



- I. **These policies: Phil 1:27.** Staff members are required to maintain familiarity with these policies. Infractions of these policies will be dealt with in a respectful way by the HR team. Note: The HR team is presently defined as the staff members who's roles are directly related to a team member's job responsibilities, pay, and reimbursements. The HR team will seek to assist team members in the pursuit of personal growth and team unity. These policies can be amended, deleted, or added to by the decision-making team according to the ministry's team-wide decision-making policy. These policies will be reviewed annually and the team will maintain an ongoing list of proposed changes.
- II. **Seeking the Lord: Eph. 1:22.** Jesus is the head of this ministry and this ministry exists to serve and honor Him, respecting Him as the actual head. Ministry, decision-making, and all other issues in this ministry will begin first in prayer. All major decisions will begin with a minimum of a week in prayer as a team. Team-members will be asked to commit to quarterly prayer times and other prayer initiatives.
- III. **Relationships: Jn. 13:34-35.** Staff members are committed to staying unified and aligned within the context of the ministry's vision. Staff members agree to praying together, talking each other up, and growing in emotional intelligence. Staff members will participate in group activities like group shared reading plans and group fun times. Staff members will keep from gossiping, will refrain from judging each other's motives, and will keep conflicts focused on issues rather than personal attacks. Staff members agree to resolve conflict quickly and will follow the lead of the team's relationship coordinator role.
- IV. **Communication: Eph. 4:15.** Staff members must use and keep current with their Google-suite resources. Staff members are committed to keeping conversation uplifting and encouraging. Staff members will communicate job specifics with their staff accountability partners. Staff members will strive to respond to each other's communication as quickly as possible and they agree not to exceed 24 hours. Staff members are expected to communicate ideas, tensions, frustrations, or complaints by using the team's anonymous online feedback avenues and an annual team-wide survey. Items staff members feel need to be discussed in meetings must be communicated with the staff meeting coordinator.
- V. **Accountability: Heb. 3:13.** Staff members are expected to live lifestyles that are in alignment with the Christian principles the ministry embraces and teaches. Staff members will maintain accountability relationships within the team, for MPD (ministry partner development) and job responsibilities, and will also seek to maintain accountability with mentors outside of the ministry as well. Staff members are also accountable to the HR team for their job responsibilities. Staff members are encouraged to use internet monitoring accountability software on their mobile devices. Concerning issues that can be claimed as Christian freedoms but have the potential to undermine a staff person's credibility (things like drinking, etc.) staff members are encouraged to prayerfully consider giving those up so as to not undermine their or the ministry's credibility. Due to the international and non-denominational nature of the GCA, certain freedoms staff members might participate in could cause damage to the ministry in unforeseen ways. If team members elect to continue practicing these behaviors, they are expected to refrain from publicizing them.
- VI. **Godliness and professionalism: 1 Tim. 6:6.** Team members are expected to demonstrate godliness and professionalism in their personal lives, family interactions, and ministry activities. Team members are expected to represent the Lord and this ministry well.
- VII. **Family: Eph. 5:21-33.** Staff members are expected to prioritize their family above the ministry. For married couples, this includes taking time each year to focus on their marriages by doing marriage retreats and/or getaways. Likewise, team members will take

an annual burnout survey and will be proactive to avoid burnout. Annual vacations are encouraged; team members must have their vacation leave approved by the HR team one month prior to their expected vacation dates.

- VIII. **Relationship to the church and other ministries. Col. 1:18.** The GCA is an organization that many would refer to as a “para-church” ministry. We see the biblical precedent for this in Acts 6:1-7. As such, the ministry will seek to serve and support the church in all that it does. Within this view, staff members are expected to be members of evangelical, biblically based local churches and to serve within their churches. Staff members are expected to serve within their local church and to partner with the local church in GCA activities. Staff members can be paid for time spent serving in their local church with the approval of the HR team. Concerning relationships and partnerships with other para-church ministries, the GCA will strive to work with other ministries in a way that is aligned with the ministry’s mission, vision, and strategy and with the agreement of the team.
- IX. **GC practical application: Matt. 28:18-20.** Staff members are expected to take the initiative in evangelism and discipleship in a way that demonstrates the core principles the ministry teaches. Staff members are expected to spend at least 8 hours per week in active evangelism and discipleship and they are encouraged to prioritize their weekly evangelism and discipleship with members of the next-generation (like college students).
- X. **Support Raising (MPD): Lk. 10:1-7.** Staff members are responsible to share the ministry’s MPD responsibilities. MPD stands for Ministry Partner Development and refers to the fund-raising responsibilities of the ministry. This is a part of everyone’s job responsibilities. Staff members are expected to raise sufficient funds to cover the financial needs associated with their employments. Each staff person will conduct an annual review of support needs with the financial officer role. This will be done in the first quarter of the year and each staff person is required to initiate this process with the financial officer role. The financial officer role will then give staff members an MPD goal. Staff members will then commit to raising at least this amount and will be encouraged to raise additional funds for vision-focused ministry expansion. Staff members will be committed to weekly communication concerning their MPD efforts with a team accountability partner. Staff members will also be expected to maintain a buffer of at least one month’s financial needs in the ministry’s account. While below their goal, staff members are expected to devote 80% of their time solely to MPD activities. When a staff member drops below a one month buffer, they will be told by the financial officer role or the team coordinator role that they need to focus extra time and energy on MPD. This will be a first alarm. If they drop a second consecutive month below their one month buffer, they will be required to shift back to devoting 80% of their time solely to MPD activities. The HR team will evaluate employee MPD activities based on momentum in both personal MPD goals and amount raised. Staff members will be paid for hours worked regardless of the funds they have raised but staff members who fail to responsibly meet the MPD requirements of their job will have to have their hours cut or be removed from the team.
- XI. **Human Resources: Rom. 12:3-11.** All interns and new hires will only be accepted on staff after the completion of the application process and with the approval of the GCA HR team (this team will only make final decisions about new team members after a week of prayer and evaluation). Staff members are not required to commit to specific lengths of service as each staff person should be free to follow God’s will for their life, family, and ministry. However, staff members are expected to inform the team of their future expectations and any planned employment changes with as much notice as possible. Team members who breach GCA policies, violate standards of ethics and conscience, disrupt team unity, or fail

to fulfill their roles or job duties, can be released with the HR team's determination.

- XII. **Work accountability: Col. 3:23.** Staff members are expected to keep their job responsibilities current in a ministry-wide Google calendar. They will also share basic details of their work activities in weekly staff meetings. They will share details of their activities with their team accountability partners as well. Finally, staff members will report their role related progress to the people in charge of those roles.
- XIII. **Time off: Mk. 6:31.** Staff members will be given one vacation day per 200 hours worked. They can redeem this paid time off at any time after it is accumulated. Leave without pay must be approved by the HR team. Paid holidays will include New Year's Day, Martin Luther King, Jr.'s Birthday, Memorial Day, Independence Day (4th of July), Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. Paid maternity leave will be given at the employee's typical wage and hours worked amounts, for two months. New mothers can still maintain involvement in the ministry at whatever level they choose during this time. All other time-off requests will be approved by the HR team.
- XIV. **Benefits: Pr. 21:5.** The ministry does not provide health care or retirement benefits but encourages staff members to be diligent in both areas. These items must be included in each staff person's annual MPD goal.
- XV. **New Staff Training: 2 Tim. 2:15.** Staff members are required to follow the lead of the staff training coordinator, to go through the following trainings, and to discuss their progress with their team accountability partners. 1) The SRS support raising bootcamp. 2) A mission, vision, and strategy training session with the team coordinator. 3) Newsletter design training with the graphic design role. 4) The GCL workbook. 5) The Emotional Intelligence 2.0 book. 6) Working through the rest of the ministry's resources. 7) As able, attend all of the ministry's trainings that are offered during their first year on staff.
- XVI. **Decision Making: Ps. 127:1.** All decisions will be made with an emphasis on prayer first. All decisions will be made with an emphasis on team unity and staff members will seek to humble themselves giving deference and preference to each other. Role leads will have the final call on decisions within their roles but must solicit and respectfully include the input of those who will be impacted by their decisions. Team-wide decisions will be made in a collaborative way with the decision-making team. This team will seek unity in their decisions. When this team is unable to achieve agreement, they can initiate the team's decision-making framework. This framework will weight team-members votes according to the following criteria: role impact, issue passion, ministry experience, relevant expertise, age, change emphasis, and gender (if and only if there is a disproportionate number of one gender in this decision-making process, the gender which is under-represented will have a weighted vote). The particulars of this decision-making process will be determined. Team-wide decisions will include major time and resource commitments and decisions concerning conferences to host, major ministry commitments, ministry trips, ministry partnerships, ministry resources and budgets, new hires, and policy changes.
- XVII. **Strategy alignment: Eph. 4: 11-13.** We must stay on track and avoid avoid mission drift and ministry siloing. Role leads will maintain strategy and team alignment. Staff meetings will also maintain strategy and team alignment.
- XVIII. **Roles and Expectations: 1 Cor. 12:12.** Roles will be determined according to staff passion, ability, expertise, and commitment and according to HR team approval. Role leads will keep the team apprised of their areas of ministry at weekly staff meetings. Staff members will lead in some roles and commit to other roles that fall under other role leads.

Staff members can leave roles they feel they no longer should lead and can adopt new roles as the team sees fit. Staff members who are negligent in their roles can be respectfully moved out of those roles by the HR team and, with their consent, placed in other roles that the HR team thinks will be better fits for them. Conflicts concerning roles and role-changes will be handled with the help of the team relationship coordinator role. Roles will be performed with humility, love, service, and respect for other team members. Role leads are stewards of their roles, not the lords of them. They should invite team participation and contribution in their areas of ministry rather than stifling the ideas and concerns of team members. The team coordinator will keep the team apprised of team roles and responsibilities.

**XIX. Money: Pr. 27:23-24.** Staff members are all expected to share the financial burdens of the ministry by raising support and being faithful with MPD activities and goals. Ministry activities will be funded by ministry accounts that are devoted to those types of ministries. The team's financial coordinator role and team coordinator role will oversee accounts. Staff members will clear ministry expenses with the team's financial coordinator and team coordinator roles before spending money. Staff members can make staff expenses decisions on their own so long as the money for those expenses exists in their staff accounts. Staff members who's staff accounts are healthy can spend and reimburse expenses according to IRS and ministry guidelines and according to the availability of funds in their accounts. Staff members should not make ministry charges on personal credit cards and should not go into debt with ministry expenses. All reimbursements must be submitted within 3 months of the expenses. Those who's accounts are low must have their expected ministry expenses approved by the financial coordinator and team coordinator to make sure those funds are available in the general fund and ministry budget. All staff members are allowed to spend up to \$250 per month from the general fund (if they do not have these funds in their personal accounts) without prior approval.

**XX. Ministry wide correspondence: Ps. 105:1.** We will send out quarterly GCA-wide newsletters to all ministry supporters. Staff members will be expected to share stories and stats with team members to be used in those publications as well as in each other's newsletters. The team will be committed to keeping private details concerning those we minister to private and we will keep identifying details appropriately vague.

**XXI. Controversial issues: Eph. 4:3.** The GCA is committed to the unity of this team and sees that as fundamental to all God has called us to. The old Christian adage, "In essentials unity, in non-essentials liberty, in all things charity," applies here. Staff members will be given freedom concerning things that there is disagreement in among mainstream, biblically based, evangelical Christian denominations. Staff members will be expected to pursue peace and strive for unity. Staff members will be asked to keep their opinions concerning differing denominationally dividing perspectives private and staff members will not push their particular opinions concerning these topics on each other. Staff members will respect each other's differences in these areas. Staff members will not make denominational issues a focus here or in any of the other areas we serve and will keep from promoting or disseminating divisive teachings, perspectives, teachers, and authors. Staff members will remain aligned with the team's statement of faith. As Stephen Covey said, "The main thing is to keep the main thing the main thing!"

**XXII. Media and social media: Eph. 4:29.** Staff members agree to refrain from publicly promoting issues, engaging in activities, or making statements that could publicly shame Christ, the church, the GCA, or our work. All GCA social media accounts and productions remain the property of the GCA after staff authors and producers move on.



XXIII. **Personal development: 1 Tim. 4:15.** All staff members are expected to take the initiative with their continuing biblically based personal growth in ministry related issues. Staff members can spend a percentage of their workweek on personal development, with the approval of the HR team and so long as those activities do not lead to negligence in their other responsibilities. Staff members are expected to include personal development costs in their MPD goal and can also appeal to the team for help with these costs when needed. The team will consider each appeal for financial assistance on a case by case basis.