



## *Staff Handbook*

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...



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.*

# Table of Contents

OUR STORY	5
OUR MISSION	6
OUR VISION	6
OUR CULTURE	6
PERSONAL AND PUBLIC HABITS	7
Public Habits	7
Personal Habits	7
WHAT WE BELIEVE	8
LEADERSHIP CORE VALUES	9
HOURS OF OPERATION	10
EMPLOYEE STATUS	10
FAIR LABOR STANDARDS ACT	10
COMPENSATION OF NON-EXEMPT EMPLOYEES FOR ALL HOURS WORKED	10
MEAL PERIODS AND REST PERIODS (I.E., BREAKS)	10
TRAVEL TIME	11
TRAINING TIME	11
COMPENSATION OF NON-EXEMPT EMPLOYEES FOR OVERTIME HOURS WORKED	11
DEDUCTIONS FROM THE PAY OF EXEMPT EMPLOYEES	12
BACKGROUND SCREENING	13
PERFORMANCE REVIEWS	13
TRAINING AND DEVELOPMENT	13
UNEMPLOYMENT INSURANCE	14
INVENTION RIGHTS	14
CONFIDENTIAL INFORMATION	15
HARASSMENT POLICY	15
REPORTING HARASSMENT POLICY	15

*Revised December 2023*

Training Requirements	16
POLICY ON PHYSICAL CONTACT	16
POLICY ON EMPLOYEE INTERACTION	16
DRUG AND ALCOHOL POLICY	16
ONLINE AND SOCIAL MEDIA POLICY	17
PUBLIC RELATIONS AND MEDIA POLICY	17
ATTENDANCE	17
LEADERSHIP EXPECTATIONS: RELATIONSHIPS	17
PERFORMANCE STANDARDS/CORRECTIVE ACTION	19
TERMINATION OF EMPLOYMENT	19
PERSONAL APPEARANCE AND DRESS	20
HOUSEKEEPING	20
POINTS OF ACCOUNTABILITY FOR TEAM MEMBERS	20
PAYDAY	21
MILEAGE REIMBURSEMENT	21
PERSONAL REIMBURSEMENT	21
STAFF COUNSELING	21
HEALTH AND DENTAL INSURANCE	22
RETIREMENT	22
HOUSING ALLOWANCE	22
SUMMARY	23
HOLIDAYS	23
VACATION	23
Vacation Roll Over	25
Sick Leave	25
FAMILY AND MEDICAL LEAVES OF ABSENCE	27
PREGNANCY-RELATED LEAVES OF ABSENCE	28
BEREAVEMENT LEAVE	28
JURY DUTY	29
REQUEST FOR TIME OFF AND TRACKING POLICIES	29

*Revised December 2023*

MISSION TRIP POLICY

29

SABBATICAL POLICY

29

# 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 broadcast location. We started referring to this region as "Journey City," and, through our expansion strategy, focused on raising up leaders and resources to launch locations throughout our region. In September 2019, we launched our second location in West Wilmington. Following the global COVID pandemic, we re-launched in the Hockessin area in 2021. Two and a half years later, we launched our Middletown location south of the canal, and continue to see God working throughout Journey City.

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.



## Our Beliefs

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.

## Core Values

Every church, company, and team has certain "non-negotiables" that they hope will shape their culture and guide how people connect with each other, stay focused on the mission, and accomplish goals that matter. Unfortunately, these ideals are often only assumed instead of articulated; or, presented in a moment of initial passion and then forgotten along the way. Either way they have little actual influence over how things happen on a daily basis, as everyone operates with a different framework of what's truly important.

Nothing could be further from the truth at The Journey. Our core values are clear, simple, unique, and the constant filter for how we grow, learn, and help more people find Jesus and follow him fully here. There are just three of them, we're passionate about every single one (and each is lovingly non-negotiable), and together they form a picture of the culture of our team - how we *are* here.

### **Ownership: That's On Me**

This is the core value of *ownership*. Here, we show initiative, take responsibility, and share credit.

*Pay careful attention to your own work, for then you will get the satisfaction of a job well done, and you won't need to compare yourself to anyone else. For we are each responsible for our own conduct.* (Galatians 6:4, 5)

While the world around us has an "all *about* me" mentality, we embrace a "that's *on* me" mentality. We look in the mirror first. We communicate *proactively* about our commitments and acknowledge the impact of our decisions. Our "yes" means "yes", and our "no" means "no". We say "please" and "sorry". We believe that in the end, we only get what we create or allow.

That means you and you alone are responsible to serve in a way that creates success in the areas that have been entrusted to you by God; and you and you alone are ultimately accountable for that. That doesn't mean any of us can do it all on our own! We need each other. And it doesn't mean that we own *everything* - part of living a healthy life is recognizing what is actually someone else's to own. But it does mean that when it comes to succeeding at what God has called us to do, ultimately, nothing's stopping us except *us*. It's up to *you*.

Check your core:

- What are you creating or allowing right now that's healthy and effective? Celebrate it. What are you creating or allowing right now that's unhealthy or ineffective? Change it.
- Do you find yourself saying "That's on me" only after something has gone *wrong*? Or do you recognize that true ownership means adopting a "that's on me" attitude as soon as we commit... so that things can go *right*?

### **Honesty: Say the Last 10%**

This is the core value of *honesty*. Here, we're secure (and when we feel *insecure*, we own it) - and that shows in the way we go there with each other.

*"And you will know the truth, and the truth will set you free."* (John 8:32)

Trust is the foundation of a thriving team, and trust is built by consistently speaking the truth in love. So we choose openness and candor over spinning reality and framing ourselves, others, or a situation to look like something other than what they are. We engage in constructive,

ideological conflict to get to the best ideas and the best results - humbly affirming, encouraging, disagreeing with, and confronting each other as needed, regardless of our position on the team.

To live this way, we have to get to know and understand God, ourselves, and others. Often, we also have to climb over our fears and the habit of avoiding uncomfortable truths in the past. But it's worth it - being honest is simply a better way to live. When there's nothing we've been thinking but not saying, we can get on with being the kind of teammates who influence each other and our church for the better.

Check your core:

- Where do you need to acknowledge, and articulate, the last 10% - to yourself, God, or someone else? Are you hiding behind being "nice" to avoid conflict?
- What secrets are you keeping or resentments are you holding onto? What fears or insecurities are keeping you from going there? Freedom comes from being truly honest - so acknowledge it to yourself, admit it to God, and confess it to someone else.

### **Empowerment: The Answer to "What" is Always "Who"**

This is the core value of *empowerment*. Here, we never do ministry alone – we build relationships, inspire people to live out their purpose, and give them opportunities to serve and to lead.

*[Our] responsibility is to equip God's people to do his work and build up the church, the body of Christ. (Ephesians 4:12)*

We're more urgent about who needs to get developed than we are about what needs to get done. Our primary role, regardless of our job description, is to empower people - giving them the coaching and confidence to change the world. This is what it means to serve like Jesus did. Empowerment isn't about dumping or even just delegating; it's about developing - tapping into the passions and potential of other people to accomplish much bigger things for God than we ever can on our own.

Empowerment here looks like this: "I do, you watch... we do together... you do, I watch... you do, someone else watches." Helping as many followers of Jesus as possible find their God-given purpose and put it in motion to make a difference is what drives every person on this team. We encourage empowerment wherever we see it, and call each other out quickly if we slip into doing stuff instead of developing people.

Check your core:

- Are you more focused on your "to do" list or or your "to develop" list? If your answer is "what" is always "who," never let your "what's" outweigh your "who's."

- Who are the top three people you're currently raising up and what's their next step? Is it clear to you AND them? If not, what do you need to do this week to make it clear and give them a real opportunity to lead?

## Our team

At The Journey, our staff doesn't exist to complete a list of tasks. We're here to fulfill a mission – to help people find Jesus and follow him fully – and we lead the way. We're submitted to Jesus, which doesn't mean we're perfect but we're always making progress. We're humble enough to know we don't know everything yet, so we're always learning. We love people, and we live for the story of their transformed lives. We bleed Journey red – we're unapologetically passionate about helping people gather, connect, and serve, so we put our very best into creating “that extra something” environments that help people grow. We're flexible and willing to do whatever it takes to reach people for Jesus.

## Personal and Public Habits

Gather, Connect, and 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 – especially on the front row.
- **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, lead a J-Group at least two out of three semesters to help people connect in our church. When you're not leading, get connected in another J-Group.
- **Serve on the J-Team:** Our J-Team is made up of an army of people who faithfully serve and give their time each week to help The Journey move forward. 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. We give our first – or we *tithe* – because this is something that is found all throughout the Bible. Tithing means we give the first 10% of our income back to what matters to God through the community of faith we're a part of. We believe that this is something that we do as an act of submission to God. This is how we as followers of Jesus resubmit ourselves to the creator of the universe each time we are paid. We shift our will to his will, our comfort to his cause, our fear and scarcity mentality to his promise to supply all our needs. As a follower of Jesus, a leader and a staff member at The Journey, this is an expectation

# SECTION 2: EMPLOYMENT PRACTICES

## Hours of Operation

While the church offices are open to the public from 9 a.m. - 4 p.m. and we often offer flexible working hours as part of our staff, a general expectation is that at least 2 days per week, employees are working in-person from our offices. Specific details and accommodations can be discussed with your supervisor.

## 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 full-time 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 full-time 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.

## Communication Expectations

As a staff member, we hold certain communication standards in place to ensure that responses are received in a timely manner. These expectations are as follows:

- **Emails:** Respond within 72 hours of receiving the email. If you cannot action the email right away, send a response that simply says, "I will respond to your email as soon as I can."

- Marco Polos: Reply within 48 hours of receiving unless it comes to the staff group.
- Text messages: Text messages are the most time sensitive form of communication, so reply to them as soon as possible.

## 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 during call-out:** A non-exempt employee who has gone home after completing his or her day's work and who is subsequently called out will be compensated for all time spent on travel.

## Training Time

An employee's attendance at 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 meetings or training will be compensated. If for any reason you are concerned about your hours during travel and training time, please communicate proactively with your supervisor.

## 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 the 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. 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 hours.

- **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 of 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 of 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 of 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 the 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 (updated every 2 years), social security verification, name and address search. 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 or opportunities to provide feedback through these methods:

- For new hires (feedback is shared with the new hire's supervisor):
  - First week feedback form
  - 30 day feedback form
  - 90 day feedback form
- For all employees:
  - Monthly Tag-ins: Supervisor meets monthly with employees to review progress and assist with development.
  - Quarterly Check-Ins: Quarterly check-ins will be completed on a quarterly basis
    - The Human Resources Director will distribute a quarterly check-in template to each employee that must be filled out and returned to their supervisor each quarter of the year.
    - Each Supervisor must schedule a quarterly check-in with their employees after receiving their quarterly check-in template.
  - Annual Evaluations: Annual evaluations will be conducted on a calendar year basis.
    - The Human Resources Director will distribute an annual evaluation template to each employee that must be filled out and returned to their supervisor.
    - Each Supervisor must schedule an annual evaluation with their employees after receiving their annual evaluation 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.

## Unemployment Insurance

As a non-profit religious institution, The Journey does not contribute to a state unemployment fund. Therefore, in the event, you are separated from The Journey regardless of the situation. There is no opportunity to collect employment from your state of residence. The Journey complies with all state and federal laws regarding employment.

## Inventions Rights

To the fullest extent permitted by applicable law, any Invention, and all intellectual property rights to such Invention, shall be the exclusive property of The Journey. You now irrevocably assign to The Journey all rights, title, and interest (including, without limitation, patent rights, trademarks, and copyrights) in any Invention. As a result, waive and agree never to assert any rights in any Invention. You agree to promptly and fully disclose to The Journey any Invention, execute any assignment and other written instrument as necessary to grant, The Journey complete legal ownership to every Invention, and to do any other acts as may be required for The Journey to patent, copyright, trademark or otherwise protect such Invention and to invest in The Journey the entire right, title, and interest in Invention.

# 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 including abuse and bullying. The Journey has a zero-tolerance policy for 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.

## 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 and/or the Human Resources Director immediately.

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. The Journey will not tolerate any forms of retaliation against anyone who files a harassment claim, participates in an investigation or enforces the disciplinary procedures.

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 of all forms of harassment.

## Training Requirements

All Journey staff will be required to go through harassment prevention training before the start of their hire date and each subsequent year thereafter.

Audience	Content	Timetable	Delivery Method
All Journey Staff	Harassment Prevention	Annually	Virtual Training

## 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. Any prescription drugs may only be taken by the individual who the prescription is written for. Violations of this policy may lead to corrective action or termination.

## Online and Social Media Policy

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 mission, vision and culture. 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, direct messages, 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 and/or Lead Team member. Please refer all media requests directly to the Communications Director and/or Lead Team member.

## 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:

- Implementing a Performance Improvement Plan (PIP)
- 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 no later than their final day on staff.
- **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, and 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 Team Members

As a staff member and/or high level leader, 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 and high level leaders 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 and leaders should practice the personal habit of praying for other staff members and leaders
- Staff members and leaders should consistently connect with others through meaningful accountability relationships
- Staff members and leaders should use caution when answering emails, texts, phone calls, social media messages, or responding to cards or letters from the opposite sex. When necessary, strive to involve another co-worker in the response.
- Staff members and leaders should refrain from discussing personal marital issues with a co-worker or attendee of the opposite sex.
- Staff members and leaders should refrain from being behind closed doors or at the office alone with someone of the opposite sex.
- Married staff members and leaders should refrain from riding in vehicles alone with someone of the opposite sex.
- Staff members and leaders should be careful of showing affection with the opposite sex that could be misinterpreted.
- Married staff members and leaders 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 bi-weekly.

## 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.

Mileage reimbursement needs to be requested 1 week prior to the event or date of travel and is dependent upon approval by the individual who oversees that budget area. Mileage reimbursement is applicable for any travel that takes place outside of Journey City that is within the employee's job description ie. receiving coaching or training. If there is transportation that is provided by The Journey, then the employee is not eligible for reimbursement if they choose to use their own transportation. To submit a reimbursement request, please complete [this form](#) and share with the Office Manager.

## 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

Employees receive up to 12 one-hour individual counseling sessions per calendar year through Safe Harbor or a Christian counselor of their choice up to \$65/session.

Employees should submit counseling appointments through their health insurance and submit any applicable copay 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.

# SECTION 5: BENEFITS

## Health and Dental Insurance

- The Journey does not currently offer any type of health or dental insurance plans or insurance reimbursement.
  - Full-time employees will receive 10% of their base salary in addition to their annual income to offset health care costs. In the event that this stipend does not cover your health insurance needs, please have a conversation with your supervisor.
- 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

- Full-time employees are eligible to enroll in The Journey's 403(b) Plan
- The Journey will contribute dollar for dollar up to 5% 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, up to a certain percentage of their income. Amount varies per person, depending on total housing expenses. Updated housing allocations must be submitted to the Lead Pastor's Executive Assistant annually. For more details, please see FAQs [here](#).

# 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
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- December 26<sup>th</sup>
- Dark Weekend

***The Journey also recognizes the Monday following Easter as a paid holiday.***

## Vacation

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

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

Full-time employees earn eight hours of additional vacation per year in January of each year, and part-time employees earn hours based on hours worked. In the second year of employment, full-time employees will have 128 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 or rolled over.

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.

To help prioritize healthy rhythms and sustainability, employees (classified as clergy staff at our broadcast location) are entitled to at least one Saturday off each month. These monthly Saturdays off are given in addition to the employee’s vacation time with the option of a second Saturday off.

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

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

**TABLE 2 – VACATION HOURS FOR FULL-TIME EMPLOYEES WITHOUT WEEKEND RESPONSIBILITIES**

<b>Years of Employment</b>	<b>Full-time Employees</b>
<b>1</b>	<b>80</b>
<b>2</b>	<b>88</b>
<b>3</b>	<b>96</b>
<b>4</b>	<b>104</b>
<b>5</b>	<b>112</b>
<b>6</b>	<b>120</b>
<b>7</b>	<b>128</b>
<b>8</b>	<b>136</b>
<b>9</b>	<b>144</b>
<b>10</b>	<b>152</b>
<b>11+</b>	<b>160</b>

If you are a part-time employee with or without weekend responsibilities, you will receive your vacation time based off of your standard weekly hourly allotment. For example, if you are expected to work 20 hours per week, you will receive 20 hours of vacation time for the year. Each year of tenure, you will accrue 8 additional hours. 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.

## Vacation Roll Over

Employees are encouraged to use their vacation time 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 up to 200 hours.

## Sick Leave

Sick leave benefits allow you to be paid for time away from work if you or a family member becomes ill. Employees receive up to 40 hours of sick time (prorated 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.**

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 five-day 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.

## Family and Medical Leaves of Absence

For Pregnancy-Related Leaves of Absence, see policy below.

**Type of Leave:** An employee may take up to twelve (12) weeks of unpaid leave during a continuous 12-month period for the following reasons:

- Birth, adoption, or foster care
- Employee's own serious health condition
- Family member's serious health condition
- **Military caregiver leave:** To care for a spouse, child, parent, or next of kin who is a current member of the Armed Forces, including the National Guard or Reserves, who has a serious injury or illness incurred in the line of active duty or is on the temporary disabled list

**Request for Leave:** An employee must submit a written request for leave to the HR Director with as much advance notice as is reasonable. When the need is foreseeable, an employee must provide his or her supervisor with at least a 30-day notice of the need for leave. When this is not practicable due to medical reasons or other warranted conditions, notice should be verbally provided within two business days of when the employee is aware of the need. If an employee fails to give proper notice for foreseeable leave, the leave may be delayed until at least thirty days after notice is provided.

**Intermittent or reduced leave:** In certain circumstances, employees may take leave intermittently (e.g. in blocks of time) or by reducing their work schedule. In certain circumstances, The Journey may temporarily assign an employee to an alternative position with equivalent pay rate that better accommodates the employee's approved intermittent or reduced leave schedule. When the need for intermittent or reduced schedule leave is foreseeable based on a planned medical treatment, the employee must make a reasonable effort to schedule the treatment.

**Return from Leave:** An employee returning from a 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.



## Related Leaves of Absence

**Pregnancy Leaves of Absence:** An employee will 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 leave to the HR Director, and, in addition, furnish a doctor's written certification or adoption documentation related to requested leave. Written updates may be requested from time to time thereafter. Failure to provide the above information is grounds for denial of a leave of absence.

**Length of Leave:** A leave of absence for the birth of a child and pregnancy-related medical conditions will be granted for the period. 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.

In the case of an adoption, the same leave period is provided as related to pre and post adoption requirements. Part-time employees are entitled to a pro-rated leave.

**Maternity Leave Compensation and Benefits:** Employees working greater than 15 hours per week 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:** Employees working greater than 15 hours per week are entitled to 3 weeks of paternity leave with full pay.

**Use of Vacation and Sick Leave:** An employee who takes a parental leave may request to substitute for such leave any vacation hours that the employee may have accrued. The employee must substitute any sick leave that they have accrued.

**Return from Leave:** An employee returning from a parental related 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

All 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

*Revised December 2023*

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

All employees must request time off by using their ADP account. 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.

## Mission Trip Policy

The Journey encourages its employees to participate in the mission trips that are offered. Each employee is entitled to participate in one mission trip led by The Journey each calendar year in which they will not be required to utilize their existing vacation hours. The employee must contact the HR Director letting them know of their absence in order for their time to be accounted for. Any additional mission trips that the employee takes during that calendar year will require the use of their vacation hours or have that time be unpaid. If there is a mission trip that is not led by The Journey, the employee will utilize their vacation hours or have that time be unpaid.

## Sabbatical Policy

The Journey Sabbatical:

- After seven years of full-time service to The Journey, a Pastor is qualified for a three-week paid sabbatical provided they have been faithful and fruitful in ministry.
  - NOTE: The sabbatical must be taken all simultaneously (no splitting up the weeks).
- Regular compensation will continue during the sabbatical (salary, housing, medical stipend, vacation accrual, staff development, expenses). If additional expenses are to be incurred during the sabbatical leave, these must be approved by either the Executive or Lead Pastor.
- No two Pastors shall take a sabbatical at the same time.
- The Pastor taking the sabbatical shall have all work up to date and have an appointed, qualified delegate to "fill in"—one person in charge. The executive pastor shall approve the representative.
- Application for sabbatical must be made four months in advance and approved by the lead pastor or delegate.

*Revised December 2023*

- NOTE: Each sabbatical must be planned to ensure maximum individual benefit. Elements of the plan will contain:
  - Plans/Goals
  - Activities/learning that will take place
  - Outline of benefits for the staff member
  - Overview of the benefits for The Journey

A Sabbatical may be requested in writing every seventh year.

What a Sabbatical is:

- A time off from the routine—a change in activity
- A time to refresh and restore, allowing God to re-create a passion in you and impart new dreams and faith goals.
- A time to seek God, study His Word and receive prophetic insight from Holy Spirit concerning His plans for your future.

What a Sabbatical is not:

- A Vacation
- A time to exclusively work on an unrelated project