



**calvary nexus
employee
guidelines**

Calvary Nexus Employee Guidelines

Organization Chart

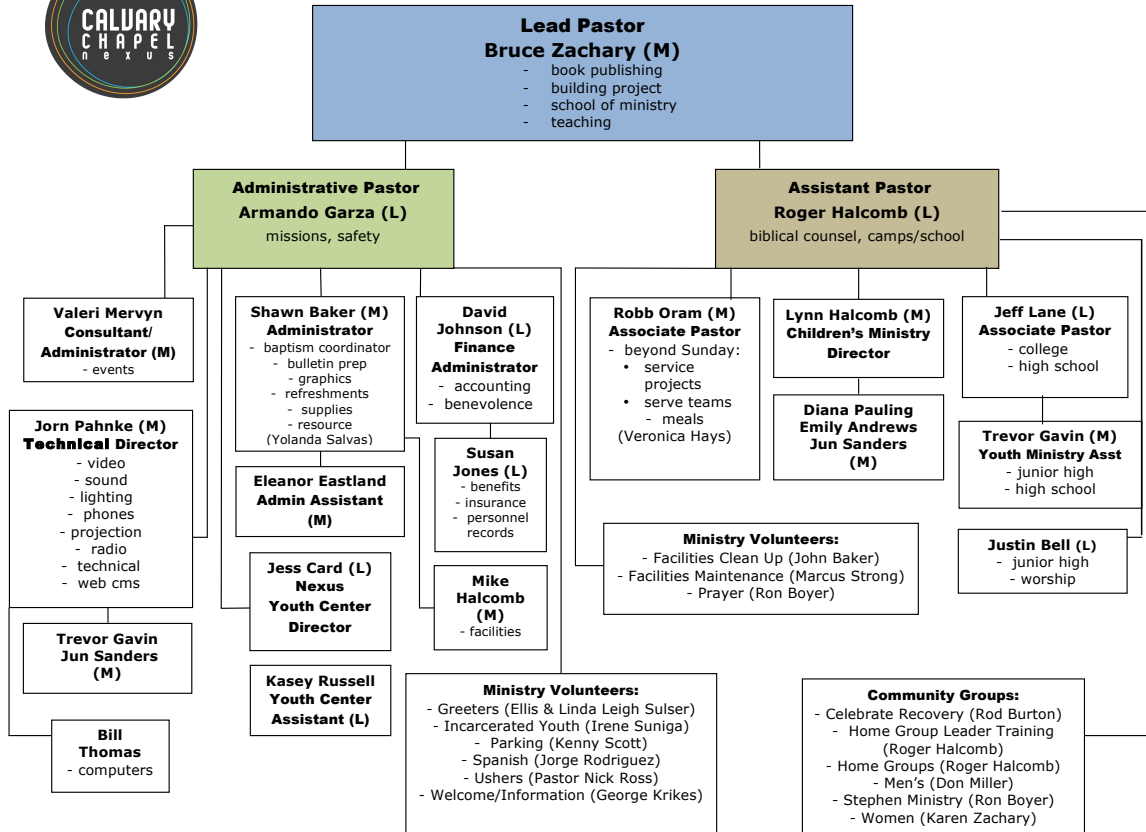
Holiday Schedule

Statement of Faith

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revised
1/11/11





Church Holiday Schedule 2011

The church office will be observing 2011 Holidays as noted below:

Monday, February 21	Presidents Day
Monday, April 25	Easter Monday
Monday, May 30	Memorial Day
Monday, July 4	Fourth of July
Monday, September 5	Labor Day
Thurs., Nov. 24 & Fri., Nov. 25	Thanksgiving & Day After
Monday, December 26	Christmas Holiday
Floating Holiday	TBA- upon Supervisor approval

Holiday make-up days (i.e. a church holiday that falls on your day off) must be taken within 30 days of the holiday.

CALVARY NEXUS STATEMENT OF FAITH

(WHAT WE BELIEVE)

1. CHARACTER

- (A) This Calvary Chapel church has been formed as a fellowship of believers in the Lordship of Jesus Christ. Our supreme desire is to know Christ and to be conformed into His image by the power of the Holy Spirit.
- (B) We are not a denominational church, nor are we opposed to denominations as such, only their over-emphasis of the doctrinal differences that have led to the division of the Body of Christ. We are an un-denominational church.
- (C) We believe that the only true basis of Christian fellowship is His (Agape) love, which is greater than any differences we possess and without which we have no right to claim ourselves as Christians.

In our services we focus on a “personal relationship” with God through song, worship, prayer and the clear teaching of the Word of God. We teach both expository and topical studies. We do not allow speaking loudly in tongues or the interruption of our services with prophesy if there is a Bible study in progress. It is not that we do not hold to the using of these gifts, but we believe that everything should be done decently and in order. We believe that God will not interrupt Himself. We have specific “believers meetings” that do allow the exercise of spiritual gifts.

WE BELIEVE: Worship of God should be Spiritual.
Therefore: We remain flexible and yielded to the leading of the Holy Spirit to direct our worship.

WE BELIEVE: Worship of God should be Inspirational.
Therefore: We give a great place to music in our worship.

WE BELIEVE: Worship of God should be Intelligent.

Therefore: Our services are designed with great emphasis upon the teaching of the Word of God that He might instruct us how He would be worshipped.

WE BELIEVE: Worship of God is Fruitful.

Therefore: We look for His love in our lives as the supreme manifestation that we have truly been worshipping Him.

2. BELIEFS

In order to identify the church as conservative in theology, and evangelical in spirit, we set forth this general statement of fundamental beliefs:

- (A) We believe the Bible to be the inspired and only infallible and authoritative Word of God. We believe the Scriptures of the Old and New Testament as being verbally and completely inerrant in the original writings and of supreme and final authority in faith and life. We believe that God has not added to, deleted from, or altered the canon of the Bible with subsequent writings and revelations.
- (B) We believe there is only one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. Each distinct from the Other, and Each are fully God, yet They are perfectly harmonized in Their Triune Being.
- (C) We believe in the deity of our Lord, Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His future return to this earth in power and glory, and His present life for us as High Priest and Advocate.
- (D) We believe that the lost and sinful man must be saved, and that man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God. We believe that the Lord Jesus Christ died for our sins according to the Scripture as a representative and substitutionary sacrifice, and that all who believe in Him are redeemed and justified on the grounds of His shed blood.
- (E) We believe that salvation is by grace, through faith, and is a free gift from God. It is not attained by our own works. Therefore it cannot be earned by good works apart from faith.

We believe that regeneration by the Holy Spirit is absolutely essential for personal salvation.

- (F) We believe in the threefold work of the Holy Spirit: that He seeks out and brings the lost to salvation; that He sanctifies the believer; and that He baptizes the believer into the body of Christ, giving spiritual gifts to the Christian for service. We believe the continuance of gifts as found in 1 Corinthians 12:4-11.
- (G) We believe that God utilizes ALL the spiritual gifts as given in Scripture, in accordance with His perfect will. We believe each Christian is endowed with both general gifts and specific gifts. Each believe is unique unto the Lord, and each is uniquely gifted. It is our job as believers to discover our gifts and use them in our service both to God and to each other. We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. We believe that the filling of the Holy Spirit is a baptism of power and is given to all believers who ask for it. The primary, initial characteristic of the filling of the Holy Spirit is a release of LOVE in and through the life of the believer. Other signs may accompany this, but Love is the essential one.
- (H) We believe in the bodily resurrection of both the just and the unjust; the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost along with Satan and his fallen angels.
- (I) We believe in the spiritual unity of believers in our Lord Jesus Christ.
- (J) We believe in a literal interpretation of the Bible, taking exception only for the obvious metaphors and similes that God has not yet shed His light upon. We act on this belief by putting forth the entire word of God before the body in a book by book fashion, giving His people the entire counsel of His revealed Word to us.
- (K) We believe in the blessed hope, which is the rapture of the church at Christ's coming in the air. We believe that we will go to Him before the Tribulation (pre-trib) and that Christ will return to the earth physically to set up His kingdom before the millennium begins (pre-mil).
- (L) We believe that man was created in the image of God; that man sinned and thereby incurred not only physical death but also spiritual death (separation from God) and that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.
- (M) We believe that the Holy Spirit is our Comforter, Teacher and guarantee of our inheritance.
- (N) We believe that the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer, ***yet only in accordance with God's perfect will.***
- (O) We believe in a literal devil and his host of fallen angels, and that he is at work in the world today. We believe that Satan is a created being, and as such he is limited in presence and power.
- (P) We believe that we should walk in the victory that was afforded us by Jesus Christ on the cross. We believe that Satan has no power over true believers. He can affect his confusion on

Christians only as permitted by God, ***through which we are to be tested and found true, and by which we are to grow in faith and wisdom***, to the praise and glory of our LORD.

- (Q) We believe that God is worthy of all praise, reverence, and love; and that the highest calling of a Christian is to worship Him.
- (R) We believe that our supreme desire is to know Christ and to be conformed into His image by the power of His Holy Spirit.
- (S) WE REJECT:
 - 1. ...the teaching of “positive confession”.
 - 2. ...the belief that Christians can be possessed by demons.
 - 3. ...“dominion theology” or “kingdom theology”.
 - 4. ...a fatalistic Calvinist view, which allows no room for free will.
 - 5. ...prophecy that overrides or supersedes Biblical Scripture.
 - 6. ...the incorporation of humanistic psychology or philosophy into Biblical teaching.
 - 7. ...“charis-MANIA” (the over-emphasis upon spiritual gifts, experiential signs and wonders, etc.).

- (T) Concerning evangelism, we participate and support evangelistic outreach ministries in communities all over the world. We collectively work together every year hosting evangelistic “crusades” throughout the United States. Thousands upon thousands have received Christ at these yearly events.

However, our main belief concerning evangelism is that “sheep beget sheep”. We are convinced that as we continue to feed the flock of God by teaching them the Word of God, they will “naturally” lead others to Christ.

- (U) Marriage: Marriage has been ordained by God. This church defines “marriage” as the exclusive covenantal union of one man and one woman in which such union is a lifetime commitment. A civil government’s sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the definition of “marriage” found in these Articles.
- (V) Human Sexuality: Legitimate sexual relations are exercised solely within marriage. Hence, sexual activities outside of marriage (referred to in the New Testament as “porneia”) including but not limited to, adultery, premarital sex, homosexuality, and pedophilia are inconsistent with the teaching of the Bible and the Church. Further, lascivious conduct, transgender behavior, and the creation and/or distribution and/or viewing of pornography, are incompatible with the biblical witness.

3. ORDINANCES

The church will observe regularly the two New Testament ordinances of water baptism and the Lord’s Supper. These ordinances are observed in obedience to our Lord Jesus Christ, as acts of love and devotion, and are not considered to be necessary for our salvation.

Calvary Nexus Guidelines for Employees

Alcoholic Beverage Guideline

Issue Date 12/3/2009

Objective: This guideline establishes an alcoholic beverage policy for Calvary Chapel Nexus (CCN). This policy applies to all paid employees at CCC. Any exceptions and or deviations from this policy must be approved by the employee's overseer and the executive administrator at CCN.

Alcoholic Beverages

1. The consumption of alcoholic beverages while on paid time at Calvary Chapel Nexus is strictly prohibited.
2. The consumption of alcoholic beverages during an employee's lunch or dinner break when the employee is scheduled to return to his/her shift is also prohibited.
3. The use of church funds to purchase alcoholic beverages is prohibited.

Bereavement Leave Guideline

Issue Date 3/25/2009

Objective: This guideline establishes a bereavement absence policy for Calvary Chapel Camarillo (CCC). This policy applies to all paid employees at CCC. Any exceptions and or deviations from this policy must be approved by the employee's overseer and the executive administrator at CCC.

Bereavement Leave

After the completion of the 90-day introductory period, CCC employees will be granted a paid leave of up to three (3) days in the event of the death of an employee's spouse, child, mother, father, sister, or brother. Bereavement leave must be approved by the employee's overseer. CCC reserves the right to request satisfactory evidence with your request to take bereavement leave.

Jury and Witness Duty Leave Guideline

Issue Date 3/25/2009

Objective: This guideline establishes a jury duty and witness leave policy for Calvary Chapel Camarillo (CCC). This policy applies to all paid employees at CCC. Any exceptions and or deviations from this policy must be approved by the employee's overseer and the executive administrator at CCC.

Jury and Witness Duty Leave

If you are an employee of Calvary Chapel Camarillo who is summoned to jury duty, CCC will pay for the first day of jury duty, normally called "jury selection". CCC does NOT pay for any additional jury duty days. This subsequent time may be taken as vacation or unpaid leave at the employee's discretion.

All employees are allowed unpaid time off if summoned to appear in court as a witness. Excused, paid time or re-arranged shift hours may be granted by the overseer at his/her discretion.

To qualify for jury and witness duty leave, you must submit, to your immediate overseer and the church attendance administrator, a copy of the summons as soon as it is received.

Maternity Leave Guideline

Issue Date 6/21/2010

Objective: This guideline establishes a maternity leave policy for Calvary Chapel Camarillo (CCC). This policy applies to all paid employees at CCC. Any exceptions and or deviations from this policy must be approved by the Senior Pastor at CCC.

Definition: Maternity Leave is defined as that time (paid and unpaid) allotted for the time leading up to the delivery, birth and initial care of a newborn or adopted child.

I. Maternity Leave – Female Employee:

- a. **Paid Leave:** Will consist of a total of six (6) weeks paid time off.
 - 1) The definition of “week” is consistent with the work week as defined in the Calvary Chapel Camarillo Vacation Guideline. That is, a week consists of the number of days that you are normally scheduled to work (e.g., for a three day work week, one week of maternity leave is equivalent to three paid days).
 - 2) Included in the six (6) weeks of paid time off are six (6) Compensation Sundays as defined in the vacation guideline.
- b. **Unpaid Leave:** Any time requested in addition to the six (6) weeks of paid time noted above, will be considered as unpaid time off and is subject to the approval of the employee’s overseer/supervisor.

II. Maternity Leave– Male Employee (also known as parental leave):

- a. **Paid Leave:** Will consist of a total of two (2) weeks paid time off.
 - 1) See I.a.1 above for the definition of “week”.
 - 2) Included in the two (2) weeks paid time off are two (2) Compensation Sundays as defined in the vacation guideline.
- b. **Unpaid Leave:** Any time requested in addition to the two (2) weeks of paid time noted above, will be considered as unpaid time off and is subject to the approval of the employee’s overseer/supervisor.

Shift Guideline

Issue Date 12/3/2009

Objective: This guideline establishes a work shift policy for Calvary Chapel Nexus (CCN). This policy applies to all paid employees at CCN. Any exceptions and or deviations from this policy must be approved by the employee's overseer and the executive administrator at CCN.

Work Shift

Paid employees of CCN may not begin a scheduled, weekday shift prior to 8am. Occasional changes of shift for personal reasons need overseer approval.

Employees may not work a scheduled shift in excess of 12 hours.

Sick Leave Guideline

Issue Date 3/25/09

Objective: This guideline establishes a sick leave policy for Calvary Chapel Camarillo (CCC). This policy applies to all paid employees at CCC. Any exceptions and or deviations from this policy must be approved by the employee's overseer and the executive administrator at CCC.

Sick Leave

CCC recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, CCC provides paid sick days to employees. In order to be entitled to sick leave, an employee or a minor dependent residing with the employee must actually be sick. After three (3) consecutive sick days, CCC may request that employee provide a doctor's note or certificate to substantiate the illness.

Full-time CCC employees (defined as 30 hours or more) earn up to a maximum of six (6) paid sick days per calendar year. Part-time employees (defined as 29 hours or less) earn up to a maximum of three (3) paid sick days per calendar year.

The employee may not accumulate unused sick days. Should the employee not use the entire sick leave days given in a year, the sick days will not be carried over to the next year, nor will the employee be entitled to pay in lieu of unused sick days. For example, should a full-time employee only use four (4) sick days in a given year, that employee will have six (6) sick days in the next calendar year and not eight (8).

Because sick leave is a benefit that is only paid if the employee incurs the unfortunate event of being ill, no accumulated sick pay during the year is paid as of the time employment with CCC terminates.

Vacation Guideline

Revised 11/13/2010

Objective: This guideline establishes a vacation policy for Calvary Nexus (CN) and supercedes the previous Calvary Chapel Camarillo vacation policy issued 2/6/07. This policy applies to all paid employees at CN. Any exceptions and or deviations from this policy must be approved by the Administrative Pastor.

I. Accrued Vacation Days: Vacation time accrues on a semi-monthly basis for 24 pay periods a year. Accrual begins on the employee's first day of employment. Accrued vacation hours are based on the number of hours the employee works each week, up to a maximum of 40 hours per week, in accordance with the following schedule:

- a. During the first year of employment, vacation time accrues at the rate of one week.
- b. During the second year of employment, vacation time accrues at the rate of two weeks.
- c. During the third through sixth years of employment, vacation time accrues at the rate of three weeks per year.
- d. During the seventh and all subsequent years of employment, vacation time accrues at the rate of four weeks per year.

II. Use of Vacation: Vacations are provided for employees as a period of rest and relaxation, and employees are encouraged to take vacation time during the calendar year in which it is accrued. However, if an employee cannot take vacation during the current year because of a need for continuous service or other schedule constraints, accrued vacation time may be carried forward to the succeeding calendar year. The maximum allowable accrual of vacation is 100 hours. Once that maximum has been reached, the employee will no longer accrue any vacation hours. No vacation time will be granted during an employee's first six months of employment without prior supervisor approval.

III. Sunday Vacation Days: It is understood that Sunday is the most important day of the church week and requires staff support. Consequently, the number of vacation days that may be taken on Sundays are limited as follows:

- a. During the first year of employment, one Sunday may be taken as a vacation day.
- b. During the second year of employment, two Sundays may be taken as vacation days.
- c. During the third through sixth years of employment, three Sundays may be taken as vacation days each year.
- d. During the seventh and all subsequent years of employment, four Sundays may be taken as vacation days each year.

IV. Days Off/Holidays Occurring While on Vacation: If an employee's vacation period encompasses days off or CN-approved holidays, these days will not be charged against the employee's accrued vacation. The only vacation hours that will be charged against the employee's accrued vacation will be those hours that the employee is regularly scheduled to work.

V. Payment at Termination of Employment: Upon termination, an employee will be compensated at his/her current rate of pay for any vacation accrued.

VI. Number of Staff Members off at One Time: As a general rule, only one to two staff members will be allowed off on any given

Sunday or week day. Administrative, Assistant or Senior Pastor approval is required for any more than two staff members to be off at the same time.

Vacation will be scheduled on a "first requested, first approved" basis. Where two requests are submitted at the same time, seniority (time in position) will be used to determine which request is approved.

VII. Vacation Request Procedure: CN vacation is requested in the form of an email from the employee to the ministry overseer. The employee should first check the online CN Staff Vacation Calendar for availability of the requested vacation

period. The employee's email should advise the overseer as to the status of the requested period, e.g., no existing vacation scheduled, or one existing vacation scheduled (also providing the name of the prior scheduled employee). The subject field of the email should include the employee's name and the phrase "vacation request," (for example: "John Doe – Vacation Request.").

After receipt of the employee's email, the overseer approves or denies the vacation request. **If approved, the overseer copies the vacation administrator on the reply email for payroll purposes as well as posting on the employee attendance record and online Staff Vacation Calendar. The subject of the email must contain the employee's name and the phrase "vacation request" for email archive purposes.**

Note: It is the ministry overseer's responsibility to relay approved vacation time to the vacation administrator. This is imperative for yearly vacation tracking.

VIII. Vacation Changes: Any cancellation or change in vacation plans must be forwarded via email to the vacation administrator for attendance record and online Staff Vacation Calendar updates.

IX: Staff Notification of Vacation Time: Staff members are required to send out an email notice advising other staff members of when they will be away from the office. The notice should also contain a delegation of authority; that is, naming the person who will assume their responsibilities while they are away.

X. Compensation Time (for additional hours worked): Compensation for additional hours worked (above and beyond regular, scheduled hours) may be granted solely at the discretion and approval of the immediate ministry overseer.