



NCCTK Employee Handbook

Table of Contents

The Basics

- 4. Welcome
- 4. Mission Statement
- 5. Values
- 5. Purpose & Strategy
- 7. Belief Statement

Terms of Employment

- 9. Introductory Statement
- 9. Equal Employment Opportunity & Introductory Period
- 10. Employment Classification
- 11. At-Will Relationship

Workplace Policies

- 12. Work Schedules
- 12. Attendance, Paid Sick Leave & Reliability
- 15. Remote Work/Work from Home

Employee Conduct & Expectations

- 19. Personal Behavior
- 20. Harassment
- 22. Use of Social Media
- 22. Conflicts of Interest
- 22. Hiring Family Members
- 23. Communication & Interaction Guidelines
- 24. Male and Female Interactions
- 26. Relationship Disclosure
- 26. Confidentiality, Work Resources & Personal Property
- 27. Appearance
- 27. Substance Use

Performance & Progressive Discipline

- 28. Overview of Progressive Discipline
- 28. Appeal Process
- 28. Resignation

Employee Benefits

- 29. Overview of Benefits
- 29. Bereavement Leave
- 30. Holidays
- 30. Floating Holiday
- 31. Mission Trip
- 31. Extended Personal Leave
- 31. Sick Leave
- 32. Wellness Time
- 32. Vacation
- 34. Employee Vacation Donations
- 35. Medical Allowance
- 35. SIMPLE Retirement Plan
- 36. Supplemental Plans
- 36. Childcare Benefit

Organization Policies & Guidance

- 37. Advertising & Marketing
- 37. Fundraising
- 37. Response Time
- 37. Generative AI Chatbot Usage
- 39. Major Events
- 40. Church Staff Volunteering
- 42. Staff Meeting Guidance

Childcare & Safety

- 43. Child Safety & Employee Health Guidelines
- 44. Childcare Policy
- 47. Employee Volunteer Participation
- 49. Restraining Orders & Procedures

Situational Policies

- 51. Inclement Weather Guidance
- 51. Ministry Conference Attendance
- 52. Travel

- 55. Employee Acknowledgement

Welcome to the Team!

Welcome to the staff at North County Christ the King Community Church.

You have just become a part of one of the most incredible teams ever assembled. We are executing the most important assignment ever given to a group of people. We have been commissioned by our Lord and Savior Jesus Christ to make disciples by reaching out to the unchurched, secular, and irreligious.

One of my personal goals is to attempt to give every person on our team an opportunity to live out their spiritual passion to the fullest extent while they work supportively and effectively with the many other people God has placed here.

If you enjoy fast, intense, and challenging work that depends on many people doing their jobs well at the same time, then you will probably thrive here at North County Christ the King Community Church.

Lord bless you as we serve Him together!

-Pastor Kurt Langstraat

Mission Statement

Christ the King churches share the same DNA and were united by the following mission:

"To create an authentic Christian community that effectively reaches out to unchurched people in love, acceptance, and forgiveness so that they may experience the joy of salvation and a purposeful life of discipleship."

We have simplified this mission statement into 9 words: Transforming Real People into Real Followers of Jesus Christ

Our mission is to cooperate with the Holy Spirit in His transformation of real people with all their past, problems, pain, and potential into real followers of Jesus Christ.

Scripture references:

2 Corinthians 3:18b NLT; Colossians 1:28-29 NLT

Our Values

ADAPTABLE

We remain flexible and open to change in response to the Holy Spirit's leading to achieve the optimal result for the body of Christ. We approach change with a positive attitude.

INTEGRITY

We strive to live out the Fruit of the Spirit, consistently applying standards to both ourselves and others. We are dependable in our actions regardless of the consequences or who may be watching.

PEOPLE-CENTERED

In humility, we focus on the needs and well-being of individuals while considering the health of the group. We emphasize empathy, understanding, and collaboration while working toward mutual growth and character transformation

Purpose-Driven

THREE GREAT LIFE PURPOSES

Love Christ with all we are.

Love one another as Christ loves us.

Love and lead lost people to Christ.

Our Strategy

To create this authentic Christian community by gathering people in small groups for care, encouragement, spiritual growth, and loving new people to Christ.

Our church is team-focused, and we value our team members.

LIFE-GIVING

We want to be a church family that reflects Christ's character, lives His priorities and cares as passionately as He does for the people He created. NCCTK wants to make a lasting difference in your life, in our community, and in the world. How do we go about that? By leading people to Christ and teaching them to become fully devoted followers of Christ.

IN YOUR LIFE

We want to help you get to know God better and enable you to become who He's created you to be. No matter where you are in life, we'll help you figure out some next steps in your journey with Him. It could start with serving, participating in a personal growth plan, giving, or attending church regularly.

FOR YOUR FAMILY

We believe that strong families start with a solid foundation. We partner with parents to help raise up the next generation to have a strong relationship with Jesus. There are opportunities throughout the week for children and teens to grow closer to each other and to God.

What We Believe

1. The Scripture, both Old and New Testaments, to be the Inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of people and the Divine and final authority for Christian faith and life.
2. In one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit.
3. That Jesus Christ is true God and true man having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Furthermore, He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.
4. That the ministry of the Holy Spirit is to glorify God, the Father and the Lord Jesus Christ; and during this age to convict mankind, regenerate the believing sinner, indwell, guide, instruct and empower the believer for godly living and service.
5. That mankind was created in the image of God but fell into sin, and is therefore lost, and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.
6. That the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit and thus become children of God.
7. That water baptism and the Lord's Supper are ordinances to be observed by the Church during the present age. They are, however, not to be regarded as a means of salvation.
8. That the true Church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the Body of Christ, of which He is the Head.
9. Only those who have a saving faith in Jesus Christ shall be eligible for membership in the local church.
10. That Jesus Christ is the Lord and Head of the Church and that every local church has the responsibility, under Christ, to decide and govern its own affairs.

11. In the personal coming of our Lord Jesus Christ, and that this "Blessed Hope" has a vital bearing on the personal life and service of the believer.
12. In the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious separation from God.
13. That all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.
14. That God created humanity in His image, male (man) and female (woman) at conception, as two distinct and complementary sexes. Gender is a good gift from God, intentionally designed, and integral to human identity. We affirm that biological sex and gender are determined by God and are not self-defined.
15. That marriage is a covenant designed by God to be between a man and a woman, and is sacred because in their Oneness they illustrate Christ's Oneness with His bride, the Church.
16. The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of North County Christ the King's faith, doctrine, practice, policy, and discipline, our Senior Pastor and Council are North County Christ the King's final interpretive authority on the Bible's meaning and application.

Introductory Statement

This handbook is for staff at all levels of employment in North County Christ the King Community Church (also referred to as NCCTK). It is designed to acquaint you with NCCTK and provide you with information about working conditions, employee benefits, and other policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee of NCCTK, and outlines the programs developed by NCCTK to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Because of the at-will employment relationship (explained further in this document), this handbook is not in any way to be considered a contract. Neither the employee nor NCCTK is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

This handbook is intended to provide employees with a general understanding of our personnel policies. However, this handbook cannot anticipate every situation or answer every question about employment. In order to retain necessary flexibility in the administration of policies and procedures, NCCTK reserves the right to make changes in deletions from, and additions to this handbook and all terms and conditions of employment. From time to time, we will update this handbook with additions or revisions and will provide employees with notification of updates as material changes are made.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at NCCTK will be based on merit, qualifications, and abilities. NCCTK does not discriminate in employment opportunities or practices based on race, color, sex, national origin, age, or any other characteristic protected by law. Functioning as a church (not-for-profit Christian ministries: as an integral part of the Church), we can and may discriminate based on religion.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor and/or human resources. Employees can raise concerns and make reports without fear or reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Introductory Period

The first 90-days of employment is considered an “introductory period.” The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. NCCTK uses this period to evaluate capabilities, work habits, and overall performance. The employee may also use this time to evaluate NCCTK.

Nevertheless, it must be understood that successful completion of the introductory period by the employee does not change the “at will” employment relationship between the parties. Either the employee or NCCTK may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

Employment Classification

It is the intent of North County Christ the King Community Church to clarify the definitions of employment classifications, so employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws.

NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws.

Traditional EXEMPT or Ministerial EXEMPT employees are excluded from specific provisions of federal and state laws.

An employee’s EXEMPT or NONEXEMPT classification may be changed only upon written notification by NCCTK.

Full-time Employees: An Employee who works an approved 30 hours per week or more.

Part-time Employees (Class 1): An Employee who works 20-29 hours per week.

Part-time Flex Employees (Class 2): An Employee who works 1-19 hours per week.

In addition to the employment categories listed above, each employee will be assigned one of the following classifications, consistent with Washington State workers’ compensation guidelines: Ministry/Administration or Janitorial/Hospitality.

Employment-At-Will Relationship

All employees are employed at the will of North County Christ the King Community Church for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

This policy will not be modified by any statements contained in this handbook or any other employee handbooks, employment applications, NCCTK recruiting materials, NCCTK memoranda, or other materials provided to applicants and employees in connection with their employment.

None of these documents, whether singly or combined, are to create an express or implied contract concerning any terms or conditions of employment. Similarly, North County Christ the King Community Church policies and practices with respect to any matter are not to be considered as creating any contractual obligation on North County Christ the King Community Church's part or as stating in any way that termination will occur only for "just cause."

Completion of an introductory period or conferral of regular status does not change an employee's status as an employee-at- will or in any way restrict North County Christ the King Community Church's right to terminate such an employee or change the terms or conditions of employment.

Workplace Policies:

Work Schedules

NCCTK establishes the time and duration of working hours as required by workload and production flow, ministry needs, and efficient management of resources. Coffee breaks are part of an employee's eight-hour day; however, the lunch break is not considered a part of the normal eight-hour workday. Washington State law says that all employees must be given a 10-minute rest period for every four hours worked, however we will offer a 15-minute rest period. An employee scheduled to work five hours or more will be given a ½ hour meal break. In accordance with Washington State Department of Labor Industries Employment Standards RCW 49.12/WAC 296-126-092 the following schedule should be used as the guideline for scheduling rest periods and meal breaks for employees:

Employee Schedule required rest period/meal breaks:

Four Hours: One 15-minute rest period (paid)

Five Hours: ½ hour meal break (unpaid)

Six Hours: ½ hour meal break (unpaid)

Seven Hours: 1-hour meal break (unpaid) & one 15-minute rest period (paid)

Eight Hours: 1-hour meal break (unpaid) & two 15-minute rest periods (paid)

Attendance, Paid Sick Leave & Reliability Policy

North County Christ the King Community Church provides paid sick leave in accordance with Washington State law and maintains clear attendance expectations to ensure consistent ministry coverage. (Washington State – RCW 49.46.210)

1. Work Location & Attendance Expectations: Regular, reliable, and timely attendance is an essential job function for all positions unless otherwise stated in the official job description.

Unless explicitly designated otherwise in writing, all positions are considered in-person roles. Remote or hybrid work arrangements must be approved in writing by leadership and HR.

Employees are expected to:

- Arrive on time and prepare for scheduled shifts
- Be physically present for assigned in-person responsibilities
- Follow established call-out procedures
- Maintain reliable attendance patterns

Failure to meet attendance expectations may result in corrective action, up to and including termination.

2. Accrual of Washington Paid Sick Leave: Paid sick leave accrues beginning on the first day of employment at a rate of one (1) hour for every forty (40) hours worked.

Employees may begin using accrued paid sick leave on the 90th calendar day following the start of employment.

The accrual year runs from January 1 through December 31.

Up to 40 hours of accrued, unused sick leave will carry over into the following year, as required by Washington law.

3. Permitted Uses: Accrued paid sick leave may be used for:

- The employee's own mental or physical illness, injury, or health condition
- Preventative care
- Care of a qualifying family member
- When the workplace or a child's school/place of care is closed by order of a public official
- When the employee or a family member is a victim of domestic violence, sexual assault, or stalking

The Church does not require disclosure of diagnosis or specific medical details unless the employee initiates a request for reasonable accommodation, medical certification, or protected leave under applicable law.

4. Notice Requirements: When the need for leave is foreseeable, employees must provide advance notice to their supervisor.

When unforeseeable, employees must notify their supervisor as soon as practicable and follow established call-out procedures.

Failure to follow established call-out procedures may result in corrective action, even if the underlying absence qualifies for paid sick leave.

5. Verification: The Church may request reasonable verification for absences exceeding three (3) consecutive scheduled workdays.

Verification may confirm:

- That leave was for an authorized purpose
- That the employee can return to work
- Any work-related limitations
- Diagnosis will not be required.

If verification results in out-of-pocket expense to the employee, the employee should notify HR so the Church may evaluate reimbursement as required by law.

6. Attendance, Reliability & Misuse: Appropriate use of paid sick leave is protected under Washington law. The Church will not discipline employees for lawful use of paid sick leave.

However, the following may be addressed as performance matters when unrelated to protected leave:

- Failure to follow call-out procedures
- Repeated lateness
- Patterned absences
- Excessive absenteeism
- Misuse of paid sick leave
- Reliability concerns impacting ministry operations
- Oversleeping, unless connected to a medically documented condition disclosed to HR for accommodation review, is considered an attendance matter rather than paid sick leave.

Use of paid sick leave for purposes other than those permitted under Washington law may result in corrective action.

7. Accommodation & Protected Leave: If an employee indicates that attendance concerns relate to:

- A medical condition
- A disability
- A doctor's restriction
- FMLA
- Washington Paid Family & Medical Leave
- A chronic health condition

The matter must be referred to HR. Only HR may evaluate accommodation or protected leave requests.

8. Progressive Corrective Action:

- Attendance violations may result in:
- Verbal warning (documented in BambooHR)
- Written warning
- Final warning
- Termination

Well-documented patterns of unreliability are required prior to employment action.

9. Non-Retaliation: The Church prohibits retaliation against any employee for the lawful use of paid sick leave.

Questions:

If you have any questions regarding this policy or how it applies to your role, please contact HR.

NCCTK Remote Work / Work-from-Home Policy

Purpose and Priority:

NCCTK values in-person ministry, community, teamwork, and predictable availability. Our first priority is to have staff in person as much as possible during regular office hours and Sunday services.

Core office hours are Monday through Thursday, 9:00 a.m. to 4:00 p.m. Sunday services, staff meetings, ministry gatherings, and other onsite responsibilities may also be required based on the role.

Remote work is not an automatic benefit based on title, department, seniority, personal preference, or past practice. It is an approved work arrangement based on the needs of the role, the employee's performance, the ability to measure work, and the needs of the ministry.

Remote work should be the exception or approved arrangement, not the assumed norm.

TYPES OF REMOTE WORK

REGULAR WORK-FROM-HOME ARRANGEMENT

A planned and recurring schedule where an employee works remotely on approved days or during approved hours. Regular remote work must be approved in writing, including a predictable schedule, and be reviewed periodically.

OCCASIONAL OR AD HOC WORK-FROM-HOME

Short-term remote work for limited situations such as focused project time, weather concerns, mild illness recovery, special projects, waiting for a repair or delivery, or other short-term circumstances approved by the manager. If ad hoc remote work becomes frequent or predictable, a formal arrangement may be required.

OUT-OF-OFFICE MINISTRY WORK

Some roles require ministry work away from the office, such as school visits, member care, community events, pastoral care, sermon preparation, ministry meetings, or student/ministry contact. This is not the same as general work-from-home, but it must still be communicated

clearly so supervisors and reception know when the employee is available, onsite, or away for ministry purposes.

FORMAL ACCOMMODATION

Remote work requested due to a medical condition, disability, pregnancy, childbirth, protected leave, or another legally protected reason must be referred to human resources and handled separately from discretionary remote work.

ELIGIBILITY

Remote work may be approved when all of the following are true:

- The reason for remote work is specific and role related.
- The employee's job duties can reasonably be performed offsite.
- The employee is meeting performance and conduct expectations.
- Work output can be clearly identified, measured, or verified.
- The employee remains available and responsive during agreed work hours.
- Ministry, team, office, volunteer, event, and member-care needs are not negatively affected.
- Confidential information can be protected.
- The employee has the tools, technology, and work environment needed to work effectively.

Employees with active performance, attendance, communication, availability, or accountability concerns may not be eligible for discretionary remote work.

ROLE AND SCHEDULE EXPECTATIONS

Remote work eligibility is based primarily on the role, not the person. Some roles require regular onsite presence due to front desk coverage, direct ministry support, IT and facility needs, childcare, hospitality, event support, Sunday responsibilities, or immediate onsite response. Other roles may be eligible for hybrid work, task-based remote work, seasonal remote work, or regular remote work when the duties can be completed effectively offsite.

Employees approved for regular remote work, hybrid work, or recurring out-of-office ministry work must provide a predictable schedule to their supervisor. The schedule should identify expected onsite hours, remote work blocks, and the primary duties being performed remotely or offsite. When helpful, approved schedules may be shared with reception or administrative staff, so callers, guests, and team members can know when employees are available.

Employees are expected to follow their approved schedule and notify their supervisor in advance when they will not be onsite during expected office hours or when they need to change their approved work blocks.

APPROVAL PROCESS

Regular remote work arrangements require:

1. Employee request or manager recommendation
2. Manager review of role duties, coverage needs, schedule, and performance expectations
3. Human Resources review for consistency across departments
4. Senior Leadership Team approval, or Executive Director approval when appropriate
5. Written agreement outlining schedule, expectations, communication, required onsite responsibilities, deliverables, and review date

Occasional remote work may be approved by the employee's manager when the work can be completed effectively, and coverage is not negatively affected.

Managers should use consistent judgment and may consult human resources when unsure.

WORK HOURS, COMMUNICATION, AND ACCOUNTABILITY

Remote work does not change the employee's expected work hours, job duties, supervisor, or performance standards. Employees working remotely are expected to:

- Be available and responsive during approved work hours.
- Attend scheduled meetings unless excused.
- Communicate schedule changes in advance when possible.
- Come onsite when ministry needs require it, unless otherwise approved or accommodated.
- Accurately record time worked, if hourly/non-exempt.

Remote work should be clear work time. Employees approved to work remotely are expected to remain available, responsive, and focused on assigned work during their scheduled working hours. Employees should document in their timecard notes or other approved tracking system the tasks they are working on during remote work time. Family or personal responsibilities at home are not automatically disqualifying, as long as they do not interfere with communication, meetings, deadlines, availability, or job performance.

CONFIDENTIALITY AND SECURITY

Employees working remotely must protect confidential church, employee, financial, donor, counseling, ministry, and member information. Employees must use NCCTK-approved systems and take reasonable steps to keep documents, screens, conversations, and electronic information private and secure.

REVIEW, MODIFICATION, OR ENDING OF REMOTE WORK

Regular remote work arrangements should be reviewed at least every six months, or sooner if needed. NCCTK may modify, pause, or end a remote work arrangement when ministry needs change, performance concerns arise, communication or availability becomes inconsistent,

coverage is affected, confidentiality is at risk, staffing or organizational needs change, or the arrangement no longer supports the needs of the ministry.

CONSISTENCY AND FAIRNESS

NCCTK will make remote work decisions using consistent criteria while recognizing that different roles have different onsite requirements. Different decisions may be appropriate when based on legitimate factors such as job duties, performance, ministry coverage, measurable work output, confidentiality, supervision needs, seasonal ministry demands, out-of-office ministry responsibilities, or formal accommodation requirements.

Remote work decisions should not be based on favoritism, title alone, personal preference, or inconsistent manager practice. Exceptions must be approved by the management team and should include the reason, duration, expectations, and review date.

Employee Conduct & Expectations

Personal Behavior of Employees

We consider each staff person at North County Christ the King Community Church as a representative of the Church in the community. Therefore, it is important that every person working for NCCTK understands that we hold ourselves to a high standard as to our personal behavior on the job and off. Incidents that are inconsistent with such a standard may lead to dismissal, notwithstanding the fact that they may be unrelated to an employee's specific job duties at the Church. Should you have questions regarding such standards please feel free to ask human resources, the management team, or Senior Pastor.

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of NCCTK and for the benefit and safety of all employees. As a religious organization, the conduct of employees on and off the job can impact North County Christ the King Community Church's mission.

Conduct that interferes with operations, discredits NCCTK, or is offensive to members and attendees or fellow employees will not be tolerated. (1 Corinthians 8). Employees are always expected to conduct themselves in a positive manner so as to promote the best interests of North County Christ the King Community Church. Such conduct includes:

- Reporting to work punctually as scheduled and being at the proper workstation, ready for work, at the assigned starting time;
- Giving proper advance notice whenever unable to work or report on time;
- Complying with all NCCTK safety and security regulations;
- Wearing clothing appropriate for the work being performed;
- Maintaining workplace and work area cleanliness and orderliness;
- Treating all members and attendees, visitors, and fellow employees in a courteous manner;
- Refraining from offensive or undesirable behavior or conduct, or conduct which is contrary to NCCTK doctrinal stance or official policies; and
- Performing assigned tasks efficiently and in accord with established quality standards.

The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination:

- Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs and narcotics on North County Christ the King Community Church premises;
- The use of profanity or abusive language;

- Insubordination or the refusal by an employee to follow management's instructions concerning a job-related matter;
- Fighting or assault on a fellow employee, members and attendees, vendors, or visitors;
- Theft, destruction, defacement, or misuse of NCCTK property or of another employee's property;
- Falsifying or altering any NCCTK record or report, such as an application for employment, a medical report, a production record, a time record, an expense account, an absentee report, or shipping and receiving records; Threatening or intimidating management, supervisors, or fellow workers;
- Failure to wear assigned safety equipment or failure to abide by safety rules and policies;
- Improper attire or inappropriate personal appearance;
- Engaging in any form of sexual misconduct or sexual harassment;
- Improper disclosure of confidential information.

The examples above are illustrative of the type of behavior that will not be permitted but are not intended to be an all-inclusive listing. Any questions in connection with this policy should be directed to the Executive Director or Senior Pastor.

Harassment

NCCTK is committed to maintaining a work environment in which all individuals treat each other with dignity and respect and is free from all forms of intimidation, exploitation and harassment, including sexual harassment. NCCTK is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

Harassment, including "sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct that belittles or shows hostility or aversion toward an individual because of race, color, national origin, gender, disability, or age made by someone from or in the work setting under any of the following conditions: Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment;

Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual;

The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment; The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities; or

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through North County Christ the King Community Church.

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct which would violate this policy are the following:

- Unwanted sexual advances or propositions;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person's race, color, national origin, gender, disability, or age;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on NCCTK premises, or circulated in the workplace;
- Epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts that relate to race, color, gender, national origin, age, or disability, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

Employees who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Senior Pastor, Executive Director, Director of HR; or member of the Church Council if the complaint involves the Senior Pastor.

Employees who observe conduct of a harassing nature are also encouraged to report the matter to the Human Resources Director, Executive Director, or member of the Church Council if the complaint involves the Senior Pastor. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, NCCTK reserves the right to fully investigate every complaint.

It is against NCCTK policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any investigation proceeding or hearing concerning harassment.

When the Senior Pastor, Director of HR, or member of the Church Council if the complaint involves the Senior Pastor, receives a complaint, he or she will immediately direct an investigation. If the investigation confirms the allegations, prompt corrective actions will be taken, and the individual who suffered the harassing conduct will be informed of the corrective action taken.

In addition, any employee found to be responsible for harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Use of Outside Social Media

The exponential growth of the web through new social media tools and numerous social media platforms has created both opportunities and challenges for NCCTK, as we are representatives for Christ. The following is guidance on the use of these tools. The first issue is negative bloggers - bloggers who attack what we do at NCCTK. Our guidance on this is clear - Do not engage in responding to negative bloggers. If there is an attack on NCCTK your responsibility is to let the Senior Pastor or the Executive Pastor know.

The second issue is the use of our time at work using these social media tools. All employees are accountable for how we use our time while working. Many employees may use these tools, like Facebook, to communicate with volunteers in their ministry area or other valid work-related communication. However, there are instances where the number/frequency of these communications and time spent during work hours may become excessive. Please consult your supervisor to determine what is appropriate for your ministry.

The third and final point is to be careful of what you post on these sites as a valued team member of NCCTK and should always be viewed from the perspective of how the content will be received and possibly bring dishonor to Christ in any way. When in doubt, change your message or don't post what you have to say or show (i.e. - pictures).

Nothing in this policy is intended to prohibit employees from engaging in communications protected by applicable law, including discussions regarding wages, hours, or other terms and conditions of employment.

Conflicts of Interest:

Employees are not to engage in any activity, practice, or act that conflicts with, or appears to conflict with, the interests of North County Christ the King Community Church. Employees should avoid situations that create a real or perceived conflict of interest due to their interactions with colleagues. Any potential conflicts, especially those involving personal relationships, must be disclosed and managed appropriately. For more information, please see the Male Female Interactions Policy.

Family Members as Direct Reports

At North County Christ the King Church, we are committed to fostering a fair, professional, and productive work environment.

To maintain transparency and avoid any potential conflicts of interest, the following policy regarding family members in reporting relationships will be observed: This Policy goes into

effect March 23, 2025: (Existing supervisory relationships involving family members before this date will be grandfathered in.)

Policy Statement: Family members may not be in direct reporting relationships with one another. This means that no employee will be directly supervised by a family member.

Definition of Family:

For the purposes of this policy, "family members" include but are not limited to: Spouse, Parent, child, or sibling, Grandparent or grandchild, In-laws (parent, sibling, or child), Any other relative residing in the same household.

Purpose: This policy is designed to: Prevent conflicts of interest, favoritism, or perceived bias in decision-making. Ensure professional relationships are based on merit and accountability. Uphold trust, integrity, and fairness within the church workplace.

Scope: This policy applies to all employees, contractors, and volunteers in roles where a direct supervisory relationship exists.

Resolution of Conflicts: If a family relationship arises after employment (e.g., through marriage or reassignment), one of the individuals may be reassigned to eliminate the direct reporting relationship. Every effort will be made to find a mutually agreeable solution. If reassignment is not feasible, church leadership will review the situation and determine an appropriate resolution in a fair and equitable manner.

Exceptions: Any exceptions to this policy must be reviewed and approved by the Senior Leadership Team to ensure alignment with the church's mission and values.

Questions or Concerns: Employees with questions or concerns about this policy are encouraged to speak with their supervisor or the HR team for clarification. By adhering to this policy, we aim to maintain a workplace culture rooted in integrity, respect, and fairness for all staff and church members.

Staff Communication and Interaction Guidelines

Please review the following for NCCTK's Staff Guardrails Policy:

- Married staff will not meet off campus alone with a staff member of the opposite sex.
- Married staff will not ride alone with a staff member of the opposite sex.
- Married staff will not kiss a staff member of the opposite sex or show questionable affection.
- Married staff will not visit a staff member of the opposite sex alone at home.
- Staff will not have meetings alone on campus with a member of the opposite sex before or after office hours.
- Staff will not counsel a member of the opposite sex alone after business hours at the office and will not counsel the opposite sex more than once without that person's

spouse or fiancé present. They will be referred to an approved counselor or a member of their own gender.

- Staff will not discuss detailed sexual problems with a member of the opposite sex in counseling. They will be referred to an approved counselor.
- Married staff will not discuss their own marriage problems alone with a member of the opposite sex.
- Staff will be careful in answering emails, instant messages, chatrooms, cards or letters from members of the opposite sex.
- Staff will make co-workers protective allies and help each other avoid questionable circumstances.
- Staff members should use caution - and married staff should use extreme caution - when engaging with members of the opposite sex via social media, emails, text messages, etc. Contacting a co-worker of the opposite sex outside of business hours with one-on-one communication should be avoided, especially for non-work-related purposes. Social media will play an increasingly important part in productive ministry, and at the same time will escalate risk for our team members. There have been and will continue to be countless marriages destroyed by relationships born in a virtual environment. We must be increasingly vigilant and set a standard that is above reproach.
- Staff members will always seek to maintain meaningful accountability relationships.

Male and Female Interactions

The purpose of this policy is to establish guidelines for the interactions between male and female employees of the church, ensuring that all relationships are conducted in a manner that is professional, respectful, and aligned with the values of the church. This policy promotes a healthy working environment while upholding the integrity of the church's mission. This policy applies to all employees, volunteers, contractors, and church leaders, regardless of their marital status.

GENERAL PRINCIPLES

- **Respect for Boundaries:** Employees must respect the personal and professional boundaries of their colleagues. Interactions should be appropriate, respectful, and focused on the work of the church.
- **Equal Treatment:** Both male and female employees should be treated equally and fairly, without discrimination or favoritism, in all matters related to employment, promotions, assignments, and interpersonal relations.

GUIDELINES FOR INTERACTIONS

- **Professional Conduct:** All interactions between employees must maintain the highest level of professionalism and respect. Any interactions that could be perceived as overly familiar, exclusive, or inappropriate are discouraged, as they may harm the work environment or the church's reputation.

- **Avoiding Perception of Impropriety:** Church employees are representatives of the church both at work and in their community. All relationships, particularly between those of the opposite sex, should avoid situations that could give the appearance of impropriety. For example, private meetings or frequent one-on-one engagements outside of work settings should be avoided unless necessary for work-related purposes.
- **Public and Private Interactions:**
 - All employees should be mindful of their relationships and interactions with colleagues of the opposite sex to avoid misunderstandings or appearances of inappropriate closeness.
 - All employees should also be conscious of maintaining appropriate boundaries when interacting with colleagues of the opposite sex.

Please refer to the Staff Communication and Interaction Guidelines, also known as the **NCCTK Guardrails document** above for further details and guidelines.

ROMANTIC AND CLOSE PERSONAL RELATIONSHIPS

- **Disclosure:** Any romantic or close personal relationship between employees must be disclosed to human resources. The church may take steps to ensure that such relationships do not interfere with the workplace environment, such as reassigning duties if necessary.
- **Avoiding Favoritism:** If a relationship develops between employees, favoritism or preferential treatment in the workplace is prohibited. Any perception of unequal treatment resulting from such relationships must be addressed immediately.

CONFIDENTIALITY AND TRANSPARENCY

- **Confidentiality:** Any disclosures of personal relationships or interactions will be handled confidentially by the church's leadership and human resources. The church will only share information necessary to manage the workplace effectively.
- **Transparency:** Employees should always act with transparency in their relationships and ensure that all interactions, especially those that may be perceived as personal, are above reproach and open to scrutiny.

Employees should avoid situations that create a real or perceived conflict of interest due to their interactions with colleagues. Any potential conflicts, especially those involving personal relationships, must be disclosed and managed appropriately.

REPORTING CONCERNS: Employees are encouraged to report any concerns regarding the nature of interactions between male and female colleagues, particularly if they believe such interactions compromise the church's values or the workplace environment. Reports should be made to the Human Resources Director or the management team if it involves someone in human resources. Retaliation for making such reports is prohibited.

DISCIPLINARY ACTION: Failure to adhere to the guidelines in this policy may result in disciplinary action, including counseling, reassignment, or termination, depending on the severity of the offense.

This policy ensures clarity in interactions between male and female employees and fosters a workplace that upholds the church's values while promoting respect and professional integrity in all relationships.

Relationship Disclosure

Purpose: This document is intended to promote transparency and accountability regarding relationships within NCCTK. It aims to foster a healthy church environment and ensure that all relationships adhere to our values and ethical standards.

Scope: This disclosure applies to all staff, volunteers, and leadership within NCCTK, including but not limited to pastors, ministry leaders, and administrative staff.

Disclosure Requirements:

1. **Personal Relationships:** • Individuals in leadership positions are required to disclose any personal relationships (e.g., romantic, familial, close friendships) that could influence their professional duties or create a conflict of interest within the church community.
2. **Professional Boundaries:** • All staff and volunteers must maintain professional boundaries in their relationships, especially with vulnerable populations, including minors and individuals seeking pastoral care.
3. **Conflict of Interest:** • Any situation that may lead to a conflict of interest should be disclosed. This includes financial relationships, personal connections, or other situations that may compromise the integrity of church operations.
4. **Reporting:** • Disclosures should be submitted to the Human Resources Director in writing. Confidentiality will be maintained to the extent possible, while ensuring necessary parties are informed to address any potential issues.
5. **Review Process:** • All disclosures will be reviewed by the Human Resources Director, who will determine any necessary actions or follow-up procedures. This may include counseling, mediation, or other measures to maintain a healthy church environment.

Confidential Information

Information designated as confidential (includes, but not limited to tithe and giving records, sensitive information regarding members and/or attenders, discipline issues, etc.) is to be discussed with no one outside of NCCTK, and then only discussed on a “need to know” basis.

This responsibility is not intended to impede normal ministry communications and relationships, but it is intended to alert employees to their obligation to use discretion to safeguard North County Christ the King Community Church's interests.

Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees violating this policy will be subject to discipline, up to and including termination, and may be subject to legal action.

Work Resources and Privacy

NCCTK provides resources to facilitate employees' contributions towards the accomplishment of its mission and reserves the right to examine all provided resources at any time and without warning.

Such resources may include desks, computers, computer system databases, communication systems, email, voicemail, lockers, file cabinets, etc. These resources are the property of NCCTK and are therefore not private.

Safeguarding Personal Property

Employees are expected to exercise reasonable care to safeguard personal items of value brought to work. Such items should never be left unattended or in plain view.

NCCTK does not assume responsibility for the loss or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

Personal Appearance of Employees

North County Christ the King Community Church is built on a casual and comfortable environment. NCCTK employees enjoy a relaxed dress code. Employees are encouraged to dress in a manner that is normally acceptable in the range of business casual to casual attire.

Each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Employees should take care not to dress in suggestive or overly casual attire.

Substance Use

No substance that alters mood, behavior, or impairs reasoning may be used while engaged in work for NCCTK. This includes working from home.

Effects and after-effects (hangover, fuzzy thinking, feeling out of it) are not acceptable while working. If you're not able to function 100% due to substance use, don't work. Prescribed substances are considered acceptable when used as prescribed by your physician.

Performance & Progressive Discipline

Under normal circumstances, NCCTK endorses a policy of progressive discipline, in which it attempts to provide employees with notice of deficiencies and opportunities to improve. In the best interest of North County Christ the King Community Church, NCCTK retains the right to administer discipline in any manner it sees fit.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension or to termination of employment. NCCTK recognizes that there are certain types of employee problems that are serious enough to justify termination of employment, without going through the usual progressive discipline steps. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and NCCTK.

Appeal Process

Any employee may appeal an employee discipline decision in writing to the Senior Pastor, or a member of the Church Council if it involves the Senior Pastor. Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

Termination/ Resignation

An employee who chooses to resign from NCCTK for whatever reason will be requested to give two (2) weeks' written notice to this effect. This time will allow for transitional planning and scheduling of an exit interview. Less than two (2) weeks' notice is possible with the mutual consent of the employee, the Executive Director, and the Human Resources Director. If proper notice is not given, the employee forfeits any remaining paid vacation time for the year. At the time of termination or employee leaving, the employee agrees to return all church property, including any credit cards, electronic or technical equipment, keys and fobs.

Employee Benefits

Employees at North County Christ the King Community Church are provided a wide range of benefits.

A number of programs—such as Social Security, Workers' Compensation, and State Disability—are provided to all employees as required by law.

Please note: NCCTK does not pay unemployment insurance as part of its benefit program.

Benefits for All Employees

- Direct deposit
- Online paycheck/W-2 viewing
- Wellness leave
- Sick leave
- Free childcare and many more benefits (visit www.ncctkhr.com for more information)

Benefits for Full-Time & 20+ Hour Employees

- Bereavement leave
- Paid holiday leave
- Mission trip leave
- Personal leave
- Sick leave
- Wellness leave
- Vacation benefits
- Medical Allowance
- Simple IRA
- Supplemental plans

Some benefit programs require contributions from the employee, but most are fully paid by North County Christ the King Church.

See eligibility requirements.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor and human resources immediately. Immediate family members are defined as the employee's: spouse, parent, grandparent, child or sibling. Up to three days of paid bereavement leave will be provided for full-time employees. Bereavement Leave

for non-immediate family, such as aunt, uncle, etc. must be approved by the management team. If granted, this time off may or may not be paid time off.

Holidays

NCCTK will grant paid holiday time off to employees who are over 20+ hours. Please visit BambooHR to view the details for each of these holidays. Each year, North County Christ the King will grant holiday time off to all employees on the holidays listed below: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day - float day, Thanksgiving Day, Christmas Day.

Floating Holiday Policy

At NCCTK, we recognize that ministry and operational needs may occasionally require employees to work on designated holidays. To accommodate this, we have established the following holiday pay and floating holiday procedures:

Holiday Pay Procedure

NCCTK will always issue holiday pay on the actual date of the designated holiday, regardless of whether the employee works on that day. This ensures consistency in payroll and allows departments to manage their scheduling needs in advance.

Floating Holiday for Delayed Time Off

If an employee works on a holiday but still wishes to take a day off at a later time, they may take a floating holiday—however, the following conditions apply:

Zero-Hour Recording

Because holiday pay was already issued on the actual holiday, the floating holiday must be recorded as zero hours of paid time off. The employee is permitted to reduce their working hours for that week without receiving additional pay.

Same-Month Usage Requirement

The zero hour floating holiday must be used within the same calendar month as the original holiday. Unused floating holidays will expire at the end of the month and will not be carried forward.

Workload Adjustment Example

For example, if a full-time (40-hour) employee works a full schedule during a holiday week due to ministry demands and receives 48 hours of pay (40 hours worked + 8 hours holiday pay), they may take a zero hour floating holiday the following week. In that case, they would work only 32 hours (with 8 unpaid hours off) to balance their monthly hours and prevent budget overages.

No Double Compensation

Employees may not receive both paid holiday hours and paid floating holiday hours for the same holiday occurrence. Floating holidays are a mechanism to support work-life balance and schedule flexibility, not an additional form of compensation.

Purpose

This approach helps avoid unbudgeted labor costs while still honoring the spirit of time off and rest. It also ensures that departmental budgets and staffing plans remain consistent and manageable.

Mission Trip

NCCTK provides for one-week paid leave for staff members who are over 10+ hours. (Paid time is based on their "approved to work" work week, i.e. 10 for 10hr employees, 20 for 20hr employees, etc.). Employees may request mission trip leave only after having completed one year of service. As soon as the employee becomes aware of a trip that they would like to participate in, they should speak with their supervisor and then place an application for leave via BambooHR. Requests for mission trip leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Extended Personal Leave

NCCTK provides leaves of absence without pay to full-time employees who wish to take time off from work to fulfill personal obligations. Full-time employees may request personal leave only after having completed 1 year of service. As soon as the employee becomes aware of the need for a personal leave of absence, they should request a leave from their supervisor. Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, NCCTK cannot guarantee reinstatement in all cases.

Sick Leave Benefits

North County Christ the King Community Church provides sick leave benefits to full-time and part-time employees after a 90-day introductory period. Employees are entitled to accrue paid sick leave beginning January 1, 2018, if employed at that time.

This leave will accrue at one (1) hour of paid sick leave for every 40 hours you work beginning 90 calendar days after the start of employment. Employees may use this accrued paid sick leave for the following reasons (as outlined at RCW 49.46.210(1)(b) and (c)):

- To care for yourself or a family member;
- When you or a family member is the victim of sexual assault, domestic violence, or stalking; and

- In the event our business or your child's school or place of care is closed by order of a public official for any health-related reasons.

North County Christ the King Church accrual year is January 1st to December 31st. Accrued, unused paid sick leave balances of 40 hours or less will be carried over to the following year.

Wellness Time

North County Christ the King Community Church provides Wellness Days benefits to all employees after a 90-day introductory period. Employees are entitled to accrue wellness leave beginning January 1, 2024. This leave will accrue at .0077 hours of wellness leave for every 1 hour you work beginning 90 calendar days after the start of employment. Employees may use this accrued wellness leave for the following reasons:

- To recharge / aid your mental health;
- Go for counseling;
- Or any time you or a family member needs a little extra time.

North County Christ the King Church accrual year is January 1st to December 31st. Accrued, unused wellness days or balances will not be carried over to the following year. Employees who are unable to report to work due to mental health issues or illness should notify their supervisor before the scheduled start of their workday, if possible, followed by a request through the BambooHR platform.

Wellness leave benefits will be calculated based on the employee's base pay rate at the time of absence.

Unused wellness leave benefits will not be paid to employees while they are employed or upon termination of employment.

Vacation Time

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

This policy applies to salaried employees, full-time employees regularly scheduled to work 30-40 hours per week, and part-time Class 1 employees regularly scheduled to work 20-29 hours per week.

Eligibility and Accrual

Vacation eligibility and maximum accrual are based on the employee's classification, regular weekly work schedule, and years of service. Eligible employees begin receiving vacation after one year of employment, except where an approved hiring letter exception applies. Vacation accrues monthly based on the employee's hire date and applicable vacation schedule.

Salaried or Full-Time Employees (30–40 hours/week)

After one year of employment, salaried and full-time employees regularly scheduled to work 30–40 hours per week are eligible for two weeks of vacation based on their regular weekly schedule. For each additional year of employment, employees receive one additional day of vacation, up to a maximum accrual of five weeks.

Regular Weekly Schedule	After 1 Year (2 Weeks)	Maximum Accrual (5 Weeks)
30 hours/week	60 hours	150 hours
35 hours/week	70 hours	175 hours
40 hours/week	80 hours*	200 hours

Part-Time Class 1 Employees (20–29 hours/week)

After one year of employment, part-time Class 1 employees are eligible for two weeks of vacation based on their regular weekly schedule. For each additional year of employment, employees receive one additional day of vacation, up to a maximum accrual of four weeks, unless an approved hiring-letter exception provides for a higher maximum or a waiver of the one-year waiting period.

Regular Weekly Schedule	After 1 Year (2 Weeks)	Maximum Accrual (4 Weeks)
20 hours/week	40 hours	80 hours
25–29 hours/week	50–58 hours	100–116 hours**

Vacation Use Before One Year

Employees requesting vacation time before their first anniversary must receive prior approval from both their supervisor and human resources. This time may be unpaid or, if approved as paid, will be deducted from the employee's future vacation accrual ("borrowed time").

Monthly Accrual, Rollover, and Maximum Accrual

Effective July 1, 2026, vacation time no longer resets annually in January. Vacation accrues monthly based on the employee's hire date and applicable vacation schedule. Accrued vacation rolls over from month to month and year to year, subject to the employee's maximum accrual limit. Once an employee reaches the applicable maximum accrual, additional vacation accrual will stop until the employee uses enough vacation time to reduce the balance below the maximum.

As part of the transition to the new policy, eligible employees' vacation banks were fully funded as of July 1, 2026, in alignment with the new vacation policy and company calendar.

Payout Upon Separation

Employees who separate from employment will be paid for unused accrued vacation provided they give the required notice. Employees who do not provide at least two weeks' notice will forfeit any remaining vacation balance. Directors are expected to provide 30 days' notice to retain eligibility for payout of unused accrued vacation.

- The standard one-year waiting period may be waived only through an approved hiring letter exception. The terms of the approved hiring letter govern the employee's initial vacation eligibility and timing.

** Approved hiring-letter exceptions may provide a part-time Class 1 employee with a maximum vacation accrual of up to 150 hours and/or a waiver of the standard one-year waiting period. The terms of the approved hiring letter govern the individual exception, including maximum accrual, initial vacation eligibility, and timing.

Employee Vacation Donations Policy

Purpose

North County Christ the King Church recognizes that employees may experience unexpected medical circumstances that require extended time away from work.

To provide additional support, many years ago NCCTK established an Employee Donation Bank that allows employees to donate unused vacation hours to a pooled fund (only vacation hours are permitted for donation).

These hours may then be allocated to eligible employees who have exhausted their own available leave.

Eligibility to Request Hours

Employees may submit a request to access the Employee Donation Bank if:

- They are experiencing serious personal medical condition or are caring for an immediate family member with a serious medical condition.
- They have exhausted all of their sick leave, vacation leave, and wellness hours.
- They are otherwise in good standing with NCCTK policies and performance expectations.

Request Process

Employees must email the Human Resources Director to request use of hours from the Vacation Donation Bank.

HR will review the request, including:

- The employee's current leave balances.
- The number of hours available in the Employee Donation Bank.

- The nature and extent of the medical need (supporting documentation may be requested).

The Human Resources Director will then meet with a member of the Executive Management Team to review the request and seek final approval.

Approval and Allocation

Approved hours will be transferred from the Employee Donation Bank to the employee's Additional Paid Leave balance for use during their medical absence.

Allocations will be based on:

- The documented needs.
- The number of hours available in the pool.

NCCTK reserves the right to approve a partial allocation if sufficient hours are not available.

Donations to the Bank

- Employees may voluntarily donate accrued vacation hours.
- Donations must be made in whole-hour increments.
- Once donated, hours are permanent and cannot be returned.
- Employees may not designate specific individuals to receive their donated hours; all donations go into the shared bank for distribution based on need.

HR will maintain records of donations and bank balances.

Administration

- HR is responsible for maintaining the Employee Donation Bank, reviewing requests, and coordinating with Executive Management for approvals.
- This program is discretionary and may be modified or discontinued at any time at the sole discretion of NCCTK leadership.

Medical Allowance

Pastors approved to work 30 hours or more per week are eligible for a medical allowance immediately upon hire.

Full-time salaried and hourly employees approved to work 30 hours or more per week are eligible for a medical allowance after completing their 60-day introductory period.

The medical allowance is a taxable benefit and will appear on the employee's pay stub as extra pay or a similar taxable earnings line.

NCCTK Simple Retirement - a church plan

General Information NCCTK provides the opportunity for employees to save for retirement through the NCCTK Simple IRA Church Plan. Participation in the simple plan will be open to all employees meeting the following requirements: Eligibility: 1) Employee must complete sixty (60) days of service to NCCTK 2) \$5000 in compensation or more with NCCTK for the previous 60 days or is reasonably expected to receive at least \$5000 in compensation for the current calendar year.

ADDITIONAL CRITERIA: Open enrollment for the North County Christ the King simple IRA Church Plan will be in January and July. Active participants may stop contributing at any time with the change effective on the next payroll. Newly eligible employees will enroll in the next open enrollment month following completion of the sixty days of service requirement.

EMPLOYER MATCH: A potential match will be calculated on employees' gross wages. The employer match is a discretionary match based on approval by the NCCTK Board at the first meeting of October of each year for the upcoming year and announced to the employees on approval. Employer matches will be paid monthly into your simple plan.

Supplemental Plans

NCCTK offers various supplemental policies through Aflac at varied rates. Some of these policies include Critical Care, Cancer, Accident, Hospital, Whole Life, Term Life, Cancer with Aflac, and Hospital with Aflac.

The following is from Aflac's literature: Aflac's supplemental dental insurance provides benefits for a variety of covered procedures, from routine cleanings to root canals. Our dental insurance plans give you the freedom to see an extensive network of in-network dentists, provide immediate coverage for routine cleanings and X-rays, offer several family plan options to help with care for your spouse and/or dependents up to age 26. The dental plan can be kept even if you change jobs. Orthodontic and vision coverage are also available as optional add-ons. Aflac's supplemental vision insurance provides benefits for a variety of vision needs. Our vision insurance plans give you the freedom to see an extensive network of internetwork ophthalmologists, beyond helping maintain healthy vision, eye exams can help spot high blood pressure, diabetes, high cholesterol, and even brain tumors. Aflac designed our vision plan so individuals and their families can be more proactive about caring for their vision.

Free Childcare

NCCTK currently provides free childcare, up to age 5, for staff on Monday and Thursday mornings from 9am to 12pm, and occasionally during evenings or ministry.

Organization Policies & Guidance

Marketing/Advertising/Reporting Communications

Marketing, advertising, and reporting of ministries are in high demand and value at NCCTK. If you want Communications to market for you, get your OneForm in early, recommended 3 months lead time. Even this does not guarantee an up-front church mention, or any specific space. Communications will do their best to give you marketing, but keep in mind that space is limited and decisions have to be made based on the reach of the event, what month you're asking for (avoid small group signup weeks), the intended audience, and the scope of impact. It also will depend on the purposes it fulfills (Worship, Evangelism, Discipleship, Fellowship, and Ministry). Also, in an attempt to protect everyone's days off, schedule your event not on a Friday or Saturday, if possible. Friday and Saturday events that require tech and facilities help will be granted on a need basis.

Fundraising

NCCTK is funded by giving, and the Senior Pastor is the primary fundraiser for the church and missions. Fundraising for specific ministries is allowed when approved by the Senior Pastor.

Fundraisers that provide a service or a product for people to give to are preferred; i.e. Car washes, rummage sales, plant sales, concerts, dinners, auctions, etc. Sending people out to ask for money or sponsors is not permitted. The Senior Pastor has to ask for money from time to time to fund disaster relief, or for the Wish List, or missions, or capital campaigns.

Response Time for Communications

People who contact you deserve a timely response. Delayed or unanswered communication can leave others feeling overlooked or undervalued.

Whenever possible, respond the same business day; responding by the next business day is considered best practice. The following can help:

- Set aside the first 15 minutes of each workday to review and respond to messages.
- If a complete response requires more time, acknowledge the message and let the sender know when they can expect a follow-up.
- Before beginning scheduled time off, respond to outstanding messages whenever possible so others are not left waiting.
- Use an automatic out-of-office reply when you will be unavailable for more than two business days.

Generative AI Chatbot Usage

Purpose: We live in an exciting time when AI tools are available to everyone. These tools are already changing the nature of work and can help NCCTK staff be more effective in their roles. These powerful tools are also a reason to pause and reflect on how best to use them.

This policy establishes guidelines for NCCTK staff to use artificial intelligence (AI) tools responsibly to support ministry, administration, and communication while ensuring alignment with our church's values and mission.

The following statement can summarize the broad strokes of this policy:
NCCTK values the time-saving qualities of AI tools and asks you to practice thoughtful discernment when using them.

An Overview: The Importance of Alignment with Church Values

AI tools should only be used in ways that reflect and uphold Christian values, integrity, and biblical principles. AI-generated content should align with the church's mission and theological beliefs. Given the nuances involved in theological concepts, caution and applied wisdom in this area is vital.

The Importance of Transparency and Accountability: Staff members should disclose to their supervisor if they use AI-generated content in communications, sermons, or educational materials. AI should assist, not replace wisdom, spiritual inspiration, pastoral care, and prayerful decision-making. While saving time with AI tools is a great way to be more effective, using them to defer or reduce essential spiritual discernment or leadership is problematic.

For example, using AI to help you write a lesson or sermon outline is excellent, so long as the final form is primarily your thoughts and applied reasoning or discernment. Another example is using AI to draft important communication with staff or the congregation, which is acceptable. However, sending said communication without careful review and adding your original thoughts is unacceptable.

Specific Requirements

- AI-generated information should be reviewed for accuracy and appropriateness before being used in official church communications or teachings.
- Senior pastoral staff should always verify biblical references and theological interpretations written exclusively by AI or websites.
- AI tools will not be used to process, store, or share confidential church member information, counseling details, or private discussions.
- Any AI tool must comply with data protection laws and church privacy policies. ChatGPT and Microsoft Co-Pilot are acceptable tools concerning data and privacy protection.

- AI may be used to draft newsletters, social media posts, sermon outlines, administrative tasks, and event plans. Still, Human oversight must always be present, and a manager or peer review is strongly encouraged.
- AI should not be used for sermon writing without personal study, prayer, and pastoral input.
- The church leadership reserves the right to review AI use and adjust policies as needed.

The responsible use of AI can enhance ministry efforts, but it should never replace human connection, spiritual discernment, or biblical wisdom. Staff must use AI tools with care, integrity, and alignment with our NCCTK's mission to turn Real People into Real Followers of Christ.

NCCTK's Major Events Policy

"All Hands On Deck" is an amazingly fun time and an excellent way for you to bless other team members and our congregation.

FAQ's:

Q: What are the "All Hands On Deck" major events at NCCTK?

A: Our major events that require all staff to participate in are Christmas Eve and Easter services.

Q: Will I be paid?

A: If you are required to be here, then yes, it is paid time (but we are encouraging you to meet with your supervisor to see where you can adjust/lower work hours the week prior or following, so that you can preserve your "good cheer"). So, by the end of the month the hours should average out with hopefully little to no overtime.

Q: Do I have to work on the clean-up crews?

A: If you are Salaried, Yes. If you are hourly and your supervisor has asked you to work. If you have not cleared this with your supervisor and/or it could mean overtime, then No.

Q: Do I have to "volunteer" at the services?

A: No, however, we often have a need for volunteers in Connections & Care Ministry (<https://services.planningcenteronline.com/schedule>) and Blessing Place and would love to see you and your family prayerfully consider helping in these areas. Hourly staff may volunteer for services, but this is not a required work time and as such will not be paid time unless you are working in childcare or your supervisor has you working in your own department.

Q: If I have more questions about this, who should I talk to?

A: Please speak with your supervisor or email human resources (hr@ncctk.com).

Hourly Team Members:

Q: How do I log my time?

A: Please use BambooHR Timesheets. Save time to > Special Service Event- Approved to Work >Christmas/Easter.

Q: Do I get paid to volunteer?

A: You may volunteer for any of the four services, but this is not a required work time and as such will not be paid time unless you are working in childcare or your supervisor has you working in your own department. (As per labor regulations, you are not permitted to "volunteer" at your own job. Please have your supervisor notify HR ahead of time if there may be the possibility of overtime)

*Remember participation in clean-up is only if your workload allows you to take time off the week of or the week following the major event; your supervisor will know best where you will be in regard to your hours and will do their best to be flexible with your schedule for the week of and the week after so you can get refreshed.

Salary Team Members:

All Salary Team Members are strongly encouraged to work the following: 1) Please serve at three services and attend one and 2) Please help with the glow stick clean up after Christmas Eve services.

*Salary Ministry Team Members will please meet in the commons for prayer 45 minutes prior to each service they serve at

Church Staff Volunteering Policy

Purpose:

This policy provides guidance for North County Christ the King Church (NCCTK) staff members who wish to serve in a volunteer capacity. While we encourage all employees to model a lifestyle of service, this policy ensures appropriate boundaries and accountability are maintained.

Policy Overview:

NCCTK staff members are permitted and encouraged to volunteer in ministry areas *outside of their paid role*. However, staff may not volunteer within their own department or area of paid ministry responsibility.

Key Guidelines:

1. No Volunteering Within One's Own Ministry Area

- Staff may not serve as volunteers in the ministry they are paid to oversee or contribute to.
- This ensures clear accountability, avoids blurred lines between paid and unpaid work, and promotes healthy boundaries.

2. Volunteering in Other Ministries

- All volunteer activity must be approved by the leader of the ministry area they are serving in.
- The volunteer role must be clearly outside of their paid responsibilities.
- They do not have direct oversight or supervisory authority over the ministry they are volunteering in.
- There is clear delineation of volunteer vs. paid hours, and volunteer time is not counted toward their paid workweek.
- The staff member submits to the leadership of the volunteer ministry for that role.

3. Time and Compensation

- Volunteer service must occur outside of regularly scheduled work hours unless otherwise pre-approved by the staff member's supervisor.
- Volunteer hours are not to be recorded as paid time and should be kept distinct from compensated work hours.
- Volunteer service must not interfere with the staff member's regular job responsibilities, deadlines, or availability. All primary departmental responsibilities must remain a priority, and supervisors are responsible for ensuring that core job duties are consistently fulfilled.
- If there is any concern that volunteering could impact the staff member's performance or availability, the supervisor may adjust or revoke the volunteer arrangement.

4. Reporting Structure

- While volunteering, staff report to the leader of the ministry they are serving in, not their regular supervisor.

5. Volunteer Eligibility

- Employees who volunteer must comply with all volunteer application, screening, training, and background check requirements outlined in the **Employee Volunteer Participation** policy.

Examples:

- A staff member in Children's Ministry may volunteer on the Worship Team.
- A Worship staff member may volunteer as a youth small group leader.
- A Children's Ministry Director may lead a high school small group on Wednesday nights.

- A Middle School staffer may help on Sunday mornings in the Preschool Ministry.
- A Facilities staff member may serve as a greeter on Sunday mornings

Exceptions: Requests for exceptions may be submitted in writing to the Executive Director and will be reviewed on a case-by-case basis.

Staff Meeting Guidance

HOW MANY STAFF MEETINGS CAN I ATTEND A MONTH?

The number of staff meetings you can attend a month directly correlates to your approved hours and job position.

Here is a quick reference:

30-40 hours a week- 4 staff meetings a month

20 hours + a week- 2 staff meetings a month

1-10 hours a week- 1 staff meeting a month

Childcare and Preschool class 1 staff and employees are only approved to attend special holiday staff meetings.

Childcare & Safety

Child Safety and Employee Health Guidelines

Purpose: This policy aims to ensure a safe environment for children and employees by minimizing the risk of falls and injuries during activities involving physical handling of children.

Scope: This policy applies to all employees engaged in roles involving direct care or interaction with children.

Policy Statement: Employees who have a heightened risk of falls, whether due to age, physical condition, or other factors, are encouraged to avoid holding or lifting children.

This is a preventive measure to safeguard both the employee and the child from potential injuries.

Responsibilities:

Supervisors: Ensure that employees are aware of and understand the policy. Provide alternative tasks as necessary.

Employees: Comply with the guidelines and notify supervisors of any difficulties in following this policy.

Management: Offer reasonable accommodation where it is possible to support employees in performing their duties safely.

Reasonable Accommodations:

In cases where lifting or holding children is necessary, and the employee has a history of falls, we will implement accommodations to ensure safety. Specifically: Children will be placed in the arms of employees while they are seated, minimizing the risk of falls or other incidents.

Supervisors will ensure that appropriate seating is available during interactions where children are required. Employees are encouraged to communicate with any additional support they may need to perform their duties safely.

Review and Updates:

This policy will be reviewed annually or as necessary to ensure it meets health and safety standards.

Childcare Policy

We provide trained childcare workers for staff training and church events (classes and ministry programs). Please follow these guidelines to ensure a safe, consistent, and effective experience.

Childcare Requests

All childcare requests must be submitted through Planning Center. No phone calls or text messages, please. If you have questions, send an email to the Childcare Coordinator.

Existing Childcare Times

Monday Morning: 9:00 AM – 12:00 PM

Wednesday Evening (Only during Adventure Club): 6:30 PM – 7:40 PM

Thursday Morning: 9:00 AM – 12:00 PM

Thursday Evening: 6:30 PM – 8:00 PM (as needed)

No Childcare Outside These Times: We do not offer childcare outside the above-listed existing childcare hours.

Request Deadlines

All requests for childcare must be submitted at least one month before your event. Adequate notice is required to ensure proper staffing. Late requests may result in no childcare availability.

Registration Requirements

Pre-Registration: Each child must be registered before attending.

No Exceptions on Age Limits: This includes staff and volunteer children

- Morning Care: Birth to 5 years old
- Evening Care: Birth to 6 years old
- We are unable to accommodate children older than these age limits.

Staffing Guidelines

Ratios: A minimum of two workers per 10 kids 2+; 2 workers per 5 babies.

Background Checks: All staff and volunteers must pass a background check.

Couples Policy: Dating, engaged, or married couples may not provide childcare alone.

Duration Limits

- Three-Hour Maximum: Children may remain in childcare for no more than three hours per session.
- Childcare provided during Adventure Club season is 6:30-7:40 no exceptions.
- Event Location & On-Campus Requirement
- During childcare, any parent or staff member utilizing NCCTK childcare must remain on campus.
- The Childcare Coordinator must be informed of where the event is being held on campus (e.g., Corner, Family Room) and must be notified if the location changes at any time.

Cancellations

Office Closure: If the church office is closed, childcare is canceled unless there is a prearranged agreement with the Childcare Coordinator.

School Delays/Cancellations: If Lynden Schools are delayed or canceled, morning childcare will be canceled.

Low Registration: If a class has two or fewer children registered one week prior to the event, childcare will be canceled.

Group Cancellations: Ministries or groups must notify the Childcare Coordinator at least 12 hours in advance if a class or event is canceled. If you fail to do so, Childcare worker compensation will be taken out of your ministry's budget.

Class Size

Max Registrations: Determined by available staffing. Once we have reached maximum capacity based on safe ratios, no additional children may be added.

Low Registration: If a class has two or fewer children registered one week prior to the event, childcare will be canceled.

Staff Parents

You must remain on campus whenever your child is in NCCTK childcare. No one else may be designated responsible for your child unless it's an emergency.

Morning childcare is for staff members only—the responsible staff party (parent or family member) must check in and drop off children. This ensures that the caregiver is on campus and available if needed.

Procedures

Submit a Childcare Request

1.1 Log in to Planning Center and create/edit your event.

- 1.2 Select "Request Childcare," and fill in all required details (date, time, exact ages, and number of children).
- 1.3 Submit the request at least one month prior to your event.
- 1.4 For questions, please send an email to the childcare coordinator; no phone calls or texts.

Confirm Registration Details

- 2.1 Communicate the mandatory pre-registration requirement to participants/attendees.
- 2.2 Collect each child's age and ensure all are within the specified age limits.
- 2.3 Provide a final child count (ages and numbers) to the Childcare Coordinator at least one week before the event.

Finalize Staffing

- 3.1 The Childcare Coordinator reviews final numbers to determine staffing needs.
- 3.2 Volunteers and staff are assigned, ensuring:
Two workers per 10 children maximum ratio. (see above requirements)
All volunteers and staff have valid background checks.
No dating, engaged, or married couples are scheduled alone.
- 3.3 If a staff member cannot work, they must find a qualified replacement and email the updated plan to the Childcare Coordinator for approval.

Prepare the Childcare Space

- 4.1 Ensure rooms are clean, safe, and age appropriate.
- 4.2 Make sure that check-in iPads are set up for childcare events, emergency contact info is available, and all relevant materials.
- 4.3 Provide appropriate age activities, toys, and supplies.

Check-In and Drop-Off

- 5.1 Verify each child's registration.
- 5.2 Use a matching sticker/tag system for security if needed.
- 5.3 Confirm or collect emergency contact details.

During Childcare

- 6.1 Maintain safe ratios and always keep children within sight.
- 6.2 Engage children with suitable activities.
- 6.3 Follow proper safety and sanitation procedures.
- 6.4 Immediately report any concerns or incidents to the Childcare Coordinator.

Pick-Up and Check-Out

- 7.1 Match the authorized parent/guardian's identity with sign-out stickers.
- 7.2 Return personal items (coats, diaper bags, etc.).
- 7.3 Thank parents/guardians for their cooperation.

Cancellation & Closure Procedures

8.1 Childcare is canceled if the church office is closed (e.g., holidays, inclement weather) unless previously arranged.

8.2 Morning childcare is automatically canceled if Lynden Schools are delayed or closed.

8.3 Childcare will not be provided if two or fewer children remain registered one week prior to the event.

8.4 Ministries & Staff must notify the Childcare Coordinator 12 hours in advance of cancellation.

Post-Event Tasks

9.1 Clean and disinfect the space thoroughly.

9.2 Put away toys and restore the room to its original layout.

9.3 Report any accidents, property damage, or unusual incidents to the Childcare Coordinator

Employee Volunteer Participation

Purpose: At North County Christ the King (NCCTK), we value creating a safe and welcoming environment for all. This policy establishes expectations for employees who volunteer in NCCTK ministries, including volunteer eligibility, screening, and background check requirements.

Volunteer Application

- All employees, regardless of age, must complete a volunteer application before serving as a volunteer.
- All employees must complete a volunteer application on a 3-year renewal basis from the date of their original application.
- Minors turning 18 must complete a volunteer application along with their first background check.

Background Check Process

- All volunteers over 18 must complete a background check before serving.
- Minors must complete a background check when they turn 18.
- All volunteers must complete a background check on a 3-year renewal basis from the date of their original background check.
- Refusal to complete a background check results in immediate ineligibility for serving.

Background Check Review

- Any offenses or concerns disclosed or uncovered through the background check or volunteer application will be reviewed by the Senior Leadership Team.

- If the Senior Leadership Team approves the individual to serve, the ministry leader will be informed of the findings and may determine whether to allow the individual to serve in their specific ministry area.

Universal Exclusions from Service

Some offenses automatically disqualify an individual from serving in specific ministry roles, as outlined below.

1. All Ministries Involving Children or Vulnerable Individuals

This includes:

- Under 18 ministries
- Safety Response Team
- Meal service staff within under 18 ministries
- One-on-one ministries
- Teachers of classes
- Worship team

Disqualifying Offenses:

- Crimes against children
- Sexual offenses
- Domestic violence
- Any felony assault

2. Greeter Ministry

Any individual on a sex offender registry is not permitted to serve.

3. Building Access

Individuals with a history of theft or stalking are not permitted to hold keys or access codes.

4. Driving Responsibilities

A DUI (Driving Under the Influence) conviction disqualifies an individual from driving church vehicles.

Requests for Exception

If an individual with a disqualifying offense wishes to request an exception:

They must obtain a copy of the police report associated with the offense (available as a public record).

They may request a meeting with:

- The Senior Leadership Team, and
- The ministry leader of the area in which they wish to serve.

Final determination will be made at the discretion of leadership based on risk, time since the offense, and the nature of the role.

Volunteer Appearance & Conduct Standards

Tattoos: Any tattoo deemed potentially offensive must be covered at all times while serving.

Dress Code: Volunteers are expected to maintain modest and appropriate attire while serving. The following guidelines apply:

- No visible cleavage
- Midriffs must be covered
- Backs must be covered
- Skirts and shorts must extend below fingertip length

Additional Notes

- Offenses are considered in context, including recency and severity.
- NCCTK does not maintain a policy of universal exclusion from all ministry areas for those with a criminal history; each situation is evaluated on a case-by-case basis where not otherwise disqualified above.
- All volunteers serve at the discretion of the ministry leader over their area of service.
- The ability for volunteers to serve is determined by the ministry leader according to their specifications and suitability for the ministry, regardless of background clearance.

Restraining Orders & Procedures Policy

North County Christ the King (NCCTK) recognizes the importance of ensuring a safe environment for all individuals involved in its ministries. As such, this policy outlines the procedure to be followed when a restraining order is issued against any individual affiliated with NCCTK and the steps to ensure proper notification and documentation.

Notification Process:

Ministry leads are to be included on the form notifications list for restraining orders. This means that ministry leads will receive an immediate email notification upon the submission of a protection order form.

Upon receipt of the protection order form, the administration is responsible for ensuring timely dissemination of the information to relevant parties within their ministry.

Documentation and Record-Keeping:

Upon receipt of the protection order form, NCCTK administration will ensure that physical copies are distributed to relevant personnel, and digital copies are uploaded to a secure location.

A note will be made in all profiles involved under the "Alert" section, indicating that a protection order has been issued against the individual.

Individuals who wish to be updated on the status of the protection order can request to be included on the Alert notes email notification list.

Form Enhancement:

The protection order form will include a section allowing individuals to upload their protection order documents and any relevant photos directly within the form.

Compliance and Confidentiality:

All personnel involved in the handling of protection orders must adhere to strict confidentiality protocols.

Information related to protection orders shall only be shared with individuals who have a legitimate need to know for the safety and well-being of the NCCTK community.

Training and Awareness:

NCCTK will provide regular training and education sessions for staff and volunteers on recognizing and responding to protection orders and related issues. Awareness campaigns will be conducted to inform the congregation about the importance of reporting protection orders and seeking assistance if needed.

Compliance with Legal Obligations:

NCCTK will comply with all legal obligations regarding the handling of protection orders, including reporting requirements and cooperation with law enforcement agencies.

Conclusion:

This policy aims to ensure the safety and well-being of all individuals associated with NCCTK by establishing clear procedures for handling protection orders. By implementing thorough notification processes and enhancing documentation practices, NCCTK strives to create a secure environment where everyone feels valued and protected.

Situational Policies

NCCTK's Inclement Weather Guidance

You can work from home if that is feasible and effective. Consult with your supervisor to see if it is.

Or you may take the day as a vacation or sick day or an unpaid day off (only non-exempt/hourly personnel are permitted to take unpaid days; all salary personnel may use a vacation day).

During an office closure, please consider these options and contact your supervisor to discuss your circumstances and agree which option is best. If you decide to use vacation or sick time, or unpaid time, please request this through the BambooHR portal. Additionally, during an event of inclement weather, we will be placing signs on the doors and changing the phone message. NCCTK will post notices to Facebook and will contact KGMI and Praise106.5 to let the congregation know in the event that services are canceled due to the inclement weather.

Ministry Conference Attendance Policy

Purpose: To provide clear guidance on the selection and approval of ministry conferences for staff and volunteers representing North County Christ the King Church (NCCTK).

Policy: Participation in ministry conferences is intended to support the professional and spiritual development of NCCTK leaders and staff. To ensure responsible stewardship of church resources, the following criteria must be met:

Budget Alignment: Attendance at a ministry conference must be pre-planned and included within the ministry or department's approved annual budget.

Leadership Approval: All conference attendance must be approved in advance by a member of Senior Leadership. Requests should include the purpose, cost estimate, and anticipated benefit to the ministry.

Frequency Limitation: Staff and ministry leaders may attend one non-local, ministry-related conference no more than once every other calendar year, unless otherwise approved by the Executive Director or Senior Pastor. Local conferences may be attended more frequently, with approval.

Post-Conference Reporting: Attendees may be asked to provide a summary of key takeaways and how they will be implemented within their area of ministry.

Compensation and Expenses: NCCTK will cover reasonable expenses associated with attending an approved ministry conference, including:

- Training or registration fees
- Required materials

NCCTK Travel Policy

Purpose: North County Christ the King Church (NCCTK) supports employee development and ministry effectiveness by providing opportunities to attend approved conferences, trainings, retreats, meetings, and ministry events. This policy establishes guidelines for travel, expenses, reimbursement, and timekeeping to ensure consistency, accountability, and good stewardship of church resources.

Meals & Travel Expenses: NCCTK reimburses reasonable meal expenses incurred during approved business travel, subject to the following limits:

<u>Meal</u>	<u>Maximum Reimbursement</u>
Breakfast	\$20
Lunch	\$25
Dinner	\$40
Daily Maximum	\$85

Employees should use their NCCTK-issued company credit card whenever available and charge expenses to the appropriate ministry or department account.

Additional Guidelines

- Alcoholic beverages are not reimbursable.
- Itemized receipts are required for all meal purchases.
- Expenses that exceed the established limits require prior supervisor approval.
- Personal expenses are not reimbursable.

Travel Origin & Mileage: Mileage reimbursement and compensable travel time begin from the employee's assigned NCCTK work location:

Lynden Campus: 1816 18th Street, Lynden, WA 98264
Kendall Campus: 8794 Kendall Rd, Maple Falls, WA 98266

Employees traveling directly from home to a temporary work location should follow applicable Washington State and federal wage and hour guidelines.

Mileage reimbursement will generally be calculated from the employee's assigned NCCTK campus unless otherwise approved by a supervisor.

When an employee travels directly from home to an approved offsite training, conference, meeting, or ministry event, mileage reimbursement will be based on the lesser of:

- The distance from the employee's assigned NCCTK campus to the event location; or
- The distance from the employee's home to the event location.

Exceptions may be approved by a supervisor when ministry needs or business circumstances warrant.

Company Credit Cards, TravelBank & Reimbursements

Employees should use their company-issued credit card whenever possible for approved travel expenses.

All expenses and mileage should be submitted through TravelBank with supporting documentation.

Employees who do not have access to a company credit card or TravelBank must:

- Complete a paper reimbursement form available in the staff mailbox area.
- Attach all required receipts and supporting documentation.
- Submit reimbursement requests within 10 business days of returning from travel.

Failure to submit timely documentation may delay reimbursement.

Timekeeping

Non-exempt employees must accurately record all compensable work time in BambooHR.

When attending approved offsite training, conferences, meetings, or ministry events:

1. Select the appropriate category:
 - a. Offsite Training
 - b. Team Meeting
2. Record accurate start and end times, including required business travel time from the assigned NCCTK work location.
3. Employees are responsible for ensuring all hours worked are accurately reported.
4. Non-exempt employees must obtain supervisor approval before working hours that may result in overtime during travel, training, or conference attendance.

Questions regarding compensable time should be directed to human resources before traveling whenever possible.

Meal Periods, Rest Periods & Non-Working Time

Employees may record time spent during working meals when they are actively engaged in training, meetings, ministry discussions, or other required work activities.

The following are generally not considered compensable work time and should not be recorded on a timecard:

Personal meal periods where employees are fully relieved of duties

- Personal downtime between scheduled sessions
- Recreational activities
- Personal sightseeing or entertainment
- Sleeping time during overnight travel

Employees who are required to perform work during otherwise non-working periods must accurately record that time.

Approval: All travel, conferences, training, registrations, lodging, and related expenses must receive supervisor approval before commitments are made, or expenses are incurred.

Employees are expected to exercise good stewardship of church resources and select reasonable travel, lodging, and meal options that align with the ministry purpose of the trip.

Thank you for being part of the NCCTK team. We appreciate your commitment to serving Christ, our church family, and our community.

Please download and sign the employee acknowledgement form if you haven't already. You can find it in BambooHR.

Last Updated August of 2026

As an employee at NCCTK, I acknowledge and agree to follow these policies and guidelines. I understand that a violation of this agreement may result in disciplinary action, up to and including termination and/or legal action.

Signature: _____

Name: _____

Date _____