a href="mailto:will@stevenscreekchurch.com">will@stevenscreekchurch.com</a>	<b>Ext 38</b>
<b>Branton Treglown</b>	<i>Campus Pastor, South Augusta</i>	<a href="mailto:branton@stevenscreekchurch.com">branton@stevenscreekchurch.com</a>	<b>SA</b>
<b>Steve Saccone</b>	<i>Campus Pastor, Grovetown</i>	<a href="mailto:steve@stevenscreekchurch.com">steve@stevenscreekchurch.com</a>	<b>GT</b>
<b>Kellie Cardona</b>	<i>Dream Center Director</i>	<a href="mailto:kelliecardona@stevenscreekchurch.com">kelliecardona@stevenscreekchurch.com</a>	<b>Ext DC</b>
<b>Stacy Lewer</b>	<i>Assistant to the Lead Pastor, Human Resources Director</i>	<a href="mailto:stacylewer@stevenscreekchurch.com">stacylewer@stevenscreekchurch.com</a>	<b>Ext 15</b>
<b>Christine Hovis</b>	<i>Assistant to the Executive Pastor of Operations and Finance</i>	<a href="mailto:christinehovis@stevenscreekchurch.com">christinehovis@stevenscreekchurch.com</a>	<b>Ext 32</b>
<b>Eric Kennedy</b>	<i>Facilities Operations Director</i>	<a href="mailto:erickennedy@stevenscreekchurch.com">erickennedy@stevenscreekchurch.com</a>	<b>Ext 40</b>
<b>Emily Clayton</b>	<i>Staff Accountant</i>	<a href="mailto:emilyclayton@stevenscreekchurch.com">emilyclayton@stevenscreekchurch.com</a>	<b>Ext 31</b>
<b>Jesse Schuman</b>	<i>Care Pastor</i>	<a href="mailto:jesse@stevenscreekchurch.com">jesse@stevenscreekchurch.com</a>	<b>Ext 44</b>
<b>Meagan Lambert</b>	<i>Missions Staff Lead</i>	<a href="mailto:meaganlambert@stevenscreekchurch.com">meaganlambert@stevenscreekchurch.com</a>	<b>Ext 45</b>
<b>Monica Ebersole</b>	<i>Next Step Staff Lead</i>	<a href="mailto:monicaebersole@stevenscreekchurch.com">monicaebersole@stevenscreekchurch.com</a>	<b>Ext 42</b>
<b>Tessa Wilson</b>	<i>Communications Director</i>	<a href="mailto:tessa@stevenscreekchurch.com">tessa@stevenscreekchurch.com</a>	<b>Ext 29</b>
<b>Kristin Evans</b>	<i>Communications Staff</i>	<a href="mailto:kristinevans@stevenscreekchurch.com">kristinevans@stevenscreekchurch.com</a>	<b>Ext 43</b>
<b>Tristan Mixon</b>	<i>Production Staff Lead</i>	<a href="mailto:tristanmixon@stevenscreekchurch.com">tristanmixon@stevenscreekchurch.com</a>	<b>Ext 14</b>

<b>Cameron Logan</b>	<i>Creative Staff</i>	<a href="mailto:cam@stevenscreekchurch.com">cam@stevenscreekchurch.com</a>	<b>Ext 28</b>
<b>Chandler Canady</b>	<i>Student Ministries Staff</i>	<a href="mailto:chandler@stevenscreekchurch.com">chandler@stevenscreekchurch.com</a>	<b>Ext 12</b>
<b>Kaitlynn Lehman</b>	<i>Creek Kids Staff</i>	<a href="mailto:kaitlynn@stevenscreekchurch.com">kaitlynn@stevenscreekchurch.com</a>	<b>Ext 41</b>
<b>Robert Houston</b>	<i>Creek Kids Staff</i>	<a href="mailto:roberthouston@stevenscreekchurch.com">roberthouston@stevenscreekchurch.com</a>	<b>Ext 22</b>
<b>Stacey Youngblood</b>	<i>Creek Kids Staff, Grovetown</i>	<a href="mailto:stacey@stevenscreekchurch.com">stacey@stevenscreekchurch.com</a>	<b>SA</b>
<b>Ashton Sturgell</b>	<i>Small Groups Staff</i>	<a href="mailto:ashton@stevenscreekchurch.com">ashton@stevenscreekchurch.com</a>	<b>Ext 39</b>
<b>Melanie Sprouse</b>	<i>Campus Support Staff</i>	<a href="mailto:melanie@stevenscreekchurch.com">melanie@stevenscreekchurch.com</a>	<b>Ext 30</b>
<b>Rachel Bowman</b>	<i>Front Office Staff</i>	<a href="mailto:rachel@stevenscreekchurch.com">rachel@stevenscreekchurch.com</a>	<b>Ext 10</b>
<b>Caleb Hage</b>	<i>Worship Staff, South Augusta</i>	<a href="mailto:caleb@stevenscreekchurch.com">caleb@stevenscreekchurch.com</a>	<b>SA</b>
<b>Jordan Narkates</b>	<i>Worship Staff, Grovetown</i>	<a href="mailto:jordan@stevenscreekchurch.com">jordan@stevenscreekchurch.com</a>	<b>Ext 24</b>



**HUMAN RESOURCES  
&  
ADMINISTRATIVE  
POLICIES**

## Stevens Creek Church Policy and Procedures

<b>Human Resources &amp; Administration</b>	<b>Subject: BACKGROUND CHECKS</b>
Purpose: Define the policy for volunteer and staff background checks	Page: 1 of 1
Application: All Staff and Volunteers	
Responsibility: Human Resources Department Administration: Stacy L. Lewer	Revised: 9/15/21

### **POLICY**

One of the most effective ways to prevent sexual misconduct is by carefully screening all church employees and volunteers – especially those who will work with children or students. Screening can deter predators and allow the church to eliminate inappropriate candidates.

National criminal background and sexual offender registry checks are required on:

- All paid youth/child/nursery workers and anyone, including volunteers, who works one-on-one in the area of discipleship and mentoring
- Anyone, including volunteers, who is involved in any overnight trips or events
- Anyone, including volunteers, who has access to electronic records of minors

It will be the policy of Stevens Creek Church to run background checks for all volunteers who will have access to children and student areas and activities or records. Background checks will also be run on all prospective employees.

### **PROCEDURES**

To begin screening, the candidate will receive an email generated through Planning Center Online (PCO) to perform a background check through a professional screening service.

## Stevens Creek Church Policy and Procedures

<b>Human Resources &amp; Administration</b>	<b>Subject: CONFIDENTIALITY AGREEMENT</b>
Purpose: Define the terms of the Confidentiality Agreement	Page: 1 of 2
Application: All Staff and Church Elders, Leaders and Volunteers with data base access	Effective Date: 5/24/18
Responsibility: Human Resources Department Administration: Stacy L. Lewer	Revised: 9/15/21

**THIS CONFIDENTIALITY AGREEMENT** (“Agreement”) dated \_\_\_\_\_, is by and between Stevens Creek Church (“Church”) and \_\_\_\_\_ (referred to as “I” or “me” below).

WHEREAS, the Church and I agree that the Bible was inspired by God and written by man without error and is completely relevant to our daily life;

WHEREAS, the Scriptures forbid the spreading of gossip, slander and the betraying of confidences (Exodus 23:1; Leviticus 19:16; Proverbs 6:19; 11:13; 16:28, 20:19; Romans 1:30; 1 Corinthians 6:10; 2 Corinthians 12:20; and Titus 2:3);

WHEREAS, as an inducement to the Church to allow me to volunteer, to hire me or to continue to employ me, or to provide me access to its confidential information, or to provide compensation and/or benefits, as the case may be, I have agreed to execute this Agreement and be bound by its terms, conditions and covenants.

NOW THEREFORE, in consideration of the above premises, I agree to be bound by the terms, conditions and covenants set forth herein;

**Confidentiality:**

1. **Duty of Maintain Confidentiality:** I promise and agree that, except to the extent the use or disclosure of any Confidential Information (as defined below) is required to carry out my assigned duties with the Church, during my employment or volunteering with the Church and thereafter: (a) I will keep strictly confidential and not disclose to any person not employed by the Church any Confidential Information, and (b) I will not use for myself or for any other person or entity any Confidential Information. However, this provision shall preclude me: (i) from the use or disclosure of information known generally to the public, other than as a result of my violation of this Section; or (ii) from any disclosure required by law or pursuant to this subsection and take all reasonable and lawful steps to limit the extent of such disclosure.
2. **Definition:** The term “Confidential Information” means all non-public information furnished to, obtained by, or created by me within the course and scope of my work (volunteer or otherwise) with the Church. Confidential Information includes, but is not limited to, such information relating to: (i) Church participants, including lists, contact information, prayer requests, personal information, (ii) Church finances, including personal financial/salary information related to the staff, the Church’s financial statements, balance sheets, offerings information, cash flow, forecasts and cost analyses; (iii) the Church’s plans and projections for opportunities for new and developing ideas; and/or (iv) the Church’s research and development activities and technical data.

3. **Return of Property.** I agree that all church property, files, documents, equipment, data and information used, prepared, or collected by me as part of my employment or volunteering with the Church, in whatever form, will at all times remain the property of the Church. I also agree that all Confidential information that comes into my possession, whether prepared by me or others, is and will remain the property of the Church. I agree that I will return upon the Church's request at any time (and, in any event, prior to the end of my employment or volunteering with the Church) all property, files, documents, equipment, data and information belonging to the Church in my possession or control, regardless of how stored or maintained and including all originals and copies.

**REASONABLENESS OF RESTRICTIONS**

I recognize that the terms of this agreement are necessary to protect the Church's Confidentiality Information and the sensitivity of such information. I also agree to its terms. Thus, I agree not to contest the general validity or enforceability of this Agreement. The covenants in this Agreement shall survive the termination or end of my employment or volunteering with the Church as set forth above, regardless of the date, reason or manner of my separation. I acknowledge that this Agreement is supported by good and valuable consideration.

**GENERAL PROVISIONS**

**Remedies Available to the Church for My Breach.** I acknowledge that my breach of any of the restrictive covenants in this Agreement will result in irreparable damage to the Church. Therefore, in the event of any breach by me, I agree that the Church shall not be entitled to an injunction from a court of competent jurisdiction enjoining me from committing any violation or threatened violation of this Agreement. I further agree that the Church shall not be required to post a bond to obtain such an injunction. All remedies available to the Church by reason of a breach by me of this Agreement are cumulative, none is exclusive, and all remedies may be exercised concurrently or consecutively at the Church's option.

IN WITNESS WHEREOF, the parties have duly executed this Confidentiality Agreement as of the date first above written.

Your Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Stevens Creek Church**

Supervisor: \_\_\_\_\_

Human Resources Director: \_\_\_\_\_

## Stevens Creek Church Policy and Procedures

<b>Human Resources &amp; Administration</b>	<b>Subject: CONFLICT OF INTEREST</b>
Purpose: Define the policy for the church’s conflict of interest policy	Page: 1 of 1
Application: All Staff and Church Elders, Leaders and Staff Family Members	
Responsibility: Human Resources Department Administration: Stacy L. Lewer	Revised: 9/15/21

### **POLICY**

No Stevens Creek Church insider (elder, church leader, staff, staff family members, or any other person who is acting on the church’s behalf) shall use his or her position, or knowledge gained there from, in such a manner that a conflict between the interest of the church or any of its ministries and his or her personal interests arise.

### **PROCEDURES**

Effective ministry service and wise stewardship depends on deliberate, thoughtful, and prayerful fiduciary decision-making which will always be in the best interest of Stevens Creek Church – whether the decisions involve far-reaching matters of organizational policy, approval of major transactions, or the management and reporting of church finances.

All actions of the Church must be performed in a manner which will not only be pleasing to the Lord, but also in a manner which would avoid any criticism by church members or the community at large. Leadership feels strongly that even the appearance of a possible conflict of interest must be avoided. Conflicts of interest, if not handled appropriately and sensitively, can do lasting damage to the church’s governance and its reputation, credibility, and ability to fulfill its mission. Each church insider has a duty to place the interest of the church foremost in any dealings with the church and has a continuing responsibility to comply with the requirements of this policy.

The conduct of personal business between any church insider and the Church, or any of its ministries, is prohibited. Church insiders may not obtain for themselves, their relatives, or their friends a material interest of any kind, except for reasonable levels of compensation and benefits paid to staff, from their association with the church.

## Stevens Creek Church Policy and Procedures

<b>Human Resources &amp; Administration</b>	<b>Subject: EMPLOYMENT AND PERFORMANCE STANDARDS GENERAL INFORMATION</b>	
Purpose: Define the policy for general work information	Page: 1 of 4	
Application: All Staff		
Responsibility: Human Resources Department Administration: JT Black	Revised: 9/15/21	

### POLICY

#### EMPLOYMENT

Stevens Creek Church is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status, physical disability, medical condition, veteran’s status, age, or so determined by state or local statute or code, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits. The Church does, however, reserve the right to employ persons who have a denominational background and philosophy of ministry similar to ours and who, in the opinion of the Church, have a work history and a life style that is consistent with the Scriptural principles of the Church.

The Executive Team shall make the final decisions concerning non-compliance with these conditions. All employment decisions will be made in compliance with applicable employment-related laws.

#### EMPLOYMENT AT WILL

Under federal and state law Stevens Creek Church has the right to terminate the employment relationship at any time; with or without cause or advance notice and the employee may resign at any time. This employment “at-will” relationship will remain in effect throughout the staff person’s employment with Stevens Creek Church.

This employment “at-will” relationship may not be modified by any form of oral or implied agreement. No Church leader, supervisor, or Church representative has the authority to alter this relationship, and each employee shall never interpret such a person’s remarks as a contract for and/or as a guarantee of continued employment.

The at-will nature of our relationship may not change except by a separate written agreement specifically entered into for such purpose and signed by the Executive or Leadership Team.

## PERFORMANCE STANDARDS

It is the Church's policy to conduct performance reviews with employees on a regular basis as a means of fostering employee development and motivating employees to reach their full potential. It is not possible to provide an exhaustive list of every performance standard. However, employees are responsible for understanding and complying with the standards as stipulated in the initial interview and/or Employee Handbook.

## WORK PERFORMANCE

Employees may be disciplined, up to and including possible termination for poor work performance as determined by their supervisor, Lead Pastor or Executive Team. Examples of poor work performances are outlined below, but are not limited to:

- Below average work in quality or quantity
- Poor behavior (attitude), including rudeness, lack of cooperation, acts of dissention within the staff
- Excessive absenteeism, tardiness, or abuse of break and lunch privileges
- Failure to follow supervisory instructions or abide by Church policies and procedures

## DRESS CODE

All Stevens Creek staff members are expected to present a professional, businesslike image to members, visitors, and the public. Acceptable personal appearance, like proper maintenance of work areas is an ongoing requirement of employment with Stevens Creek Church.

- PROFESSIONAL - Be ready for hospital visits/counseling sessions at any given time.
- DISCRETION - The goal is to diminish distractions so that we draw people to Jesus not draw people to ourselves.
- MODEST - We want to embrace personal expression but safeguard on each other's behalf anything that could potentially cause someone to stumble.
- SUNDAY ATTIRE
  - Graphic tees should be worn with discretion
  - Clothing should be free from rips or holes
  - No casual hats
  - Name tags are encouraged
  - Tight, revealing, or otherwise workplace-inappropriate dress is not permitted
  - Tattoos, piercings, and jewelry should be worn with discretion and should not be items that cause distractions in the worship environment

- WORK WEEK ATTIRE
  - Attire can be business casual
  - All shorts should have at least a 7-in inseam
  - Athletic shorts and sweatsuits are inappropriate
  - Casual hats should not be worn for staff meeting, worship, or in the Lead Pastor’s office
  - While t-shirts are allowed, they should appear neat and clean
  - Tight, revealing, or otherwise workplace-inappropriate dress is not permitted

**VIOLATION – SEE DISCIPLINARY ACTION SECTION BELOW**

MISCONDUCT AND/OR BEHAVIOR

Employees may also be disciplined, up to and including possible termination, for misconduct and/or unacceptable behavior. Examples of misconduct are outlined below, but are not limited to:

- Acts of insubordination
- Abuse, misuse, theft, or the unauthorized possession of removal of Church property or the personal property of others
- Violation of the Church’s “use of Church Computer and Internet Access policy”
- Falsifying or making a material omission on Church records, reports, or other documents, including payroll, personnel, and employment records
- Divulging confidential Church information to unauthorized persons
- Disorderly conduct on Church property, including fighting or attempted bodily injury, the use of profane, abusive, or threatening language toward others, or possession of an unlawful weapon
- Violation of any law adversely affecting the Church, or conviction in court of any crime that may cause the employee to be regarded as unsuitable for continued employment
- Violation of the Church’s alcohol, drugs, and controlled substances policy
- Marking or signing the time record of another employee or knowingly allowing another employee to mark or sign their time record
- Any offensive or inappropriate actions which could impugn or harm the integrity or reputation of the Church
- Violation of the Stevens Creek code of ethics policies
- Any immoral conduct which brings reproach upon the name of the Lord Jesus Christ and His Church

All staff are to serve cooperatively with other staff coordinating their respective department ministries with all other Church related programming. Staff are expected to exhibit loyalty to all staff members and the mission of Stevens Creek Church. Any staff personnel fostering disharmony in any matter must follow the scriptural principles as outlined in Matthew 18. If matters of disharmony cannot be resolved, the staff person will be given to the opportunity to resign voluntarily or be involuntarily terminated.

## PROCEDURES

### DISCIPLINARY ACTION FOR VIOLATIONS

Because of the many possibilities that might exist in any set of circumstances, it is not practical to set out the appropriate action for dealing with every employment problem. Actions could come from just mentioning the problem to the employee up to and including immediate termination of employment. The Church reserves the right to enter into any phase of discipline, at any time, depending on the nature and frequency of offenses. Documentation will be prepared and signed off on by the employee and supervisor and filed in the employee's personnel file. Furthermore, dismissal need not be preceded by one or more less-severe sanctions. Consultation with the Executive Team may be needed when appropriate.

Employee acknowledges that he or she will acquire considerable knowledge about, and expertise in, certain areas of Stevens Creek's business and he or she will have knowledge of, and contact with, customers and staff of Employer. Employee further acknowledges that he or she will not utilize such knowledge and expertise following termination of his or her employment.

### TERMINATION

Employee will meet with Human Resources to relinquish all church property, including but not limited to; computer, key/key fob, nametag, credit card, passwords to any websites or software programs logged into on behalf of Stevens Creek Church.

## Stevens Creek Church Policy and Procedures

<b>Human Resources &amp; Administration</b>	<b>Subject: EMPLOYMENT CLASSIFICATION AND REPORTING OF TIME WORKED</b>	
Purpose: Define the policy for classification of employees and reporting of time off	Page: 1 of 2	
Application: All Staff	Effective Date: 9/15/21	
Responsibility: Human Resources Department Administration: JT Black	Revised: 9/15/21	

### POLICY

The Human Resource Department shall maintain appropriate records of employee classifications and records documenting hours worked by all part-time employees and paid time off of all employees.

### EMPLOYEE CLASSIFICATIONS

All employees are classified as either “exempt” or “non-exempt.” By law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of either hours per day or forty hours per week. These employees are referred to as non-exempt and must report all hours worked on a time sheet.

The following definitions have been established to standardize terminology and provide common understanding in our references to employees:

**EMPLOYEE:** A person who receives wages or salary from Stevens Creek Church and whose work this organization controls and directs.

**FULL-TIME EMPLOYEE:** Those employees who regularly work 40 hours or more weekly and who maintain continuous regular employment status. Regular full-time employees are eligible for benefits offered by Stevens Creek Church.

**PART-TIME EMPLOYEE:** Those employees who regularly work less than 40 hours weekly and who maintain continuous regular part-time employee status. Part-time employees regularly working less than 40 hours per week may be eligible for certain benefits offered by Stevens Creek Church.

**TEMPORARY EMPLOYEES:** Temporary employees are those whose services are intending to be for a short period of time or of limited duration, or for an indefinite period when there is no intent by Stevens Creek Church or provide regular status. Temporary employees are not eligible for benefits. If a temporary employee is subsequently hired as a regular employee date of hire will be determined by the date on which the employee becomes a regular employee.

**EXEMPT EMPLOYEES:** Executive, administrative, and professional employees are exempt from the Fair Labor Standards Act. Exempt employees paid on a salary basis are not eligible for and do not receive over-time payment. Exempt employees include the Lead Pastor, Executive Team, Department Heads, and Professional/Computer Employees (those whose work requires advanced knowledge, a degree, and whose work is primarily intellectual in character.) These employees must earn a minimum of \$970 per week/\$50,440 per year to be exempt.

**NON-EXEMPT EMPLOYEES:** Employees who are not exempt from the provisions of the Fair Labor Standards Act. Non-exempt employees include administrative assistants, musicians, interns, and nursery workers.

## **PROCEDURES**

All non-exempt employees are required to report actual hours worked. This will be accomplished by the completion of a timesheet. This timesheet requires employees to record the actual time they begin work and when they leave work at the conclusion of the day, each and every workday. A 1-hour lunch break is included in your paid workday.

Timesheets must be signed by the supervisor in the event employees' hours exceed 5 hours above assigned hours or in the event of overtime hours. Keep a copy of your timesheet for your records. Timesheets will be returned to your supervisor for their records after payroll is processed.

Payroll is processed on the 25<sup>th</sup> of each month, therefore, all time sheets are due in the Finance Department on the 24<sup>th</sup> of each month.

Employees shall never record or sign the timesheet of another employee or knowingly allow someone else to record or sign his or her time sheet. Violations to any of these guidelines may result in disciplinary action, up to and including possible termination.

Full time employees are required to work a minimum of forty hours per week and turn in a monthly report of time off.

### **REPORTING OF SICK, SICKNESS IN FAMILY, AND VACATION DAYS**

Monthly reporting of sick, sickness in family, and vacation days is required. All employees should use the "Request for Time Out of Office" form accessed through PCO to submit sick time, sickness in family, personal days, or vacation days used.

Paid time off hours are established for each employee in the Vacation/Holiday/Sick Policy.

## Stevens Creek Church Policy and Procedures

<b>Human Resources &amp; Administration</b>	<b>Subject: HARASSMENT POLICY</b>	
Purpose: Define the policy for sexual harassment	Page: 1	
Application: All Staff		
Responsibility: Human Resources Department Administration: JT Black	Revised: 9/15/21	

### **POLICY**

Stevens Creek Church will not tolerate any form of harassment. This includes sexual harassment or any offensive conduct that has the effect of substantially interfering with an employee’s work performance or creating a pervasive, intimidating, hostile, or offensive work environment.

### **PROCEDURES**

Stevens Creek Church has instituted the following three-step procedure for reporting and investigating allegations of unlawful harassment, including sexual harassment:

**REPORTING:** An employee who believes that he or she has been the victim of harassment has a duty to report it immediately to his or her supervisor or the Director of Human Resources. In all reported cases Stevens Creek Church will take reasonable steps to protect the reporting employee from retaliatory, harassing, or abusive behavior in relation to such reporting.

**INVESTIGATION:** The Director of Human Resources will direct the investigation of complaints. All employees are expected to cooperate with an investigation of any type of harassment. Confidentiality will be maintained to the extent permitted under such circumstances.

**CORRECTIVE ACTION:** After the investigation has been completed, the Director of Human Resources will make a determination regarding the resolution of the case. If warranted, appropriate disciplinary action, up to and including dismissal, will be taken.

**GUIDELINES:** Sexual harassment is present whenever unwelcome sexual advances, either verbal or physical requests for favors and other verbal or physical conduct of sexual nature have occurred, and submission to such conduct is either an explicit or implicit term of condition of employment submission to or rejection of the conduct is used as a basis for making employment decisions; or the conduct has the purpose or effect or substantially interfering with an individual’s work performance, or creating an intimidating, hostile or offensive work environment. Sexual harassment does not refer to occasional compliments or other conduct that is socially acceptable and does not have a discriminatory effect on the employment relationship.

## Stevens Creek Church Policy and Procedures

<b>Human Resources &amp; Administration</b>	<b>Subject: INTELLECTUAL PROPERTY OWNERSHIP</b>	
Purpose: Define the policy for ownership of intellectual property	Page: 1 of 2	
Application: All Staff		
Responsibility: Human Resources Department Administration: JT Black	Revised: 9/15/21	

### POLICY

In the course of carrying out the charitable, religious, and educational purposes of Stevens Creek Church, our employees frequently create illustrations, articles, musical compositions, sound recordings, and other creative works. Those works are an important means of sharing the gospel. Under copyright law, such works that our employees create in the course of their employment are the church’s property. Church policy is to protect this property – like all the church’s assets – for the church’s future use consistent with the church’s charitable, religious, and educational purposes. As leaders and supporters of other ministries, (at our discretion) we will share with other churches and organizations. As such, we encourage our staff to be creative in developing resources that can be used as resources for other ministries to enhance the interests of the whole body of Christ.

For the purposes of this policy, “intellectual property” is any original, independent idea, writing, illustration, concept, discovery, other creation that is fixed in a tangible medium of expression. Examples include books, periodical articles, manuscripts, musical works, dramatic works, photographs, artistic and graphical works, video productions, and sound recordings. A “work” is intellectual property that one or more employees of the church create (in whole or in part) within the scope of their employment.

### PROCEDURES

#### SHARING AND OWNERSHIP OF INTELLECTUAL PROPERTY

- Under the copyright law doctrine of “work made for hire,” intellectual property that employees create within the scope of their employment is owned by the employer. Thus, under copyright law, a work (as defined above) is the church’s property. Consequently, advance approval from the Lead Pastor is required for any transfer of ownership of a work or any use of a work for financial gain.
- The church recognizes that material our employees create might be useful to other churches and ministries. Accordingly, and subject to the foregoing paragraph and any other restrictions that might apply to a particular work, the church grants its employees a perpetual, non-exclusive, royalty-free license to present or share a

work in ways that further the gospel and are consistent with the church's charitable, religious, and educational purposes provided such use does not result in a financial gain.

- Employees who share copies of a work are required to include on the copies an indication of the church's ownership.
- If an employee learns of an opportunity for a work to be sold, copied, or otherwise used in exchange for financial compensation, the employee shall inform the Office Manager so that the matter can be presented to the Lead Pastor for his consideration.
- An employee who creates intellectual property outside the scope of his or her employment responsibilities and away from work time, retains all rights to that intellectual property. For example, books or articles that clergy create outside of their employment are not the church's property. An employee who creates intellectual property outside the scope of his or her employment is responsible and agrees that the church is not responsible for any costs or liabilities relating to that intellectual property.

## Stevens Creek Church Policy and Procedures

<b>Human Resources &amp; Administration</b>	<b>Subject: PASTORAL HOUSING RESOLUTION &amp; ESTIMATE THROUGH COG; LICENSING PROCESS</b>	
Purpose: Define the policy for the church’s pastoral housing plan	Page: 1 of 2	
Application: All pastoral employees		
Responsibility: Human Resources Department Administration: JT Black	Revised: 9/15/21	

### **POLICY**

Stevens Creek Church (SCC), 600 Stevens Creek Road, Augusta, Georgia 30907, through the action of the Church Elder Board, does hereby designate a housing allowance plan for the Stevens Creek Church pastoral staff.

It is resolved that the estimate of housing allowance as listed on the Stevens Creek Church – Estimate of Housing Allowance Form, shall apply to the current calendar year and all future years until otherwise designated.

It is also resolved that the total housing allowance is limited to the fair market value of the pastor’s primary resident plus the cost of utilities and furnishings.

### **PROCEDURES**

The Estimate of Pastoral Housing Allowance Resolution and the Stevens Creek Church – estimate of Housing Allowance form are shown below. Once a year, pastors are asked to review their housing situation, and if changes occur, are to submit a new housing allowance estimate. The Stewardship Team and the Finance Director will approve a new housing allowance resolution for the pastor.

#### **Creating a Valid Ministerial Housing Allowance** (Memo from the Church of God Benefits Board)

***The following simple steps should be taken to assure that the ministers’ housing allowance is created properly:***

- The minister should determine his yearly housing costs by using the *Estimate of Housing Allowance* form (may be obtained at [benefitsboard.com](http://benefitsboard.com)).
- The Estimate should be submitted to, and adopted by, the governing body of the local church and may be applied prospectively, not retroactively.

- The minister should keep careful records of all housing costs for the year.
- The minister should remember that he can receive a housing allowance for only *one* home.
- The minister's housing allowance is limited to the *least* of the (1) amount of designated by the church as housing allowance, (2) the amount actually used to provide a home, or (3) the fair rental value of the home, including furnishings and utilities.
- The minister must pay federal income taxes on any "excess housing allowance," which is reported on the line 7 of the minister's IRS Form 1040.
- The minister must pay self-employment tax (Social Security) on the entirety of the housing allowance.
- A housing allowance provision has to be adopted by the church before the minister can claim such.

#### **SCC Licensing Process**

- In order to receive a pastoral title and/or housing allotment, licensing must be obtained through COG or an approved organization. This can often be done through a licensing transfer process or testing through the North Georgia COG.
- If a license has been received from outside of COG and your position requires a license, the COG licensing requirements should begin within one year of hire.
- Online licenses are not recognized according to COG or SCC standards.
- While SCC encourages personal development and professional growth, not every role or position requires a ministerial license. It should be understood, receiving a license through the COG does not necessarily confer a new title or position with the SCC organization.

*For more details, refer to the Tax Information Manual on the Church of God's Benefits Board website: [benefitsboard.com](http://benefitsboard.com)*

## Stevens Creek Church Policy and Procedures

<b>Human Resources &amp; Administration</b>	<b>Subject: SOCIAL NETWORKING POLICY</b>
Purpose: Define the policy for the church's social networking policy	Page: 1 of 2
Application: All Staff	Effective Date: 5/24/18
Responsibility: Human Resources Department Administration: JT Black	Revised: 9/15/21

### **POLICY**

Like the rest of the culture, churches use social networking sites like Facebook, Instagram, and Twitter to connect with people and promote outreaches and other church programs due to easy mass communication and media sharing.

There is virtually no privacy for staff when a social networking site is used. Anything posted online is available worldwide and never dies, even after the user deletes it. Even if you restrict the privacy settings or the page is password protected there are ways to access that information. Facebook, for example, retains copies of these documents according to its "Terms of Use Agreement." Social networking sites are public and permanent which means anything from them may cause you or the church future harm.

### **PROCEDURES**

#### SOCIAL NETWORKING TERMS AND CONDITIONS

Social networking has proven to be one of the best ways to communicate both needs and events of the church. At the same time, you must be careful to follow the below rules, especially avoiding the sharing of any confidential information – just use common sense.

If you have a social networking web page (Facebook, Instagram, Twitter, LinkedIn, or similar sites), and you write about any work-related activities you must agree to the following terms and conditions:

- You agree to write under your own name. Be yourself. Be nice. Be life-giving. Be positive. Avoid attacking other individuals, companies, or churches. This includes fellow employees, vendors, and members.
- You may write about the church, your job, or some aspect of church business on a regular basis.
- You agree not to disclose any sensitive, proprietary, confidential, or financial information about the church, other than what is publicly available.

- You agree not to post any material that is obscene, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or any person or entity.
- Own your content. Employee blog sites are not church communications. Therefore, your blog entries belong to you. They represent your thoughts and opinions. You may want to remind your readers of this fact by including the following disclaimer on your site:  
“The posts on this blog are provided ‘as is’ with no warranties and confer no rights. The opinions expressed on this site are my own and do not necessarily represent those of my employer.”

You assume full responsibility and liability for all actions arising from your social media activities.

## Stevens Creek Church Policy and Procedures

<b>Human Resources &amp; Administration</b>	<b>Subject: STAFF CHILD CARE POLICY</b>
Purpose: Define the policy for use of Stevens Creek Church employee childcare	Page: 1 of 3 and attachment
Application: All Staff	
Responsibility: Human Resources Department Administration: Stacy Lewer	Revised: 01/24/23

### **POLICY**

Stevens Creek Church provides childcare as a benefit program for employees who have childcare in preschool and younger. This benefit is free of any charge and is open to Stevens Creek Church employees only. The benefit was designed to accommodate families where both parents work outside the home, any other benefit falls outside the original intent and scope of the program. Parents may not make any in-kind donations or monetary donations.

The childcare program will run year-round except for the days listed on the Vacation/Holiday/Sick Days Policy. Hours of operation will be Monday-Thursday from 8:45 AM until 4:30 PM.

### **PROCEDURES**

Employee/parent will fill out a registration sheet each semester stating hours and days childcare is needed and all medical and other pertinent information about the child(ren). Forms will be filled out each school year.

Children should stay in childcare area and are asked to not be in work areas of the church. If you desire, you are welcome to have lunch with your child in the childcare area. All personal items such as diapers, wipes, and food are to be provided by the parents. Only parents can dispense medication.

### **STAFF CHILD CARE SICK POLICY**

All children are asked to be fever-free, without medication, for 24 hours before returning to childcare. Allergies should be clearly communicated to child care workers.

#### **Quick Tips:**

- Wash your children’s hands and faces frequently. It’s never too early to teach them how to use soap and water.
- Call your physician if there is any chance they may spread sickness. A simple call usually determines whether a doctor visit is necessary or not.

### **The main reasons you need to keep your child home:**

- They are too sick to be comfortable in the childcare room.
- They might spread a contagious disease to other children.
- They are running a fever of 100.4 degrees or have had a fever within the previous 24 hours.

The following lists the most common illnesses and ways to treat them and may help in your decisions process:

- **Runny Nose:** A runny nose is the way many children respond to pollen, dust, or a cold virus. Minor cold or allergy symptoms should not be a reason to miss school. Many healthy children have as many as 10-12 colds per year, especially in the early school years. If the runny nose is green and in frequent need of wiping it can spread sickness, please keep your child home. Consult your child's doctor.
- **Coughing:** A cough, especially if it is persistent during the day, can indicate a worsening of cold or allergy symptoms. It may be a sign of a secondary infection (sinusitis, pneumonia), that may require medical treatment. It may also indicate mild asthma. If your child's cough is worse than you might expect with a common cold, you need to consult your physician.
- **Diarrhea and Vomiting:** Diarrhea and vomiting make children very uncomfortable, consult your doctor and keep your child at home. Your child may return after they have had 24 hours without vomiting.
- **Fever:** Fever (considered 100.4 degrees) is an important symptom, especially when a fever occurs along with a sore throat, cough, nausea, or a rash. Your child could have a contagious illness, which could be passed to others. Your child should be free of fever for 24 hours without the use of fever reducing medicine before returning to childcare.
- **Strep Throat and Scarlet Fever:** These are two highly contagious condition caused by a bacterial infection. They usually arrive with a sudden complaint of sore throat and fever. A child with these symptoms should see the doctor and remain out of childcare until well.
- **Pink Eye or Conjunctivitis:** Pink Eye can be caused by a virus, bacteria, or allergy. Viral and bacterial conjunctivitis are very contagious. The eye will redden and cloudy or yellow discharge is present. Consult with your doctor. The child should stay at home until symptoms subside and is cleared by doctor.
- **Ear Infections:** Ear infections can cause great discomfort and often fever, but are not thought to be contagious to others. The child should see a doctor for diagnosis and treatment and should stay at home if accompanied by pain or fever.
- **Flu:** Flu is a highly contagious virus that usually occurs in the winter months. Symptoms include: body aches, high fever, chills, congestion, sore throat, and in some children, vomiting. The child should be kept at home until these symptoms subside. Consult your doctor for treatment and length of recovery.
- **Impetigo:** Impetigo is a staph or strep infection that creates a red, oozing blister-like rash that appears anywhere on the body or face. It can be passed on to others by contact. Consult your doctor for treatment and length of recovery. The child should remain at home until cleared by a doctor.

- **Chicken Pox:** Most children have received the Varicella vaccine which should prevent them from getting chicken pox. Chicken pox is a highly contagious viral illness. It causes fever and an itchy rash, which spreads quickly all over the body, changing from red bumps to blister-like lesions. Consult your doctor and keep child at home.
- **Mites and Lice:** Mites are tiny insects that burrow into the skin and cause severe itching. Lice are tiny parasites similar to ticks that thrive on the warm scalp and also cause itching. Both should be treated immediately with advice from your doctor. Child should be kept at home until cleared by a doctor.

One of the benefits of having your children in a smaller environment drastically reduces the likelihood your child will become sick. These guidelines will help maintain the health and well-being of our children here at the church. These are the same guidelines that local schools and day care facilities follow and will help you decide whether or not your children are well enough to attend daycare without the possibility of spreading infection and disease. Please keep in mind that these are young children and their bodies are still learning how to fight infection. Feel free to inform the childcare worker of anything you hear from your doctor.

Parents are encouraged to make suggestions as needed to ensure Stevens Creek Church is providing a safe and happy environment for your children. We are glad to be partnering with you and your children.

The Stevens Creek Church Childcare Program is exempt from licensing bases on Exemption Rule 591-1-46 (b) Exemption Category Number 13: Any program providing group care for children for no pay.

**Stevens Creek Church Policy and Procedures  
Childcare Attachment**

*Please read and sign the following and return to Stacy L. Lewer, Human Resources Director*

**PHOTOGRAPHY**

I give permission to Stevens Creek Church Childcare to use still photography and/or videos of my child for communications with families and internal business communications.

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

**STEVENS CREEK CHILDCARE ACKNOWLEDGEMENT FORM**

I have read the above policy and acknowledge that this program is free of charge and no payment is required when used as originally intended. I agree to abide by the original intent and scope of the program. I understand the program is not licensed.

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

## Stevens Creek Church Policy and Procedures

<b>Human Resources &amp; Administration</b>	<b>Subject: STAFF CORE VALUES &amp; LIFESTYLE COVENANT</b>	
Purpose: Define the staff core values, lifestyle values, and honor code policy	Page: 1 of 2 and attachment	
Application: All Staff		
Responsibility: Human Resources Department Administration: JT Black	Revised: 9/15/21	

### **POLICY**

Stevens Creek Church is a non-profit religious organization and is substantially controlled and supported by the members and friends of Stevens Creek Church and the Church of God in Cleveland, Tennessee. More importantly, our organization is a community of believers who have joined together to meet the spiritual and academic needs of the greater community. Our church promotes behavior consistent with the Holy Scriptures. Consequently, when joining the staff of Stevens Creek Church, we freely and willingly agree to the standards of behavior outlined in the policy. The standards included in this policy are not exhaustive; rather, they provide a guideline of conduct we believe is in accordance with biblical standards.

As representatives of Stevens Creek Church, it is imperative that our actions are above reproach in all things. Consequently, the following standards of conduct shall apply to all employees. Violations of these standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination.

### **PROCEDURES**

The Stevens Creek Church staff/employees will commit to the following employee core values, honor code, and covenants. It will give strength to our teamwork and cooperation. When necessary, our covenant will give strength to our making difficult statements and responses that honor the challenge of doing so.

- God’s Word teaches us that certain attributes are desired including: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-24). These attributes are to be sought, encouraged, and demonstrated in our relationships.
- Scripture further teaches us those certain behaviors should be avoided including: theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual promiscuity (including adultery, pornography, homosexual behavior, and/or premarital sex), drunkenness, and immodesty of dress.
- Stevens Creek Church recognizes the danger to one’s physical and psychological well-being in the use of certain products. Therefore, employees are to refrain from the use of tobacco in any form, abuse of alcoholic beverages, hallucinogenic drugs and substances, and/or narcotics not authorized by a physician.

## EMPLOYEE CORE VALUES:

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*We the staff of Stevens Creek Church embrace the following core values:*

### **LOVE FOR GOD**

Intimacy: do you pray, read your Bible, and fast regularly?

Purity: Are you living a life of holiness, integrity, and character?

Anointing: Do you have grace for the task?

### **LOVE FOR PEOPLE**

Relationships: Are you building, maintaining, and enjoying strong relationships?

Influence: Are you developing a circle of influence?

Teamwork: Do you put cooperation ahead of competition?

### **WORK ETHIC**

Excellence: Do you demonstrate competence in your area?

Productivity: Are you setting goals, taking risks, and going the extra mile?

Frugality: Are you efficient with time and money?

### **ATTITUDE**

Servant: Are you considering others as better than yourself?

Fun/Enjoyable: Are you having fun? Are you fun to be with?

Loyalty: Are you devoted to the call of God and to the church?

**Stevens Creek Church Policy and Procedures  
Staff Core Values and Lifestyle Attachment**

**STAFF TITHE POLICY:**

As staff members at Stevens Creek Church, we commit to engage in the Scriptural practice of tithing. This is not only for our benefit, but to model this behavior to the people we lead. We believe tithing is a recognition that everything we have comes from God. The practice checks our greed, promotes personal discipline and thrift, testifies to our faith, promotes God's work in the world, and alleviates human need. While we do not believe tithing to be a condition of salvation, we do believe it is a very important biblical model, one which should set the minimal standard for Christian giving for people in all income ranges.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**SPIRITUAL CONSIDERATIONS AND EMPLOYMENT COVENANT:**

Due to the priority of Stevens Creek Church staff having a positive witness in our church and community, the following circumstances may disqualify you from your position of employment at Stevens Creek Church: inappropriate relationships, affairs, pornography or lack of spiritual purity, public use of or abuse of alcohol, tobacco, or any other addictive substances and behaviors a public demonstration of lack of financial or relational integrity, or a public disrespect for the Stevens Creek Church leadership, policies, and/or procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Stevens Creek Church Policy and Procedures

<b>Human Resources &amp; Administration</b>	<b>Subject: VACATION/HOLIDAY/SICK DAYS/SIF POLICY</b>	
Purpose: Define the policy for vacation, holidays, sick days, and sickness in family days	Page: 1 of 3	
Application: All Staff		
Responsibility: Human Resources Department Administration: JT Black	Revised: 9/15/21	

### **POLICY**

Permanent, full time (40 hours/week) employees are eligible for vacation days and sick pay with pay after six months of service. Vacation days do not carry over into the next year but expire at the end of each calendar year.

### **PROCEDURES**

#### **Full-time Ministerial Staff**

After the first six months:	10 days per year
Five years of full-time Christian service:	15 days per year
Ten years of full-time Christian service:	20 days per year
Fifteen years of full-time Christian service:	25 days per year
Twenty years of full-time Christian service:	30 days per year

#### **Full-time Non- Ministerial Staff**

After the first six months:	10 days per year
Five years of service at SCC:	15 days per year
Ten years of service at SCC:	20 days per year
Fifteen years of service at SCC:	25 days per year
Twenty years of service at SCC:	30 days per year

#### **Part-time Non-Ministerial Staff**

Part-time employees who work a minimum of 25 hours per week but less than 38 hours per week will be entitled to vacation, sick, and holiday pay based on the number of average hours worked per week as a percentage of full-time. Eligibility begins after six months of service.

**Paid Time Off** (*All full-time and part-time eligible for PTO after six months of service*)

- Personal Days: Three per year
- Death in the Family: Five days (extenuating circumstances will be considered on a case-by-case basis)
- New Year's Day
- Martin Luther King, Jr. Day
- Two days per year for Good Friday and Easter
- Masters Week, Wednesday and Thursday (if Easter schedule allows)
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving Wednesday, Thursday
- The office is closed during the week between Christmas and New Year's

If you work on the holiday, or the holiday falls on your normal day off, you may take another day at your discretion upon approval of your supervisor.

**Maternity/Paternity Leave**

Maternity Leave: 6 Weeks

Paternity Leave: 2 Weeks

Adoption Maternity Leave: Infant to school age child – 6 weeks

Adoption Maternity Leave: Elementary age or above child – 2 weeks upon placement and then special consideration for other time off required for other adoption related appointments or needs

Adoption Paternity Leave same as Adoption Maternity Leave

**Sick Leave**

Employees will be permitted one day of sick leave with pay for each calendar month of employment but the accumulation of sick days will not exceed 90 days. The purpose of sick leave is to provide benefits for the employee in the event of his/her personal illness or illness of a family member. The use of sick leave of any other purpose is discouraged. (Extenuating circumstances will be considered on a case-by-case basis).

**Jury Duty**

A leave of absence will be granted for employees to serve on jury duty. Employees who are called to serve on jury duty will be paid their regular wages during the period of time they are called to serve for a maximum of 21 working days. Employees who are excused from jury duty for the day or are excused early must report back to work when it is practical to do so.

**Mission Trip Leave**

Regular full-time and part-time employees who wish to participate in a Stevens Creek Church sponsored mission trip are eligible for a one-week paid mission trip leave (based on the number of hours worked each week) after one year of service.

**Sunday Absence**

The Sunday staff may miss no more than six Sundays per year: three personal/vacation & three work related. All days off are subject to the approval of your direct report.

**Reporting of Sick, Sickness in Family, and Vacation Days**

Get approval from your direct report. Once you've been notified that this time off has been approved, please go to **Staff Forms** and fill out the **Time Off** request form as well as document those days on the **Out of Office** shared Google Calendar for all staff.

<https://www.stevenscreekchurch.com/staff-forms/>

**Stevens Creek Church Funeral Policy**

## **Stevens Creek Church Wedding Policies**

### **POLICY**

To be married at Stevens Creek Church or be married by a Pastor of Stevens Creek Church, either the bride or groom or parents must be active members of Steven Creek Church. An active member is defined as someone who has gone through our Membership process.

As stated in the bible, and in accordance with Stevens Creek Church, weddings should be beautiful Christ-like occasion. A wedding is a celebration of a man and a woman God has brought together. The wedding and its preparation shall be done in a way that will bring honor to God.

The wedding must be in accordance with the Church of God's Statement of Faith and Practical Commitments found at <https://churchofgod.org/practical-commitments/moral-purity/>

### **PROCEDURES**

To be married at Stevens Creek Church or be married by a Pastor of Stevens Creek, need to fill out the Wedding Request Form. <https://stevenscreek.churchcenter.com/people/forms/131415>  
The Front Desk will finish out the process with the bride and groom.

To be married at Stevens Creek Church, you will have to go through our On-Site Wedding Process by first, filling out our On-site Wedding Guide sent by Front Desk.

To be married by a Pastor of Stevens Creek Church, you will have to go through our Off-Site Wedding Process by first, filling our Off- Site Wedding Guide sent by the Front Desk.



# FINANCIAL POLICIES & PROCEDURES

## Stevens Creek Church Policy and Procedures

<b>Finance</b>	<b>Subject: ANNUAL BUDGET PROCESS</b>	
Purpose: Define Stevens Creek Church's annual budgeting process	Page: 1 of 2	
Application: All Staff associated with church financial transactions		
Responsibility: Finance Department Administration: Sarah L. Landrum	Revised: 9/15/21	

### **POLICY**

Stevens Creek Church leadership feels strongly that the general operating budget of the church needs to be the primary source of giving to fund the ministries of the church. Unified budget giving allows the entire church family to participate together in the fulfillment of the ministry plans and programs for that year.

### **PROCEDURES**

The budget is one of the most important internal controls when it is effectively prepared and monitored on a monthly basis. When leadership carefully monitors variances from the budget, the likelihood of a large misstatement on misappropriation is considerably reduced. This overall review of the budget is very important. The Lead Pastor, the Stewardship Team, Management Team, and the Executive Pastor of Operations are free to ask any questions regarding any items which appear to be significantly out of line. Variances need to be promptly investigated and budgets adjusted accordingly before potential problems arise.

*The annual operating budget process timeline is as follows:*

- Prepare preliminary budget guidelines, personnel classifications, and associated pay scales. Responsibility: Executive Pastor of Operations (August).
- Discuss upcoming raises and possible new staffing requests for new budget year. Results given to Executive Pastor of Operations. Responsibility: Leadership Team (September).
- Prepare preliminary income regression analysis. Responsibility: Stewardship Team.
- Begin work on Personnel, Payroll, and Administrative Budget. Responsibility: Executive Pastor of Operations (October).
- Review administrative expense budget (fixed costs) and determine ministry budget amounts and percentages. Responsibility: Executive Pastor of Operations and Accountant (end of October).

- The Finance Department will provide guidance to ministry areas in their budget preparations by establishing an income and expenses forecast for the coming year. The Finance Department will provide a preliminary budget and previous year's actuals to Management Team. Responsibility: Executive Pastor of Operations and Accountant (first part of November).
- Create preliminary ministry budgets and return to Executive Pastor of Operations. Responsibility: Management Team (middle of November).
- Review ministry budgets, make final adjustments. Responsibility: Executive Pastor of Operations and Lead Pastor (end of November).
- Forecast ministry budgets by month and return to Executive Pastor of Operations. Responsibility: Management Team (first of December).
- Review new budget and finalize. Responsibility: Stewardship Team, Executive Team, and Executive Pastor of Operations (middle of December).
- Perform ongoing budget reviews. Responsibility: Executive Pastor of Operations and Accountant.
- Obtain re-quotes on health/disability/life insurance, property insurance, copies, telephones, etc. Responsibility: Executive Pastor of Operations (ongoing).

## Stevens Creek Church Policy and Procedures

<b>Finance</b>	<b>Subject: CASH DISBURSEMENTS</b>
Purpose: Define the policy for cash disbursements and accounts payable	Page: 1 of 2
Application: All Staff associated with church financial transactions	
Responsibility: Finance Department Administration: Sarah L. Landrum	Revised: 9/15/21

### **POLICY**

Paying Stevens Creek Church's financial obligations in a timely manner not only produces confidence in the church's fiscal responsibility and procedures, but also serves as a testimony to the business community. Proper internal controls will be followed to ensure that only valid and authorized payables and services are recorded and paid. Accounting procedures will be implemented to ensure the accuracy of amounts, validity of transactions, coding of proper accounts, and appropriate timing of payments. A limited number of individuals will be authorized to sign checks but there shall be no fewer than three individuals at all times. All disbursements of church funds will be by check, credit card, or ACH transactions.

### **PROCEDURES**

All disbursements will proceed as follows:

- The Operating Budget will serve as the guide to determine the availability of funds when a cash disbursement request is made.
- The Management Team is allowed to spend up to their monthly budget allotment, which was determined in the budget process. The individual must receive prior approval from the Executive Pastor of Operations when needing to exceed that budget allotment.
- If monthly income falls below budgeted forecast for a period of three months, the Executive Pastor of Operations will adjust budgets accordingly and notify the Management Team of their adjusted budget.
- If it becomes necessary to significantly exceed disbursements in a budget area, a request must be made to the Executive Pastor of Operations prior to the obligation of expenditures. The request will then be presented to the Lead Pastor and/or the Executive Pastor of Operations. Recommendations will be made as to where a budget revision can be made or if the request will need to be taken to the congregation for approval.

- The costs of providing the various program services and supporting/fixed costs of the church will be recorded on a departmental basis in the church's accounting system (QuickBooks).
- Every check that is written must be accompanied by a source document: a receipt, an invoice, Employee Expense Report, or Expenditure Request/Check Request form. In the case of regularly scheduled payments, such as payroll, payroll taxes, and debt retirement, the budget may serve as the source department.
- The Accounts Payable system in QuickBooks is designed to record and maintain accounts by department and prepare computer generated checks, records the application of manually prepared checks, and provide reports to leadership regarding the financial status of the church.
- Employee Expense Reports are to be submitted as documents in the Accountable Reimbursement Plan located in the Financial Policies and Procedures.
- An Expenditure Request/Check Request form must be submitted for all disbursement requests over \$500 whether the expenditure is paid by check or credit card. Expenditure Request must be submitted to the Finance Department at least one week prior to the date that funds are needed. The budget will be checked for availability of funds then you will be notified upon approval or disapproval of your request. All requests must be approved by the Executive Pastor of Operations.

## Stevens Creek Church Policy and Procedures

<b>Finance</b>	<b>Subject: CASH RECEIPTS, DEPOSITS, &amp; ACKNOWLEDGEMENT OF CHARITABLE CONTRIBUTIONS</b>	
Purpose: Define the policy for cash receipts and deposits and to provide written acknowledgement to contributors for tax deductible purposes	Page: 1 of 2	
Application: All Staff associated with church financial transactions		
Responsibility: Finance Department Administration: Sarah L. Landrum	Revised: 9/15/21	

### **POLICY**

Voluntary contributions received as tithes and offerings from members and friends will be the primary source of support for Stevens Creek Church. These contributions will be collected, deposited, and accounted for in an accurate, timely, and confidential manner. No gift will be accepted where there is not obvious charitable, educational, or religious intent on the part of the donor.

Donations to the church will be accepted for unrestricted use. Designated gifts, unusual gifts, gifts that have conditions attached, must be reviewed by the Lead Pastor and the Executive Pastor of Operations or the Stewardship Team.

To ensure that all gifts accepted by the church further the mission or goals of Stevens Creek Church, do not conflict with the church's ethical values and principles, and are accepted in accordance with sound business and fiscal practices, the Stewardship Team will provide primary oversight to the acceptance of all church contributions.

This policy will also outline the procedure for providing donors with written acknowledgement of their tax-deductible contributions to Stevens Creek Church.

### **PROCEDURES**

All funds received by the church in the form of donations shall be processed as follows:

- For the protection of both the contributions collected and the reputations of those who handle the funds, care will be taken to assure that cash collections are always under the control of at least two unrelated trustworthy individuals. An adequate number of ushers will be maintained so that their duties and assignments can be rotated on a periodical basis. During the receiving of offerings, at no time shall one usher be left alone with the offerings from his assigned area in the auditorium, atrium, or video venue, he will wait in public view until all ushers have completed their assigned areas. They must wait in open

view and escort their offerings with other ushers and the usher Team Leader. The First Impressions Director, Coordinator, or Team Leader is responsible for ensuring that all offering collected is accounted for.

- A minimum of two designated ushers will collect the offering and transfer donations to envelopes marked with the date and time of service. The envelopes will then be placed by two ushers in the church safe in the Finance Department.
- The Finance Department will summarize and accurately record all gifts in the church's accounting system (QuickBooks) and donor database (SecureGive/Planning Center) on a timely basis, usually the first business day following the services. Secure Give contribution summaries will be printed and filed.
- A weekly summary report entitled "Financial Status" will be provided to the Lead Pastor and Stewardship Team by the Executive Pastor of Operations.
- All financial accounts will be maintained through First Citizens Bank.

### **WRITTEN ACKNOWLEDGEMENT OF DONATIONS TO CONTRIBUTIONS**

Federal law dictates that churches that receive tax-deductible charitable contributions and taxpayers who make contributions must abide by recordkeeping and substantiation rules imposed on donors of charitable contributions and disclosure rules imposed on charities that received contributions.

- A donor must have written communication from the church for any monetary contributions before the donor can claim a charitable contribution on his/her federal income tax return.
- A donor is responsible for obtaining a written acknowledgment from the church/charity for any single contribution of \$250 or more before the donor can claim a charitable contribution on his/her federal income tax return.
- A charitable organization is required to provide a written communication/acknowledgement to the donor showing the name of the church, the date of the contribution, and the amount of the contribution. Stevens Creek Church provides quarterly giving statements to all contributors and also provides annual giving statements to donors no later than January 31 for the previous year's contributions.
- A donor may request a current giving statement at any time throughout the year or printed by the individual through their personal Planning Center profile.

RS Publication 1772, *Charitable Contributions-Substantiation and Disclosure Requirements*, provides in-depth information regarding recordkeeping rules and written acknowledgements.

## Stevens Creek Church Policy and Procedures

<b>Finance</b>	<b>Subject: CHURCH CREDIT CARD AND PEX CARD POLICY</b>	
Purpose: Define the policy for use of church issued credit cards	Page: 1 of 2	
Application: All Staff associated with church financial transactions		
Responsibility: Finance Department Administration: Sarah L. Landrum	Revised: 10/2/2023	

### POLICY

Church issued credit cards are given to the Management Team for convenience in carrying out the job duties and responsibilities of your position. This privilege carries certain responsibilities namely using good judgment and abiding by your operating budget when making purchases. Know that your credit card is church property. If issued a PEX card, the same policies apply.

- You accept full personal responsibility for the safekeeping of your credit card or PEX card and no one else is permitted to use your credit card. Your expenditures will be associated directly to your department's budget.
- You will be making financial commitments on behalf of Stevens Creek Church therefore you must obtain fair and reasonable prices for purchases.
- After being given a copy of your monthly credit card statement you must attach all required receipts and return to the Finance Department. You are personally responsible for obtaining all original receipts and submitting them accordingly.
- If using a PEX card, please request funds from the Staff Accountant, through the app, at least 24 hours in advance. You must obtain permission from your direct report for expenditures over \$500.00, prior to the request.
- All receipts for a purchase on your PEX card can be uploaded through the app.
- You must not use the church issued credit card for non-church related expenses, unauthorized purchases, or for personal purchases.
- You must immediately report the theft or loss of your church issued credit card to the Director of Finance.
- You must surrender your church issued credit card immediately upon request or upon termination of employment for any reason.

## Stevens Creek Church Policy and Procedures

<b>Finance</b>	<b>Subject: FINANCIAL AND CASH MANAGEMENT</b>	
Purpose: Define Stevens Creek Church's financial management policy	Page: 1 of 2	
Application: All Staff associated with church financial transactions		
Responsibility: Finance Department Administration: Sarah L. Landrum	Revised: 9/15/21	

### **POLICY**

The leadership of Stevens Creek Church feels that an effective system of internal controls is required to ensure integrity over the receipt and disbursement of God's financial resources and the safeguarding of church assets which were provided primarily through the donations of the members of the church.

### **PROCEDURES**

As part of its fiduciary responsibility, the Elder Board has delegated to the Stewardship Team the responsibility and authority for seeing that an adequate internal control system is effectively functioning over the ministry operations of Stevens Creek Church and its ministries. The Stewardship Team, along with the Executive Pastor of Operations, consists primarily of volunteers who have management, financial, legal, and/or church operational experience.

Internal control is a system of policies and procedures intended to provide reasonable assurance that the ministry's objectives, goals, and values will be achieved.

- All cash transactions will be handled in a manner that does not put one person in a position of having exclusive access to financial records or transactions.
- The Executive Pastor of Operations shall be responsible for the administration of all cash receipts and disbursements.
- All church financial records will be maintained in the Finance Department through QuickBooks (accounting) and Planning Center (contribution management).
- All financial accounts will be maintained through First Citizens Bank.
- The Executive Pastor of Operations will prepare an annual Operating Budget which shall be approved by the Lead Pastor and Stewardship Team.

- The Executive Pastor of Operations will prepare dashboard and other in-depth budget reports and present them to the Stewardship Team at the quarterly Stewardship Team meeting.
- The accountant will prepare actual vs. budget reports and present them to the Management Team at the end of each month.

## Stevens Creek Church Policy and Procedures

<b>Finance</b>	<b>Subject: GENERAL GUIDELINES FOR USE OF FACILITIES</b>	
Purpose Define the policy for use of Stevens Creek Church facilities	Page: 1 of 3	
Application: All Staff and Church Members		
Responsibility: Director of Facilities Administration: Sarah L. Landrum	Revised: 9/15/21	

### **POLICY**

Significant financial resources have been invested in Stevens Creek Church facilities by generous donations from its members. Therefore, proper oversight must be given to these facilities to ensure that:

- Adequate facilities exist to effectively carry out the ministry objectives and goals
- Such facilities are properly protected against loss or misuse
- Wise stewardship is being obtained through energy conservation, cost reductions, and safety measures
- The life of the facilities is extended through a proper maintenance program

### **PROCEDURES**

#### **ELIGIBILITY**

- The programs and activities of groups requesting use of the Church’s Real Estate must be consistent with Stevens Creek Church’s doctrinal beliefs, its Bylaws, and the Church of God’s Statement of Faith and related doctrinal teachings and philosophy. It is to be understood that the facilities and equipment of Stevens Creek Church exist for the primary purpose and exclusive use of its active members through its organizations and ministries.
- Activities and programs are limited to the space that is assigned.
- Regularly scheduled Church meetings and activities of Stevens Creek Church will have first priority in the use of its facilities. Other Church related meetings and functions will have second priority. Groups outside the Church, which are non-profit or ministry related in nature, may use the facilities – *decided on a case-by-case basis* – when they are not already scheduled for use by a Church function and the purpose is ministry related. Usage fees apply to groups outside the Church.
- Stevens Creek Church services and programs have priority over any and all organizations or groups requesting use of Church facilities.

- Facilities are not available to groups or Church members for fund raising or for-profit making activities.
- Groups engaged in partisan political campaigns are not eligible to use Church facilities for their programs.
- A Stevens Creek Church Facility Request Form shall be completed by all groups, including Stevens Creek groups, requesting facility use at least one month before the event.
- A staff review board will determine the eligibility of an organization or group to use Stevens Creek Church facilities. Each request will be considered on a *case-by-case basis*.
- A Certificate of Insurance must be provided by all outside groups to Stevens Creek Church for the purpose of covering liability and property damage or accidents that might occur on Church property. All groups must complete a Certificate of Insurance Request (Form No. ADM 101).

## **RESERVATIONS**

- A Stevens Creek Church Facility Request Planning Center Form must be completed and submitted by all groups, including Stevens Creek groups, at least one month before the event. Information about the time, facilities desired, and services needed should be given at that time.
- Only Stevens Creek groups are eligible for child care. In order to comply with the State of Georgia regulations and without liability carrier, certain ratios of adult to children must be maintained. If you have child care needs, you must complete the “Child Care Request” portion of the Facility Request PC Form. You must also provide a list of all childrens' names and ages to the Children’s Ministry Assistant at least two weeks before the event to allow for proper staffing.
- All usage fees are to be paid through the Finance Department including a reservation fee of 50% of the total estimated usage fee to be charged. The balance must be paid no less than two weeks before the date of the usage. In case of cancellation, a full refund will be made minus any expenses incurred by Stevens Creek Church.
- No person(s) or organization(s) shall pay the custodian personally as custodial charges are part of the user fee. For large events the Host or Custodian shall open the building and remain to secure the building after the groups have departed.

## **GUIDELINES**

- The conduct of all persons attending programs is expected to be respectful of the environment of the Lord’s house.

- When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on Church property.
- Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the Church.
- An assigned Building Host or Custodian will be on duty during the time of usage and the user will be charged for this service. This individual will serve as the Church's representative unless otherwise notified. If questions or needs arise during the event this will be the designated point person.
- Weapons and other dangerous items are not permitted in Church buildings or on Church properties.
- Special arrangements must be made with the Building Host for the serving of foods and/or beverages in the building. Shall this regulation not be followed the person(s) or organization(s) using the facility shall be invoiced for all cleaning costs.
- The user is expected to leave the building reasonably clean and remove all items and trash associated with their program immediately following the event. If furniture or equipment is to be moved it must be done exclusively by Church personnel to prevent damage to the building and Church furniture and equipment.
- The person(s) or outside organization(s) making application for use of Church facilities shall agree to indemnify the Church for any damage to Church property by any person(s) participating in or attending the activity. If any damage occurs the person(s) or organization(s) will be invoiced for all repair, replacement, and/or labor costs. Failure to pay such damages will result in future requests being denied.
- The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- The Church will not schedule weddings, wedding rehearsals, or other events (other than church-sponsored events) on New Year's Day, Easter Weekend, Mother's Day Weekend, Father's Day Weekend, Memorial or Labor Day Weekend, July 4<sup>th</sup> or from Thanksgiving to New Year's Day. Weddings will only be scheduled on Fridays and Saturdays. A wedding or event will not be scheduled if it conflicts with regular church activities or programs.

**Stevens Creek Church  
Staff Acknowledgement Form**

I acknowledge that I have read and understood the contents of this handbook and will act in accordance with these policies and procedures as a condition of my employment with Stevens Creek Church.

I have read and understood the Values and Lifestyle expected by Stevens Creek Church and I agree to act in accord with these standards a condition of my employment by Stevens Creek Church.

I understand that if I have questions or concerns at any time about the contents of this handbook, I will consult my immediate supervisor or my supervisor's manager, or the Human Resources staff.

Finally, I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the employee handbook may change at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name (Please Print) : \_\_\_\_\_

**NEW EMPLOYEE CHECKLIST**

Employee Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Number: \_\_\_\_\_

SSN: \_\_\_\_\_

DOB: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Ft or PT: \_\_\_\_\_

Title/Position: \_\_\_\_\_

<b>Form</b>	<b>Completed &amp; Returned</b>	<b>Copy Given?</b>	<b>Did Finance Staff Process?</b>
Date:			(QB, BB, Principal, Humana Health Insurance)
Form W-4			
Form I-9			
Authorization for Direct Deposit			
Health Insurance Stipend			
Staff Humana Health Insurance with Tommy Norris (Agent)			
Staff Covenant & Signature Page			
Vacation/Sick Policy			
MRP 403(b) Retirement Plan Forms 1. Mail in appl. 2. Add payment to BB after min. # recd.			
Pastoral Housing Form			
Life Insurance/LTD Application			
Cell Phone Allowance			
Confidentiality Agreement			
Staff Acknowledgement Form			
Staff Core Values Form			
Childcare Policy (if applicable)			