



Staff Handbook





Mark Johnston

Lead Pastor

Welcome to The Journey's staff!

You're part of a very special family now. You've expressed a love for and commitment to our mission and vision, a demonstrated ability and passion to serve and lead people at a high level, and proven your commitment with our core values...so the last thing to do was hire you so you could focus even more on all of that. Congratulations!

We believe that you must have been called by God to take this job. You might not even completely realize that yet, but you will. Your role here will make use of all of the abilities and gifts he's given you to fulfill your destiny. Simply put, you're going to change the world. I believe and expect that wholeheartedly, and I hope you do as well.

Our mission is to help *people* find Jesus and follow him fully. Our vision is expressed as *people* gather, connect, and serve. Our culture is real church for real *people*. Our purpose is greater than any one of us can fully grasp. The future is bright and you're a part of it at the highest level.

Thank you for joining us and accepting the challenge of being a Journey staff member. I'm committed to ensuring you receive the development, encouragement, and pastoring you need to go to grow as a person, leader, and most importantly, follower of Jesus. You're going to be working hard, having fun, and making a difference in the months and years to come, and I'm proud of you for that.

Here we go...

Pastor Mark

This handbook is not meant to be a contract of employment. Its sole purpose is to inform staff members about our organization’s story, beliefs, company policies, benefits, and regulations. The Journey reserves the right to change the handbook at any time, with or without notice.

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SECTION 1: WHO WE ARE

Our Story

The Journey began in 2007 inside an industrial park off Route 72 in Newark. We began out of a passion for reaching people with the life-giving message of Jesus, especially those who'd never experienced church or had given up on it. We wanted something different from the traditional approach we'd all been used to with a long list of programs and responsibilities and protocols. So, we started something simpler – real church for real people. We decided that the sole purpose of our existence would be to help people find Jesus and follow him fully – and that's exactly what we did.



As we carried out our mission of helping people in our community find Jesus and follow him fully, we were looking ahead. We knew we'd eventually need a larger space to help sustain all of the growth God blessed us with. We started our search for a new property, and we didn't take that search lightly. The new property had to be in our price range, within two to five miles of our current space, and highly visible and accessible. (Although we loved that industrial park, we had about 17 cars drive by our campus everyday...not the best way to gain some name recognition in the community!)

In 2012, after a long and diligent search, God answered our prayers. We witnessed some truly radical generosity from our church which allowed us to purchase our first property, located at 721 E. Chestnut Hill Road, Newark. On March 16 and 17, 2013, we officially opened our doors at 721 for the first weekend gatherings. On December 8 and 9, 2017, we finished expanding our campus... but we're not done yet! In 2018, we felt God nudging us towards what's next – reaching the 1.8 million people that live within a 30-mile radius of our current location. We started referring to this region as "Journey City" and in September 2019, we opened our second location in Hockessin, our next step towards reaching that 1.8 million.

Our mission is taking shape week after week, month after month, in the form of changed lives. That's our story, our journey. But our story isn't the one that matters most to us. It's the individual stories that capture our attention around here; because for us, it's all about the "one." That's why we designed this place to be a unique, vibrant community of faith that people can fit into...a place to come as you are and be who you are and a place to move toward God's best for you.

Our Mission

Every church needs a mission statement that answers the question, “Why do we exist?” Ours is simple:

To help people find Jesus and follow him fully.

At The Journey, we filter every idea, program, and budget request through our mission statement. If it doesn't help us accomplish our mission, we don't do it.

Our mission sums up the twin purposes of the church Jesus started; to evangelize spiritually disconnected (helping them find Jesus) and to make disciples (helping them follow him fully).

Our Vision

The Journey's vision is Gather, Connect, Serve. We believe people grow best when they are consistently involved in three environments. We gather on the weekends for worship and teaching (gatherings); connect in groups throughout the week for friendship (J-Groups); and serve through “giving our time” (J-Team) and our tithes (giving our first 10% back to what matters to God). Through gathering, connecting, and serving, people find Jesus and follow him fully.



Our Culture

Our culture is *real church for real people*. At The Journey, we're not into fake; we're into real. But, that's more than just something we say – it's who we are. Spilling out of that culture is this word: *life-giving*. This means we always communicate with unchurched people in mind, choose positive ways to say potentially negative things (whether in a crowd, a group, or one on one), and believe wholeheartedly in the power of fun. We're not interested in aiding people in maintaining a holy *image* but in equipping people to live a holy *life*. The first requires measuring up on the outside, as the second, taking shape on the inside. We don't mess around pretending we're perfect. We accept everybody where they are and help them do the next right thing to move forward.

Personal and Public Habits

Gather, Connect, Serve works for everyone. It's how a new believer grows. It's how our Lead Pastor grows. It's a path of growth for all of us. As a staff member at The Journey, we expect you to faithfully practice and live out these six personal and public habits of spiritual growth.

Public Habits

- **Gather on the weekend:** No matter what your weekend responsibilities are, we expect our staff to “gather one” and “serve one.” Find a time throughout the weekend to fully engage and participate in a weekend gathering. Sing along, clap your hands, worship God, take notes – just be present.
- **Connect in a Journey Group:** We believe that life is better when you do it together; that’s why we have Journey Groups. As a staff member, we encourage you to lead or join a J-Group each semester. When you’re not leading, get connected in another J-Group.
- **Serve on the J-Team:** Our J-Team is our family of volunteers who faithfully serve and give their time each week to help more people find Jesus and follow him fully. Even as a staff member, we encourage you to jump in and serve where you can beyond what you get compensated for. Why? Serving is how we grow. Whether it’s finding a place to serve outside of your area or joining a weekend team if your staff role is more week-focused, we ask for you to constantly look for opportunities to serve.



Personal Habits

- **Invest & Invite:** Our mission is to help people *find* Jesus... and that can start with a simple invitation to church. We believe in the Great Commission -- to go and make disciples -- and when we invest (in the lives of the people around us) and then invite them (to church, into a life-giving relationship with Jesus), we’re fulfilling that commission.
- **Practice a slot & spot:** We believe in the power of having a slot and spot -- a time and place -- that we devote to God each day. Whether you use Youversion or a physical Bible, make time to dig into the Scriptures regularly. In addition to reading the Bible, spend time being others-focused through prayer, whether it’s your family, co-workers, your J-Group members, or your leaders.
- **Give your first:** At The Journey, we believe growing in generosity is part of growing spiritually. The idea of tithing (giving the first 10% of our income to our local church) isn’t something somebody made up. We read about it all through the Bible. Proverbs 3:9 says, “Honor God with your wealth, and the firstfruits of all your produce.” We believe a tithe is a great habit for every follower of Jesus, and as a leader, we expect you to model this habit and tithe faithfully. We also encourage you to consider prayerful giving above and beyond your tithe as you grow in generosity.

What We Believe

The Journey believes that God is infinitely creative, so we express our faith in infinitely creative ways. We're Spirit-led without being weird and mission-minded without diluting the message of Jesus. We're not scared of culture or seduced by it. Our approach to church isn't traditional, but our commitment to Jesus shapes everything we believe, say, and do.

We believe God has given us a book (the Bible) that is true and can be trusted. It was written by men but inspired by God – and every part of it points to Jesus. Everything that's described below may be helpful, but when the dust settles, the Bible is our statement of faith.

We believe in God. He created everything, including you and me. He is all-powerful, all-knowing, ever-present, and worthy to be loved with all our heart, soul, strength, and mind.

We believe God is revealed fully in Jesus, who was born of a virgin, lived a sinless life, died on a cross for our sins, and supernaturally rose from the dead. This planet hasn't seen the last of him.

We believe the Holy Spirit is God in his power and presence, drawing people to him, saving us, and empowering us with gifts to work for him and fruit in our attitudes and relationships that testify to him.

We believe all human beings are spiritually lost, wandering around trying to make sense of this life and consistently messing it up. Only through Jesus can we be found, and this is very much what God wants. If we submit to Jesus' leadership as Lord, we will be saved; if we continue on our own path, we will end up separated from God forever. This is something God does not want. That's why Jesus came, and it's also why...

We believe in the church. It's a community where people can find Jesus and follow him fully. The church isn't perfect, but Jesus its leader is. God doesn't want us doing this spiritual life in isolation; that's why he created the whole church thing in the first place - and he's still totally committed to it. The church is incredibly important because we have a much better chance of succeeding in our spiritual journey when we're surrounded by other people who are moving forward in theirs.

Leadership Core Values

Every church, organization, or team starts with certain core values or "non-negotiables" that they hope will guide how their leaders pursue mission, do work, and interact with each other and those they serve. Unfortunately, these ideals are often only vaguely defined or articulated clearly in a moment of temporary passion and then forgotten. Either way they're not lived out day-to-day, and soon everyone begins operating with a different framework of what really matters.

Nothing could be further from the truth at The Journey. Our core values are clear, unique, and provide a constant means of calibration for how we grow in our ministries, advance or transition leaders, and evaluate our own performance. There are ten of them, we're passionate about every single one, and each reflects a part of the vision of our Lead Pastor for this team. These are our "non-negotiables."

Submission to the Lord Jesus Christ When it comes to following Jesus fully, we're not perfect but always making progress.

Empowerment We never do ministry alone – we build relationships, inspire people to live out their purpose, and give them opportunities to lead.

That Extra Something We're intentional and innovative about everything we do and why, so we put the very best into it - no excuses.

Ownership We show initiative, take responsibility, and share the credit.

Love We're *for* people around here, preferring others before ourselves just like Jesus did – even when it costs us.

Honesty We're secure, and it shows in the way we tell the truth, the whole truth, and nothing but the truth.

Learning We have the humility to admit we don't know it all yet, so we're relentless about growing ourselves every day.

Bleed Journey Red We champion our vision and culture by embracing it, authentically living it out, and passionately passing it on.

Live for the Story We're obsessed with transformed lives, so we won't stop celebrating what God is doing here.

Flexibility Everything except our mission might change tomorrow, and we all need to be ready.

SECTION 2: EMPLOYMENT PRACTICES

Hours of Operation

Office hours are Monday through Thursday from 9:00 a.m. to 5:30 p.m.

Employee Status

- **Exempt (Salary):** A salaried staff member who is exempt from overtime requirements and is paid a predetermined amount of compensation each pay period. This can be at a fulltime or part-time capacity.
- **Non-exempt (Hourly):** An hourly team member who is paid a set hourly rate for work performed and is subject to minimum wage and overtime requirements. This can be at a fulltime or part-time capacity.

Fair Labor Standards Act

It is the policy of The Journey to compensate employees in compliance with the Fair Labor Standards Act. This policy applies to employees of The Journey (including full-time and part-time).

Compensation of Non-Exempt Employees for All Hours Worked

Under the Fair Labor Standards Act, non-exempt employees must be compensated for all "hours worked." In the event an employee is requested by a supervisor to work off the clock, the employee should immediately contact the Human Resources Department. Whether meal and rest periods, travel time, and training time are counted as "hours worked" depends on the circumstances and is described below.

Meal Periods and Rest Periods (i.e., breaks)

Non-exempt employees will not be compensated for meal times as long as (a) the meal period lasts at least 30 minutes, (b) the employee is completely relieved from all duties, including inactive duties, such as monitoring equipment, and (c) the employee is free to leave his or her workstation (although not necessarily the premises). Employees will be compensated for rest periods of twenty minutes or less.

Travel Time

- **Travel between work and home:** Generally, non-exempt employees will not be compensated for time spent traveling between their home and work. Exceptions may apply.
- **Travel within the area:** When an employee is traveling within the city during the workday as part of his or her principal work activities (for example, traveling to purchase items for the office) that time must be compensated as hours worked.
- **Travel out of the area:** Travel to another city will be counted as hours worked (regardless of whether the travel occurs before, during or after the employee's usual working hours).

Training Time

An employee's attendance at lectures, meetings, training programs and similar activities will be compensated as hours worked, when the employee is requested to attend those activities by their management. If the employee is out of town, only the time spent in the lectures, meetings or training will be compensated.

Compensation of Non-Exempt Employees for Overtime Hours Worked

Non-exempt employees must be paid one and one-half times their regular rate of pay for any hours worked in excess of 40 hours in a particular workweek. Non-exempt employees may not start work early, work through lunch or breaks, work late, take work home, or work overtime without the knowledge and consent of their management. Non-exempt employees must be paid for all hours worked. However, non-exempt employees that work without prior approval may be subject to discipline. When requested by the employee and authorized by their supervisor, a non-exempt employee may take time off in lieu of overtime pay as long as the time off is within the same pay period. If the time off is requested in the second week of the pay period, the time off must be given at 1 ½ hours for each hour of overtime that the employee worked. A non-exempt employee may not "bank" time off in one pay period to be taken in another pay period. Supervisors should approve overtime in a prudent, conservative manner and should continuously minimize the amount of overtime worked.

Deductions from the Pay of Exempt Employees

Under the Fair Labor Standards Act, deductions may not be made from the pay of exempt employees, except in certain circumstances. The following sections describe when deductions may be made from the pay of an exempt employee once the employee has exhausted all available vacation.

- **Week-Long Absences:** Under the Fair Labor Standards Act, an exempt employee's salary may be deducted for any full week in which he or she performs no work (unless a type of paid time off is used).
- **Absences Less Than a Day:** Except as noted below, the company will not deduct from the pay of exempt employees for any absences of less than one day (i.e., partial day absences).
- **Absences Less Than a Week:**
 - **Absences Requested by the Company:** The pay of an exempt employee for absences of less than a week that occur at the request of the company (e.g., lack of work) will not be deducted.
 - **Absences taken for reduced schedule or intermittent leave under the FMLA:** Upon the exhaustion of all available paid leave time, the company can deduct a proportionate amount from the pay of an exempt employee who takes intermittent or reduced schedule leave under the FMLA. The deduction may be made for full or partial days missed.
 - **Absences in the initial week or final week of employment:** During the first week and the last week of an employee's employment, an exempt employee may only be paid for the time he or she actually works (whether full or partial days).
 - **Absences due to jury duty, witness duty or military leave:** The company will not deduct from an exempt employee's pay for absences less than a week for jury duty, certain types of witness duty (as provided in the Jury Duty and Witness Duty policy) or military leave.
 - **Absences due to sickness or injury:** The company may deduct from an exempt employee's pay for full-day absences after the employee exhausts his or her paid time off leave.
 - **Absences due to personal reasons:** The company may deduct for absences of one or more full days due to personal reasons, approved by supervisor.

If an employee believes that improper deductions have been made from his or her compensation, he or she should bring the matter to the Human Resources Director.

Background Screening

All employees will be required to pass a series of background checks including but not limited to, a criminal background check, social security verification, name and address search and MVR report. The Journey complies with the requirements of the Fair Credit Reporting Act in obtaining all background screening reports.

Performance Reviews

We believe feedback is an essential function for improving job performance and moving the mission and vision of The Journey forward. Therefore, each employee receives the following performance reviews through these feedback mechanisms:

- For new hires:
 - Initial new hire evaluation: 30 days after hire
 - Secondary new hire evaluation: 90 days after hire
- For all employees:
 - Monthly Tag-ins: Supervisor meets monthly with employee to review progress and assist with development.
 - Quarterly Reviews: Quarterly reviews will be conducted on a three-month basis.
 - Each employee's supervisor will distribute an quarterly review template to each employee that must be filled out and returned to their supervisor.
 - Each supervisor must schedule a quarterly review with their employees after receiving their review template.

Training and Development

The Journey recognizes that some positions require a formal training program while on-the-job training is appropriate for others. The Journey may pay for attendance at seminars and conferences that are directly related to the work the employee is performing or will be performing in the near future. Any seminars and conferences paid by The Journey will be at the discretion of the employee's supervisor.

Staff Counseling

- Exempt employees receive up to 12 one-hour individual counseling sessions per calendar year through Safe Harbor or a Christian counselor of their choice. Part time

employees will be prorated based on their hourly commitment. See Section 4 for [“Counseling Reimbursement.”](#)

SECTION 3: PERSONAL AND PROFESSIONAL CONDUCT

Confidential Information

Employees may come in contact with personal and confidential information regarding The Journey’s members and/or employees. This information should never be shared with anyone outside of The Journey and only be shared with other employees of The Journey on a need-to-know basis. Documents containing confidential information should be shredded when no longer needed.

Harassment Policy

The Journey strives to maintain a working environment that is free from any and all forms of harassment. The Journey will not tolerate harassment of a staff member by anyone. Harassment is defined as any conduct that interferes with an employee’s work performance or creates an intimidating, hostile, or offensive working environment. Foul or offensive language, jokes or gestures; inappropriate pictures/posters; and disrespectful or demeaning references to or about employees, supervisors or members are examples of harassment.

Other forms of harassment include creating an intimidating, offensive, or hostile working environment based upon an employee’s race, national origin, gender, age, veteran status or disability. Such conduct can include racial or ethnic slurs, insults, jokes, etc. and it is prohibited.

General Definitions and Examples

Types of Abuse

- Physical abuse is injury that is intentionally inflicted upon another person.
- Sexual abuse is any unwanted physical contact or sexually abusive comments made between or towards another person.
- Emotional abuse is mental or emotional injury to another person that results in an observable and material impairment in the person’s growth, development, or psychological functioning.

- Neglect is the failure to provide for a person's basic needs or the failure to protect a person from harm.

Bullying

Bullying is aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- Physical bullying: when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- Verbal bullying: when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
- Nonverbal or relational bullying: when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- Cyberbullying: the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
 - Sending mean, vulgar, or threatening messages or images.
 - Posting sensitive, private information about another person.
 - Pretending to be someone else in order to make that person look bad.
 - Intentionally excluding someone from an online group.
 - Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- Sexualized bullying: when bullying involves behaviors that are sexual in nature, including:
 - sexting,
 - bullying that involves exposures of private body parts, and
 - verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all employees.

Policy on Physical Contact

The Journey's physical contact policy promotes a positive, nurturing environment while protecting our employees. The Journey encourages appropriate physical contact between employees such as side hugs, pats on the shoulder or back, handshakes, high fives, etc., and prohibits inappropriate displays of physical contact. Inappropriate physical contact includes, but is not limited to: lap sitting, piggyback rides, unwanted affection of any kind, etc., and it is prohibited.

Policy on Employee Interaction

Employees are prohibited from speaking to another employee in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Drug and Alcohol Policy

Staff members are expected to report to work in appropriate mental and physical condition to perform their job in a satisfactory manner. The use, possession, and/or distribution or selling of illegal drugs is strictly prohibited. The use of prescription drugs is permitted on the job only if it does not impair the team member's ability to perform the essential functions of their position effectively and does not endanger other individuals in the workplace. Violations of this policy may lead to corrective action or termination.

Online and Social Media Policy

Blogging, social media, and digital communication are an important part of the culture of The Journey. While there are many benefits to digital communication, these are guidelines staff should adhere to:

- Refrain from communicating any libelous, defamatory, offensive, racist, or obscene remarks.
- Communication should honor The Journey's Leadership Core Values. As an employee, you represent The Journey, so strive to make your communication life-giving and positive, even when it's not directly related to The Journey.
- Refrain from disclosing any information that is confidential or proprietary to The Journey or to any third party that has disclosed information to The Journey.
- While we encourage you to engage in digital media communication (whether it be social media, blogging, etc.), your engagement and participation in online communities for personal reasons should not interfere with your job or the mission of The Journey.

Public Relations and Media Policy

Staff members represent The Journey to every person with whom they come in contact. Visitors and fellow staff members should be treated with courtesy and kindness.

To uphold the integrity of The Journey's branding and policies, staff members should refrain from speaking to any members of the media without prior approval from the Communications Director or Lead Team member. Please refer all media requests directly to the Communications Director.

Reporting Harassment Policy

Any employee who believes he or she has been subjected to harassment or observes harassment in violation of this policy must report the incident to their supervisor or the Human Resources Director with whom they feel comfortable.

Complaints of harassment are kept confidential except to the extent necessary to properly investigate them. All reports of harassment will be fully investigated and where it is determined that harassment behavior has occurred, corrective action will be taken, up to and including termination.

False accusations of harassment have serious effects on innocent people and can result in termination. Employees are expected to act in a professional, responsible and honest manner and maintain a pleasant working environment free all forms of harassment.

Training Requirements

All Journey staff will be required to go through 'abuse risk management' training during their onboarding process.

Attendance

The Journey expects employees to be at work, on time, as scheduled. Excellent attendance is a presumed standard. Employees must contact their supervisor each day they will not be reporting to work on time for any reason. Excessive absenteeism or tardiness is a serious offense. If an employee exhibits unexcused excessive tardiness or absenteeism, discussions will be held with the employee and corrective action may be taken.

Leadership Expectations: Relationships

As followers of Jesus, we're committed to prioritizing our most important relationships. Life moves at the speed of relationship, beginning with our relationship with God. Further, leaders are responsible for providing a picture of what a life submitted to Jesus and guided by the Holy Spirit looks like for others -- in our attitude, words, and actions.

"So I say, let the Holy Spirit guide your lives. Then you won't be doing what your sinful nature craves... When you follow the desires of your sinful nature, the results are very clear: sexual immorality, impurity, lustful pleasures, idolatry, sorcery, hostility, quarreling, jealousy, outbursts of anger, selfish ambition, dissension, division, envy, drunkenness, wild parties, and other sins like these. Let me tell you again, as I have before, that anyone living that sort of life will not inherit the Kingdom of God. But the Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control." - Galatians 5:16, 19-23 (NLT)

When we're led by the Holy Spirit, we joyfully pursue God's best in every area of our lives. Leaders are responsible to lead themselves first. That means paying attention to and improving ourselves, with God's help, spiritually, physically, and emotionally. We can't produce in others what we don't possess in ourselves. When we're healthy, we can bring our best selves to every other relationship, including those with the people we serve.

Here are some indicators of "health" in four important relationships -- with God, family, church, and the world around us:

- God:
 - Love God - first, with all your heart, soul, mind, and strength
 - Let the Holy Spirit guide every area of your life (as outlined in Galatians 5)
- Family:
 - Honor your family (parents, siblings, spouse, kids) by loving, praying with and for, and serving them
 - Invest in your family by spending intentional time building those relationships

- Church
 - Be present when we gather -- encouraging your team, casting vision, connecting with guests, and building up people
 - Love the people you're in community with here. Assume the best and choose patience, forgiveness, and unity.
- World
 - Impact the people around you who don't yet know Jesus (your neighbors, co-workers, family, friends), not by judging them but instead by serving and loving them.
 - Represent Jesus and The Journey well in conversations and on social media

Performance Standards/Corrective Action

Employees are responsible for conducting himself/herself in a manner that will glorify God. Corrective action is sometimes necessary when a team member fails to perform his or her job as required, or misconduct occurs. There are some violations that will require stronger action or immediate dismissal.

Supervisors may utilize a number of corrective techniques depending on the seriousness of the offense and the number of previous corrective events. The Journey reserves the right to make use of any of the actions listed, or other corrective techniques, at any time.

These actions include:

- Verbal counseling;
- Written documented warnings;
- Suspension and/or probation;
- Termination

Termination of Employment

It is the desire of The Journey that all employees are successful in their positions. However, The Journey recognizes that the State of Delaware is an "at will" state and either the employee or The Journey may terminate the employment relationship, for any reason or for no reason, at any time with or without notice. There are two types of termination:

- **Voluntary terminations** require the minimum of a two-week written notice. Voluntary terminations involve participation in an exit interview with a member of Human Resources. When necessary, and in isolated cases, interviews are conducted by phone. Employees are expected to return keys, credit cards and other property of The Journey at the time of the exit interview.
- **Involuntary termination:** In the event of involuntary termination, an agreement will be established which outlines any applicable severance package for the terminated employee. An exit meeting will be scheduled and held, when possible, between the exiting team member and a member of Human Resources. Employees are expected to return keys, credit cards, and other property of The Journey at the time of the exit interview.

Personal Appearance and Dress

The dress code at The Journey is flexible; however, staff members are expected to dress appropriately and in a way that casts The Journey in a positive light. Cleanliness, good personal hygiene, modesty, and appropriate grooming are required.

Housekeeping

Staff members are encouraged to share the responsibility in keeping the facilities clean and neat at all times. Please report any problems in this regard to a facilities team member.

Points of Accountability for Staff Members

As a staff member, you have the privilege to empower, inspire, and influence people as they seek to find Jesus and follow him fully here. In that position of influence, we believe our staff members should live their lives as an example of Christ. Part of that means doing our best to ensure there isn't anything in our lives that could cause (real or perceived) someone we influence to stumble.

These accountability points help us stay on track as staff members, leaders, and followers of Jesus:

- Staff members should practice the personal habit of praying for other staff members.
- Staff members should consistently connect with others through meaningful accountability relationships.

- Staff members should use caution when answering emails, instant messages, participating in chat rooms, or responding to cards or letters from the opposite sex. When necessary, strive to involve another co-worker in the response.
- Staff members should refrain from discussing personal marital issues with a co-worker or attendee of the opposite sex.
- Staff members should refrain from being behind closed doors or at the office with someone of the opposite sex.
- Married staff members should refrain from riding in vehicles alone with someone of the opposite sex.
- Staff members should be careful of showing affection with the opposite sex that could be misinterpreted.
- Married staff members should refrain from visiting the opposite sex alone at home.

For help or clarification for any of these points, talk with your supervisor.

SECTION 4: SALARY AND REIMBURSEMENT

Payday

Payroll is issued on the 15th and last day of each month. If the 15th or last day of the month falls on a Saturday or Sunday (or holiday), payroll checks are issued the previous Friday.

Mileage Reimbursement

The Journey may reimburse employees for expenses incurred when using their personal vehicles for church business. This rate may vary according to IRS regulations.

Personal Reimbursement

Staff should utilize established purchasing methods for the purchase of church-related goods and services. If you do use your personal credit card to make a church-related purchase, you must first seek prior authorization from your supervisor. If approved, you are entitled to personal reimbursement for your purchase.

Staff Counseling Reimbursement

Employees should submit counseling appointments through their health insurance and submit any applicable co-pay amount to The Journey for reimbursement. If the employee does not have health insurance or coverage under their existing health insurance, The Journey will pay Safe Harbor directly on a per session basis or reimburse the employee for their approved counseling session up to the current contracted rate with Safe Harbor. See Section 2 for [Staff Counseling](#) for the number of counseling appointments The Journey will cover.

SECTION 5: BENEFITS

Health and Dental Insurance

- The Journey does not currently offer any group health or dental insurance plans or insurance reimbursement.
 - However, all full time employees will receive 10% of their base salary in addition to their annual income to offset health care cost.
- As an employee of a small business, your most affordable option for health care insurance is to choose from the SHOP Marketplace. To find a plan, go to <https://www.healthcare.gov/marketplace/shop/>.

Retirement

- Fulltime employees are eligible to enroll in The Journey's 403(b) Plan at the start of their employment.
- The Journey will contribute dollar for dollar up to 3% of employee contributions.
- Upon entering the plan, employees are 100% vested.

Housing Allowance

Pastoral staff are eligible to have their housing/utilities expenses taken out of their paychecks pre-taxed. Amount varies per person, depending on total housing expenses.

SECTION 6: TIME OFF

Summary

The purpose of paid time off is to provide exempt team members with flexibility in using leave time, while promoting ownership of responsibilities and emphasizing performance/work output. This policy does not apply to non-exempt (hourly) staff.

Holidays

The Journey recognizes the following paid annual holidays. If a holiday occurs on a regularly scheduled day off, the offices will be closed.

- New Year’s Day
- Monday after Easter Weekend
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- December 26th

Paid Time Off

Vacation

Full Time employees receive 40 to 120 vacation hours (pro-rated on a quarterly basis in your first partial year) during the first year of employment depending upon their hire date.

If hire date is between:

January – March	120 hours
April – June	88 hours
July – September	64 hours
October-December	40 hours

Part-time employees will receive vacation hours on a pro-rated basis, depending on their hourly range.

Full-time employees earn eight hours of additional vacation per year in January of each year, part-time employees earn hours based on hours worked. In the second year of employment, full-time employees will have 88 hours of vacation. Once employees reach 200 hours of vacation (or after 11 years of employment), no additional vacation hours are added to the employee’s time off.

In order to achieve a healthy work/life balance, staff members should work no more than seven full weekends in a row. Saturdays and Sundays are equal to four hours of vacation hours.

TABLE 1 – VACATION HOURS FOR FULL-TIME EMPLOYEES WITH WEEKEND RESPONSIBILITIES

Years of Employment	Full-time Employees
1	120
2	128
3	136
4	144
5	152
6	160
7	168
8	176
9	184
10	192
11+	200

TABLE 2 – VACATION HOURS FOR FULL-TIME EMPLOYEES WITHOUT WEEKEND RESPONSIBILITIES AND PART-TIME EMPLOYEES WITH OR WITHOUT WEEKEND RESPONSIBILITIES

Years of Employment	Full-time Employees	Hourly Employees 26 - 34 Hours/Week	Hourly Employees 20 - 25 Hours/Week	Hourly Employees 10 - 19 Hours/Week
1	80	26-34	20-25	10-19
2	88	30-38	24-29	10-19
3	96	34-42	28-33	14-23
4	104	38-46	32-37	14-23
5	112	42-50	36-41	18-27
6	120	46-54	40-44	18-27
7	128	50-58	44-48	22-31
8	136	54-62	48-52	22-31
9	144	58-66	52-56	26-35
10	152	62-70	56-60	25-35
11+	160	66-74	60-64	29-39

Vacation Roll Over

Employees are encouraged to use their vacation each year. If, however, an employee has time off at the end of the year, the employee can rollover up to 40 vacation hours to the following year.

Sick Leave

Sick leave benefits allow you to be paid for time away from work if you or a family member becomes ill. Full-time employees receive up to 40 hours of sick leave (pro-rated on a quarterly basis in your first partial year) during the first year of employment depending upon their hire date. **All sick leave must be taken within the calendar year and cannot be rolled to the following calendar year.**

TABLE 2 - SICK LEAVE

New Hire Start Dates	Sick Leave Awarded
Jan. 1 – March 31	40
April 1 – June 30	32
July 1 – Sept. 30	24
Oct. 1 – Dec. 31	16

Part-time employees will receive sick hours on a prorated basis, depending on their hourly range.

Employees earn **40 hours annually**.

- At the supervisor’s discretion, the staff member may be asked to provide a physician’s statement.
- Sick time will not be used to exceed a staff member’s standard weekly hours.
- Due to hardship or other considerations, paid sickness and accident benefits, over and above the designated 40-hour period provided for in this policy statement shall be referred to the Human Resources Director for consideration and alternative action, if any.
- Sickness and accident benefits start on the first day of absence because of sickness or accident and are based on the basic rate of pay in effect at the time the absence begins.

Pregnancy-Related Leaves of Absence

Pregnancy Leaves of Absence: An employee may be granted a leave of absence due to disability arising from pregnancy or childbirth.

Request for Leave: An employee must submit a written request for pregnancy leave to the HR Director, and, in addition, furnish a doctor's written certification stating the beginning date and length of such leave. Written updates may be requested from time to time thereafter. Failure to provide the above information is grounds for denial of a pregnancy leave of absence.

Length of Leave: A leave of absence for the birth of a child or for any other pregnancy-related medical condition will generally be granted for the period that an employee is disabled. Prior to the birth of a child, an employee may take leave intermittently for prenatal examinations and for pregnancy-related illnesses such as severe morning sickness. The maximum amount of time off for all pregnancy-related conditions should not exceed sixteen weeks for each pregnancy.

Compensation and Benefits: Full-time employees are entitled to 8 weeks of maternity leave with full pay. An employee may take up to 12 weeks of leave (last 4 weeks unpaid).

Paternity Leave: Full-time employees are entitled to three weeks of paternity leave with full pay.

Use of Vacation and Sick Leave: An employee who takes a pregnancy leave may request to substitute for such leave any vacation time that the employee may have accrued. The employee must substitute any sick leave that she has accrued.

Return from Leave: An employee returning from a pregnancy leave of absence must furnish a doctor's written certification of her fitness to perform the essential functions of her job, with or without reasonable accommodation. Upon return from such a leave of absence, The Journey will use its best efforts to return the employee to the same position held prior to the leave of absence. If this position is not available, a comparable position will be offered. The consequences of not returning from leave when leave time expires include the loss of the potential right to job restoration.

Bereavement Leave

Full-time employees are eligible for Bereavement leave to provide a time for mourning after the loss of a loved one for immediate family. For purposes of this policy, "immediate family" is defined as the following relatives of the employee and the employee's spouse: spouse, children, parents, siblings, grandparents, grandchildren and other relatives living in the employee's home.

In most situations, The Journey will provide up to 3 days off depending upon travel time needed. The time off an employee receives is subject to supervisor approval.

Jury Duty

If an employee is called to jury duty, time off with regular salary will be granted for workdays during which the team member continues jury duty, not to exceed four weeks without special authorization from the employee's supervisor.

Request for Time Off and Tracking Policies

Employees must direct all requests for time off to their supervisor. All requests must be made 30 days in advance. The Human Resource Director tracks all time off (including vacation, sick days, and leave) and can approve/deny a request depending on time left for the year.