Living Word United Methodist Church
Leadership Board Agenda
September 21, 2026

6:30	**Welcome and Opening Prayer**	Bruce Baxter, Lead Pastor
6:35	**Spiritual Formation and Nomination of Bill Blackburn to serve as Interim Chairperson**	Bruce Baxter
6:55	**Review of Reports and Other Business** • Approval of August 17, 2026, Leadership Board Meeting Minutes • Resolution authorizing signers of Living Word line of credit documents with Montgomery Bank • Review and approval of Employee Handbook • Review and approval of financial reports • Review of statistical report • Charge Conference Saturday, November 14 from 11:00am - 1:00pm at First UMC in St. Charles, MO Review and Approval of Charge Conference Reports o Care of Members o The Board of Trustees o Pastoral Support Form o Nominations of Church Officers for election • Pastoral Consultation Form for October meeting • 2027 leadership board retreat Saturday, November 21, 2026, from 10 AM – 2 PM • Next Meeting October 19, 2026 Items for October o In-Depth Quarterly Financial Review o Capital Campaign Feasibility Study Results o Pastoral Consultation Form o Worship service accessibility for the hearing impaired Closed Captions and ASL • Remainder of 2026 Meeting Schedule and January 2027 o Monday, October 19, 2026 o 2027 Leadership Board Retreat Saturday November 21, 2026 10 AM – 2 PM o Monday, November 23, 2026 o Wednesday, December 16, 2026 o Monday, January 25, 2027 • State of the Church Meeting Sunday, January 31, 2027, at 2:30 PM	Bill Blackburn, Interim Leadership Board Chairperson Brad Locke Bruce Baxter
7:45	**Pastoral Update**	Bruce Baxter
8:00	**Closing Prayer**	Bill Blackburn

Leadership Board Annual Calendar

January
- In-Depth Year-End Financial Review
- Budget Review and Approval

February
- Internal Agreed Upon Procedures Review and Approval
- Parsonage Inspection

March
- Pastor Evaluation

April
- Financial Advisor
- Review and Approval of Addendum to Safe Gatherings Certification

May
- Review and approval
    - Internal Agreed Upon Procedures Report
    - Annual Fund Balance Audit

June
- Review and approval of Internal Financial Controls
- Nominations Recommendations
- Schedule Charge Conference

July No meeting

August
- Employee Handbook Review and Approval

September
- Review and Approval of Charge Conference Documents
    - Care of Members Report
    - Report of The Board of Trustees
    - Pastoral Support Form
    - Nominations of Church Officers for Election

October
- In-Depth Quarterly Financial Review
- Pastoral Consultation Form

November
- Pledge Report
- Next Year's Leadership Board Retreat

December
- Budget High Level First Review
- Year-End Financial Considerations-Apportionments

Living Word Church
Leadership Board Meeting Minutes
August 17, 2026

Voting:

Laura Landon	**In Attendance**	Steve Zesch	**In Attendance**
Don Short	**Absent**	Lori Lehman	**In Attendance**
Lisa Horner	**Absent**	Bill Cleveland	**Absent**
Jason Caulk	**In Attendance**	Bill Blackburn	**In Attendance**
Val Novatny	**In Attendance**	Nichole Dyer	**In Attendance**

Non-voting:

Bruce Baxter	**Absent**	Brad Locke	**In Attendance**
Amanda Braun	**In Attendance**		

Welcome and Opening Prayer: Brad Locke, Executive Director

Spiritual Formation and Strategic Planning: Brad Locke Introduction to Kinda Christian by Roger Ross

Review of Reports and Other Business:

- Approval of June 22, 2026, Leadership Board Meeting Minutes
  Jason Caulk made a motion to approve the June meeting minutes. Nicole Dyer seconded the motion. All were in favor.

- PMF Creative Google Ad Grants April – June 2026
  - Beginning in April, the church was awarded $5,300 in Google Ad grants. The team will work to increase our click-through rate from the current 4.22% to above 5%, making improvements to the ads in preparation for the upcoming fall and Christmas seasons.

- Capital campaign update

  - A formal agreement with Capital Campaign Consultant Roger Ross has been signed, and plans are underway for his visit September 18–20. Pastor Bruce and the Capital Campaign Team are actively working with him in preparation for the visit.

- Review and approval of financial reports
  Bill Blackburm made a motion to approve the financial reports. Lori Lehman seconded the motion. All were in favor.

- Review of statistical report

- Schedule Charge Conference (we would like at least 2 or 3 Leadership Board members to attend).
  - Saturday, November 14 from 11:00am - 1:00pm at First UMC in St. Charles, MO

Pastoral Update

Closing Prayer

LIVING WORD UNITED METHODIST CHURCH

LEADERSHIP BOARD RESOLUTION

RESOLUTION REGARDING RENEWAL OF LINE OF CREDIT WITH MONTGOMERY BANK

WHEREAS the Leadership Board of Living Word United Methodist Church previously adopted a resolution in 2026 authorizing certain actions related to the Church's line of credit with Montgomery Bank; and

WHEREAS the Leadership Board desires to rescind and replace that prior 2026 resolution and provide current authorization for the renewal of the Church's line of credit with Montgomery Bank;

NOW, THEREFORE, BE IT RESOLVED, that the Leadership Board of Living Word United Methodist Church hereby rescinds and repeals in its entirety the prior 2026 resolution relating to the authorization of the Church's line of credit with Montgomery Bank; and

BE IT FURTHER RESOLVED, that Bill Blackburn, Leadership Board Chairperson, is hereby authorized and directed, on behalf of Living Word United Methodist Church, to execute and deliver any and all documents, agreements, certificates, and other instruments that may be necessary or appropriate to renew the Church's existing line of credit with Montgomery Bank, and

BE IT FURTHER RESOLVED, that Don Short, is authorized to sign as Secretary of the Leadership Board of Living Word United Methodist Church, and is hereby authorized to execute and certify this resolution and to provide a certified copy of this resolution to Montgomery Bank or any other party requiring evidence of the Church's authorization; and

This resolution was duly adopted by the Leadership Board of Living Word United Methodist Church at a duly called meeting held on _____, 2026.

LIVING WORD UNITED METHODIST CHURCH

_____

Don Short, Secretary
Leadership Board

Date: _____

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Introductory Statement

Welcome

We welcome you to what we feel is one of the finest staffs of any church community in the nation. The key to successful ministry in any Church is always outstanding people. It is our goal to find the best ~~persons~~people available for every aspect of the church's life, ministry, and work.

As you enter into employment at Living Word United Methodist Church, you enter more than just a job, position or church staff, you join a ministry team. This ministry team is committed to do everything possible to assist and support each staff person in his or her work. The success of the ministry team is dependent on the success of one's particular area of accountability and responsibility.

This Employee Handbook is designed to acquaint you with Living Word United Methodist Church and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the Employee Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Living Word United Methodist Church to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

If you have any questions, please do not hesitate to ask your direct supervisor or the Executive Director.

We wish you great fulfillment and joy in your work as you share your talents, abilities and professional training with staff and members of Living Word United Methodist Church.

The Leadership Board of Living Word UMC

EMPLOYEE ACKNOWLEDGMENT FORM

The Employee Handbook describes important information about Living Word United Methodist Church, and I understand that I should consult my direct supervisor or Executive Director regarding any questions not answered in the Employee Handbook. I have entered into my employment relationship with Living Word United Methodist Church voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I, or Living Word United Methodist Church can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I will acknowledge receipt of revisions and recognize that revisions to the Employee Handbook may occur, except to Living Word United Methodist Church's policy of employment-at-will. Prior to publication of the revised manual, policy changes may be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies. The Leadership Board of Living Word United Methodist Church has the responsibility of revising the policies in this Employee Handbook.

Furthermore, I acknowledge that this Employee Handbook is not a contract of employment, or a legal document and it does not create any obligation on the part of Living Word United Methodist Church to have any "for cause" reason or any reason at all to terminate my employment. I have received the Employee Handbook and I understand that it is my responsibility to read and comply with the policies contained in this Employee Handbook and any revisions made to it. I have read and understand the policies contained herein and I am fully aware of my obligations at all times to fully comply with the responsibilities that are imposed on me as a condition of employment. ~~Upon termination of my employment for any reason, I will return my copy of the Employee Handbook to my direct supervisor.~~

_____ _____

EMPLOYEE'S SIGNATURE DATE

_____

EMPLOYEE'S NAME (TYPED OR PRINTED)

Original:

Employee’s Personnel File

SECTION 1: EMPLOYMENT POLICIES

101 HIRING POLICIES / EQUAL OPPORTUNITY

It is the policy of Living Word United Methodist Church (hereafter referred to as "Living Word") to afford equal opportunity for employment. All employment decisions will be made without regard to race, color, gender, national origin, age, marital status or physical limitation. Living Word complies with all federal equal opportunity laws and will make every reasonable effort to accommodate individual needs.

102 NATURE OF EMPLOYMENT

Employment with Living Word is voluntarily entered into and the employee is free to resign at will at any time, with or without cause. Similarly, Living Word may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this Employee Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Living Word and any of its employees. The provisions of the Employee Handbook have been developed at the discretion of the Leadership Board and, except for its policy of employment-at-will, may be amended or canceled at any time at Living Word's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Leadership Board of Living Word.

103 EMPLOYEE RELATIONS

Living Word believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other similar employers in this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

104 INTRODUCTORY EMPLOYMENT PERIOD

The introductory employment period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. All employees work on an introductory employment basis for the first 30 days after their date of hire. An evaluation will be conducted by the new employee's supervisor at the end of the 30-day period. At that point, a recommendation will be made to either 1) terminate the employee's employment, 2) continue the employee's introductory employment period for another thirty days, followed by another evaluation or 3) to move the employee into a non-introductory employee classification.

During the introductory employment period, employees are only eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other Living Word provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

105 EMPLOYMENT APPLICATIONS

Living Word relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Living Word's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

106 PERFORMANCE EVALUATION

Year-end employee performance evaluations will be conducted for each employee not in an introductory employment period. Employees will submit self-evaluations, including goal-setting, to their immediate supervisor for use in the evaluation discussion, using the standard Living Word self-evaluation form. Each supervisor will also complete a performance evaluation of their direct reports, using the standard Living Word supervisor evaluation form. A performance evaluation discussion will be held with each employee, including the setting of mutually agreed upon goals.

Mid-year employee performance evaluations will also be conducted for each employee not in an introductory employment period. This evaluation will include the opportunity to adjust goals set at the year-end evaluation.

Employees in an introductory employment period will participate in the goal-setting portions of the performance evaluation process, but performance evaluation will occur during the 30-day employee evaluation as described in paragraph 104 above.

SECTION 2: GENERAL POLICIES

201 HIRING OF RELATIVES

Relatives of Living Word employees will be considered under the same arrangement as any other applicant and will not receive preferential treatment. A relative may not be employed in a direct reporting relationship in either a supervisory or subordinate position. If such a situation arises due to any circumstance including re-organization, church management will transfer one of the employees to another position or ministry department if possible.

Living Word defines "relatives" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; the employee's grandparents, or grandchildren. Upon Lead Pastor discretion, “relatives” may also include other close relationships (aunts, uncles, cousins, nieces, nephews, significant friends, or “family-like” individuals).

202 NON-DISCLOSURE

The protection of confidential information that is provided to the church and its staff is vital to the interests and the mission of Living Word. Such confidential information includes, but is not limited to, compensation data, financial information, medical information and personal information regarding church members, guests, and persons who have sought advice and counsel of Living Word or its staff.

Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment.

203 EMPLOYMENT CATEGORIES

Each Living Word employee will belong to one of the following employment categories, as defined by the Fair Labor Standards Act (FLSA):

FULL-TIME EXEMPT employees are not in a temporary or introductory employee status, are paid a salary, not an hourly wage, and are regularly scheduled to work a full-time schedule. A full-time schedule is defined as 35 or more hours per week. Generally, they are eligible for Living Word's benefit package, subject to the terms, conditions, and limitations of each benefit program.

FULL-TIME HOURLY employees are not in a temporary or introductory employee status, are paid on an hourly wage basis, not a salary basis, and are regularly scheduled to work a full-time schedule. A full-time schedule is defined as 35 or more hours per week. Generally, they are eligible for Living Word's benefit package, subject to the terms, conditions, and limitations of each benefit program. They are required to report to their immediate supervisor a record of their hours worked in each pay period.

PART-TIME EXEMPT employees are not in a temporary or introductory employee status, are paid a salary, not an hourly wage, and are regularly scheduled to work less than 35 hours per week. They do receive all legally mandated benefits (such as Social Security and workers' compensation insurance). See Sections 401, 402, and 412 for work hour requirements per week for vacation, insurance, and sick leave benefits.

PART-TIME HOURLY employees are not in a temporary or introductory employee status, are paid on an hourly wage basis, not a salary basis, and are regularly scheduled to work less than 35 hours per week. They do receive all legally mandated benefits (such as Social Security and workers' compensation insurance). They are required to report to their immediate supervisor a record of their hours worked in each pay period. See Sections 401, 402, and 412 for work hour requirements per week for vacation, insurance, and sick leave benefits.

TEMPORARY employees are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Living Word's other benefit programs.

CONTRACT employees routinely work either a full-time or a part-time schedule and accept additional compensation in lieu of participation in all but legally mandated benefit programs. Living Word offers this category in limited classifications and to limited numbers of employees. Individuals participating in this program must sign waivers of their rights to participate in the benefit programs applicable to regular employees. Service in this category cannot be credited in any way toward any benefit program, even if the employee is later assigned to a benefit-eligible category. A change to or from this category can be accomplished only with the written consent of both Living Word and the employee.

CASUAL employees are those who have established an employment relationship with Living Word but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Living Word's other benefit programs.

204 ACCESS TO PERSONNEL FILES

Living Word maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

Personnel files are the property of Living Word and access to the information they contain is restricted. Generally, only the Lead Pastor, the Executive Director, the Leadership Board, and the employee's direct supervisor have the authority to review information in a personnel file.

Employees who wish to review their own file should contact their direct supervisor. With reasonable advance notice, employees may review that portion of their own personnel file that is subject to inspection as outlined below in the presence of an individual appointed by Living Word to maintain the file.

Documents subject to inspection:

- Employment application
- Resume (when appropriate)
- Emergency notification form
- Performance appraisals/reviews
- Employee benefit verification form
- Job description

Documents <u>not</u> open to inspection:

- Letters of reference
- Records that may be produced in a judicial proceeding as part of a pending claim between the employer and the staff person.
- Records regarding an employer's investigation of alleged criminal activity.

205 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Living Word of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, the employee should notify his or her direct supervisor.

206 LIFE-THREATENING, INFECTIOUS AND COMMUNICABLE ILLNESSES

Employees with life-threatening, infectious or communicable illnesses often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Living Word supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, Living Word will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with such illnesses to perform the essential functions of their jobs. Medical information on individual employees is treated confidentially. Reasonable precautions may be taken to ensure that an employee's medical condition does not present a health or safety risk to other employees, church members, or guests.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact their direct supervisor for information and referral to appropriate services and resources.

SECTION 3: COMPENSATION POLICIES

300 TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Time worked is all the time actually spent on the job performing assigned duties.

Pay is issued to Living Word staff every two weeks via direct deposit. Pay periods run fourteen consecutive days from Sunday through Saturday.

- Pay is issued on the Friday following the end of the pay period
- If you are an hourly employee, it is your responsibility to keep accurate time records. All time reports should be turned in to your supervisor for verification by 9:00 a.m. on the Monday following the end of the pay period. The supervisor must then forward the signed time record to the Executive Director by 9:00 a.m. on the next day (Tuesday).
- Pay stubs will be emailed to you~~r work email address. If you are a temporary employee, your paycheck may be hand-delivered to you.~~
- Pay advances will not be granted.
- Direct deposit forms can be obtained from the Executive Director.
- It is the employee's responsibility to communicate to the Executive Director which deductions should be made. See Section 303 below.
- Deductions such as taxes and social security must be discussed with the Executive Director. These deductions should be reviewed as needed, and necessary adjustments will be made.
- If you have any general questions on social security, exemptions, tax deductions, etc., please contact the Executive Director ,who may assist you. Advice on matters relating to taxes and deductions should be sought from a qualified tax accountant.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

301 EMPLOYMENT TERMINATIONS

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization.

302 ADMINISTRATIVE PAY CORRECTIONS

Living Word takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the employee's direct supervisor and the Executive Director so that corrections can be made as quickly as possible.

303 PAY DEDUCTIONS

The law requires that Living Word make certain deductions from every employee's compensation. Among these are applicable federal and state income taxes. Living Word also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Living Word matches the amount of Social Security taxes paid by each employee. Pastors are considered self-employed for Social Security purposes, and pay self-employment tax rather than having matching Social Security taxes paid by Living Word.

Living Word may offer programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the employee's direct supervisor or the Executive Director can assist in having your questions answered.

304 OVERTIME

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime worked in excess of 40 hours per week is paid at a rate of time and a half. All overtime work must receive the supervisor's prior authorization. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Overtime will be calculated based only on hours actually worked during the workweek.

SECTION 4: BENEFITS

400 EMPLOYEE BENEFITS

The benefits described herein are only summaries and are not intended to augment or supersede the actual plan documents pertaining to a particular benefit plan. In the event there is a discrepancy or ambiguity between the summary contained herein and the actual plan document, the plan document shall dictate the particular benefit details. Benefits are not guaranteed and are subject to change.

401 VACATION BENEFITS

Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Full-Time employees (as defined in Section 203)

Any part-time employee who was eligible for vacation benefits prior to April 2019 retain those benefits. Vacation eligibility is indicated on the annual Compensation & Benefit Package signed by the employee. This provision is replaced by the following provision effective January 1, 2027.

Effective January 1, 2027, part-time hourly employees who worked more than an average of 20 hours per week during the preceding calendar year shall be eligible for pro-rated sick leave and vacation pay as calculated by the Executive Director. These benefits will be listed in the annual Compensation and Benefit Package signed by the employee.

CLERGY. Vacation for clergy is defined by the Standing Rules of the Missouri Annual Conference of the United Methodist Church. According to paragraph 406.00 of the Standing Rules, full-time clergy shall be granted four weeks of vacation. Four weeks of vacation is added to the clergy person's vacation account on July 1 of each year (the beginning of the appointment year). Part-time clergy receive a prorated vacation allotment, with a minimum of two weeks paid time off for sick leave, personal days, and vacation. Attendance at Conference-required events shall not count against vacation provided to clergy of any status.

NON-CLERGY STAFF. Unless otherwise agreed in writing by the employee and the Lead Pastor, the introductory period of employment (Section 104) must be completed before new employees can request vacation. At the end of an employee's introductory period of employment (typically 30-60 days), employees are awarded vacation hours for the introductory period, and begin accruing vacation, both according to the schedule below.

The rate at which vacation time is accrued increases with the length of employment as shown in the following schedule unless otherwise agreed to in writing by the employee and the Lead Pastor.

VACATION ACCRUAL

Years of Eligible Service	Vacation Accrual (26 annual pay periods)	Equivalent Annual Allotment
After 30 days of employment – Year 6	3.70 hours per pay period	12 days (96 hours)
Year 7- Year 12	6.15 hours per pay period	20 days (160 hours)
Year 13-	6.77 hours per pay period	22 days (176 hours)

Although vacation accrues by the hour, full time salaried staff must use vacation time in minimum increments of one day (8 or 10 hours depending on defined 5 or 4 day work week). Hourly employees can use vacation in minimum increments of one hour. To take vacation, employees should request advance approval from the direct supervisor. Requests will be reviewed based on a number of factors, including church needs and staffing requirements. The Executive Director will maintain the official vacation calendar to ensure appropriate coverage of key roles throughout the year. Employees are encouraged to use available vacation time throughout the year and, subject to approval, may use any or all of their accrued vacation time at any time during the year.

Vacation time continues to accumulate across calendar years. Employees may accumulate up to 5 days in excess of their annual vacation allotment after which vacation days will no longer accumulate until the balance drops below the maximum carry-over

Employees who work on Sunday are allowed to take up to 4 Sundays off each year.

Vacation time is paid at the employee's base rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives or bonuses.

Upon an employee's retirement, resignation, or termination in employment due to reduction in force (layoff), the employee will be entitled to compensation for their unused accumulated vacation time, unless a more generous severance plan is offered by Living Word and accepted by the employee.

Upon termination for cause, employees shall forfeit all unused vacation.

402 MEDICAL PLAN

Living Word has adopted a Group Health Insurance Plan in an effort to assist eligible employees [non-clergy employees only] with expenses for medical care. Under this plan, medical benefit costs for employees who work at least 35 hours per week, and their dependents, are paid partially by Living Word and partially by the employee. During annual open enrollment, employees will be notified of the costs incurred by the employee and Living Word for each plan offered.

Living Word does not offer health insurance benefits to spouses of employees who have access to health insurance through their own employers.

Staff members employed by Living Word in positions which are regularly scheduled for 35 hours per-week are eligible to enroll in the plan effective on the first day of the calendar month following 30 days of employment.

Eligibility for the plan continues until employment terminates or the employee is no longer regularly scheduled to work at least 35 hours per-week.

Medicare eligible employees are offered compensation of the equivalent of Medicare A, B, and D grossed up for taxes as long as this amount is not greater than the current health plan premium offered by Living Word. Documentation of incurred insurance premiums must be provided annually before compensation is adjusted. If the same employee chose to return to the Living Word health plan, the employee's salary would be reduced by the compensation given for the prior Medicare adjustment.

403 SICK LEAVE

Living Word provides up to seven (7) days of paid sick leave per calendar year for eligible employees. An employee may rollover 3 days per calendar year for a total of ten (10) sick days per year. Full-time exempt and full-time hourly employees (as defined in Section 203) are eligible to use sick leave as described in this policy. Part-time employees as defined in Section 203 are not eligible for sick leave.

For new employees, sick days for the remainder of the calendar year are allotted according to the following schedule, and are available for immediate use:
Hire date Jan – June 5 days
Hire date July – Dec 3 days

Any additional need for time off from work due to illness is covered under Section 404(A) Living Word Medical Leave Section (B) Short or Long Term Disability.

404 (A) LIVING WORD MEDICAL LEAVE

A leave of absence may be granted for an employee with a serious illness or health condition that makes the employee unable to perform his or her duties.

This leave of absence is available to fulltime employees who have completed at least one (1) year of employment. The employee must submit a written request for medical leave of absence, accompanied by a health provider's written statement certifying the need for the leave and an estimate of the length of time the employee will be unable to work due to the serious illness or health condition. Requests for leave will be approved by the Lead Pastor based on the facts and circumstances surrounding each individual request. If approved, the employee may take up to three (3) weeks with pay and an additional nine (9) weeks of leave unpaid by Living Word. Unused sick leave must be used first then additional paid leave will be used.

404 (B) SHORT- OR LONG-TERM DISABILITY LEAVE

Disability insurance is available to full time employees who have completed 60 days of continuous employment and may provide partial income-replacement payments after the three-week period covered by Living Word's policy. Eligibility for disability insurance benefits is determined by the terms of the insurance policy. Contact the Executive Director for information on applying for Short-Term and/or Long-Term Disability benefits. Accrued vacation may be used to augment income during the period of disability.

Time off from work for Worker's Compensation and/or disability will run concurrently with the eligibility of that employee's Medical Leave provisions.

Employees returning to work from a medical (short- or long-term disability) leave must present a health provider's written release of wellness and fitness for duty, verifying that they are able to perform their duties safely and that they pose no health risk to others, to their immediate supervisor, before they will be allowed to return to work.

Vacation time does not continue to accrue while on unpaid Living Word medical, short term, or long term leave. Vacation begins to accrue again upon the employee's return to work.

404 (C) FAMILY CARE LEAVE

A leave of absence may be granted for the care of an employee's child, parent, or spouse with a serious illness or health condition.

This leave of absence is available to fulltime employees who have completed at least one (1) year of employment. The employee must submit a written request for a family care leave of absence, accompanied by a health provider's written statement certifying the need for the leave and an estimate of the length of time the employee will be unable to work due to the serious illness or health condition. Requests for care will be approved by the Lead Pastor based on the facts and circumstances surrounding each individual request. If approved, the employee may take up to two (2) weeks with pay and an additional ten (10) weeks leave consisting of the remaining balance of unused paid vacation time followed by unpaid leave. Any portion of this ten-week period not considered as part of the employee's allotted vacation will be unpaid by Living Word.

Vacation time does not continue to accrue while on unpaid family care leave. Vacation begins to accrue again upon the employee's return to work.

404 (D) ~~MATERNITY AND PATERNITY~~PARENTAL LEAVE

Medically-required time off for the birth of a female employee's child is provided under the provisions of the medical disability policy as defined in section 404(b).

Time off for the care of a newborn child with a serious illness or health condition is provided under the provisions of the family care leave policy as defined in section 404(c).

A parental leave of absence may also be granted for the birth or adoption of an employee's child in order to provide a time of parental care and bonding.

This leave of absence is available to full-time employees who have completed at least one (1) year of employment~~. Requests for leave of absence will be approved by the Lead Pastor.~~ Requests for parental leave are subject to the approval of the Lead Pastor. Approval will be based on the employee's eligibility, the requirements of this policy, and the operational needs of Living Word. If approved, the employee may take up to six (6) weeks with pay and an additional six (6) weeks of leave. During the additional leave period, the employee must first use ~~consisting of the remaining balance~~ any remaining balance of accrued but ~~of~~ unused ~~paid~~ vacation time.~~ followed by unpaid leave. Any portion of this six-week period not considered as part of the employee's allotted vacation will be unpaid by Living Word.~~ After the accrued vacation time has been exhausted, the remainder of the leave shall be unpaid.

The ~~maternity/paternity~~ parental leave benefit is available once within any consecutive 12-month period, and must be taken in the weeks immediately following the birth or adoption of the child.

The ~~maternity/paternity~~ parental leave paid benefit is reduced by the amount of any paid leave received under the provisions of paragraphs 404(a) (Medical Leave) or 404(c) (Family Care Leave). The benefits provided under 404(a), 404(b), and 404(c) cannot be stacked. The maximum paid benefit for the birth of a child is six (6) weeks, including all Living Word leave, family care leave, and ~~maternity/paternity~~ parental leave.

Vacation time does not continue to accrue while on unpaid ~~maternity/paternity~~ parental leave. Vacation begins to accrue again upon the employee's return to work.

Relevant for all leave in this Section 404:
Although Living Word is not able to guarantee reinstatement in all cases, employees on any leave described in this section who return to work immediately following the end of an approved leave will normally be returned to the same position they held immediately prior to their leave or, if that position has been eliminated, a comparable position if one is available.

405 BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to three days of paid bereavement leave will be provided to the following classification(s):—full-time exempt, part-time exempt and full-time hourly employees. Bereavement pay is calculated based on the employee's pay rate at the time of absence.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Living Word defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; the employee's

grandparents, or grandchildren; the employee's spouse's grandparents or grandchildren. Upon Lead Pastor approval, absence may also be granted for funerals of other close relationships (aunts, uncles, cousins, nieces, nephews, significant friends, or "family-like" individuals).

406 MILITARY LEAVE

A military leave of absence will be granted to employees, except those occupying temporary, per diem and casual positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by Living Word for the full term of the military leave of absence. Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

407 MISSION LEAVE

Living Word is a mission-oriented church and all employees are encouraged to participate in mission opportunities. Therefore, after having been employed for one (1) year, and with the approval of the employee's supervisor, Living Word employees will be allowed Mission Leave in order to participate in Living Word-sponsored mission trips as follows:

a) Clergy and Ministry/Support Leads may receive paid leave to participate in one short-term mission trip per year, not to exceed ten (10) work days;

b) All other paid staff may receive paid leave to participate in one short-term mission trip every five (5) years, not to exceed ten (10) work days;

c) Any employee may take leave without pay to participate in one short-term mission trip per year, not to exceed ten (10) work days;

Note that employees, in their own discretion, may use vacation benefits to participate on mission trips.

Use of Mission Leave is not necessary in circumstances where, in the discretion of the Lead Pastor, participation in a mission trip is a job requirement or assignment.

408 HOLIDAYS and PERSONAL DAYS

Living Word will grant time-off to eligible employees for the following holidays:

New Year's Day (January 1)
Martin Luther King Day
Easter Monday (date variable)
Memorial Day (last Monday in May)
Juneteenth (June 19)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving (fourth Thursday in November)
Wednesday before Thanksgiving OR Friday after Thanksgiving (depending on whether Friday is a scheduled work day)
Christmas (December 25)
New Year's eve (Dec 31)
Employee's birthday

In addition to these defined holidays, employees receive two additional discretionary personal days per calendar year. Personal days are not to be construed as additional accruing vacation, and cannot be carried over from year to year, but must be used within each calendar year.

For new employees, after the conclusion of the introductory employment period defined in section 104, personal days for the remainder of the calendar year are offered according to the following schedule:

Hire date Jan – June	2 days
Hire date July – Dec	1 day

Eligible employees include full-time exempt, full-time hourly and part-time exempt classifications. A recognized holiday that falls on a Saturday or Sunday will be observed on the following Monday.

If a holiday falls on a Friday or Saturday, the office will be closed the preceding Thursday. If the holiday falls on a Sunday, the office will be closed on the following Monday. If a holiday falls on an employee's regularly scheduled day off (and is not otherwise covered by the above provisions), the employee may request an alternate day off in lieu. This request must be submitted to the employee's immediate supervisor and must be taken within 14 days of the holiday.

Noting that Living Word is a church, employees may be expected to work on certain holidays, e.g., Christmas. In such circumstances, eligible exempt employees will receive time off for the holiday worked on a date designated by the Lead Pastor.

If eligible nonexempt employees work on a recognized holiday, they will receive their regular pay plus wages at their straight-time rate for the hours worked on the holiday. Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

409 BONUS TIME OFF

At the discretion of the Leadership Board, additional paid Bonus Time Off may be granted to some or all employees. Bonus Time Off shall be subject to any conditions, terms, restrictions, or procedures indicated by the Leadership Board. The Bonus Time Off given to any employee, if any, is discretionary, and to be determined by the Leadership Board or its designee.

Bonus Time Off is deposited into the employee's bank of accrued vacation, and is paid at the employee's base pay rate at the time it is taken.

410 WORKERS' COMPENSATION INSURANCE

Living Word provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.
Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Living Word nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Living Word.

411 TIME OFF TO VOTE

Living Word encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, Living Word will grant up to **two hours** of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

412 JURY DUTY

Living Word encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees who have completed a minimum of 90 calendar days of service in an eligible classification may request up to two weeks of paid jury duty leave over any two-year period for time served. If an employee is hired with the intention of being classified in an employment category where employees are eligible for jury duty leave benefits, then all introductory periods of employment will be included in and not in addition to the 90 calendar days of service required for eligibility for jury duty leave. Employee classifications that qualify for paid jury duty leave are full-time exempt, part-time exempt, and full-time hourly employees.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. If the employee is required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence. Living Word will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave and holiday benefits will continue to accrue during unpaid jury duty leave.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Either Living Word or the employee may request to be excused from jury duty if, in Living Word's judgment, the employee's absence would create serious operational difficulties.

413 WITNESS DUTY

Living Word encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by Living Word, they will receive paid time off for the entire period of witness duty. Employees will be granted a maximum of eight hours of paid time off to appear in court as a witness at the request of a party other than Living Word. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

414 RETIREMENT BENEFITS

Living Word eligible employees may enroll in the Wespath retirement plan upon hire.

a) Eligible employees must be regularly scheduled to work at least 1,040 hours per year (20 hours per week)

b) Employees may contribute to their plan immediately once enrolled.

c) Beginning the first of the month after 6 months of employment Living Word will match 50% of the employee's contribution up to a total Living Word contribution of 3% of pay.

415 DEPENDENT CARE BENEFITS

Living Word provides various forms of dependent care assistance to all eligible employees as a benefit of employment. Eligible employee classifications are:

Full-time and Part-time Exempt Employees
Full-time Hourly Employees

Dependent care benefits must be approved in advance by the employee's immediate supervisor. Given below is a brief description of dependent care assistance that may be provided when feasible.

FLEXTIME SCHEDULING: Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate dependent care responsibilities.

FLEXIBLE TIME-OFF: The employer recognizes that the fulfillment of dependent care responsibilities can provide a compelling reason for time-off requests. Where feasible, the employee's needs will be accommodated.

EARLY CHILDHOOD CENTER / KID'S DAY OUT PROGRAM: Living Word sponsors an Early Childhood Center (ECC) that operates during the school year. Consistent with the rules and regulations of the ECC, employees may visit their children during non-work time. Employees are also eligible for special rates at the discretion of the Early Childhood Center Director.

SECTION 5: SUPERVISION/DISCIPLINARY GUIDELINES

500 EMPLOYEE CODE OF CONDUCT

To ensure orderly operations and provide the best possible work environment, Living Word expects employees to conduct themselves in a manner that glorifies God, upholds the mission of the church and protects the interests and safety of all employees, members and the church. If conduct of an employee is thought to be inappropriate it should be brought to the attention of the employee's direct supervisor or the Lead Pastor. Inappropriate conduct may result in disciplinary action, up to and including termination of employment.

501 DRUG AND ALCOHOL USE

It is Living Word's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Living Word premises or while conducting Church business activities off Living Word premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

502 SEXUAL AND OTHER UNLAWFUL HARASSMENT

Living Word is committed to providing a work environment that is free of discrimination, harassment or hostile work situations. In keeping with this commitment, we maintain a strict policy prohibiting unlawful harassment, including sexual harassment. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually oriented behavior or comments that create a hostile or offensive work environment. It is important for every employee to understand that jokes, stories, cartoons, nicknames and comments about appearance may be considered offensive to others. In no way should the above listed examples be considered all-inclusive but they are intended to provide guidance as to what may constitute a form of harassment.

Sexual harassment of employees by supervisors, coworkers or others who visit Living Word (i.e. vendors) is prohibited. Information providing further details in regard to sexual harassment is posted on the employee bulletin board in the church office.

If an employee believes he or she is being or has been harassed in any way, or has observed harassment in any way, they must report the facts of the incident(s) to the Lead Pastor, Executive Director, or the Chair of the Leadership Board immediately, without fear of reprisal. If an appointed pastor is the subject of a harassment charge, the employee must immediately contact the Leadership Board Chair and the Northeast District Superintendent. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated and documented in writing. Every complaint will be taken seriously and investigated promptly. Living Word will take affirmative steps to ensure that such behavior is not allowed or tolerated. Offenders may be disciplined up to and including termination and the loss of any accrued benefits.

503 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Living Word expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Living Word. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible. Deviations from the normal work schedule should be communicated to the rest of the staff as a courtesy.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

504 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Living Word presents to the community.

During business hours, employees are expected to present a clean, neat and modest appearance and to dress according to the requirements of their positions.

505 RETURN OF PROPERTY

Employees are responsible for all property, materials, keys or written information issued to them or in their possession or control. Employees must return all Living Word property immediately upon request or upon termination of employment. Where permitted by applicable laws, Living Word may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Living Word may also take all action deemed appropriate to recover or protect its property.

506 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with Living Word. Although advance notice is not required, Living Word requests at least two weeks' written resignation notice from all employees. If the Lead Pastor deems it in the best interest of the church that the employee be immediately released, the employee may be dismissed immediately.

Prior to an employee's departure, an exit interview will be scheduled with an appropriate individual by the Lead Pastor or the employee’s supervisor.

507 SECURITY INSPECTIONS

Living Word wishes to maintain a work environment that is free of illegal or inappropriate materials. To this end, Living Word prohibits the possession, transfer, sale, or use of such materials on its premises. Living Word requires the cooperation of all employees in administering this policy.

Living Word reserves the right to inspect employee offices, work stations, filing cabinets, desks, and any other church property at its discretion, with or without advance notice or consent.

508 SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by or who are not members of Living Word may not solicit or distribute literature in the workplace at any time for any purpose.

Living Word recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is restricted. If an employee has a message of interest to the workplace, they may submit it to the Lead Pastor for approval and posting.

509 PROGRESSIVE DISCIPLINE

The purpose of this policy is to state Living Word's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Although employment with Living Word is based on mutual consent and both the employee and the church have the right to terminate employment at will, with or without cause or advance notice, Living Word may use progressive discipline at its discretion.

Depending on the severity of the problem and the number of occurrences, disciplinary action may call for any of the following steps:

- **1st Warning - Verbal or Written Warning:** The purpose of this conversation is to make sure the employee understands the rule or requirement in question and the reasons why Living Word requires the employee to meet certain standards. Future expectations will also be discussed.
- **2nd Warning – Written Warning or Final Written Warning:** The written warning should contain all the facts leading to the warning, what corrective action is expected and what will happen if there are further violations.
- **3rd Warning – Final Written Warning or Discharge:** In the event of further violation, the supervisor should discuss the matter with the Lead Pastor and a decision shall be made whether the employee should be discharged.

Living Word reserves the right to take immediate action without prior warnings in situations where an employee's conduct justifies dismissal. The church may, at its discretion, suspend with or without pay, an employee accused of violating church policy while an investigation is conducted.

510 PROBLEM RESOLUTION

Living Word strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If an employee disagrees with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Living Word in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. The employee presents the problem to his/her immediate supervisor. If the supervisor is unavailable or employee believes it would be inappropriate to contact that person, the employee may present the problem to the Executive Director.

2. The supervisor or Executive Director responds to the problem during discussion or after consulting with appropriate persons. The supervisor or Executive Director then documents the discussion.

3. The employee presents the problem to the Lead Pastor if the problem is unresolved.

The Lead Pastor counsels and advises the employee, assists in putting the problem in writing, and works with the employee's supervisor toward resolution. The Lead Pastor has full authority to make any adjustment deemed appropriate to resolve the problem.

SECTION 6: RULES AND REGULATIONS

600 SAFETY

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations or who fail to report/remedy such situations, may be subject to disciplinary action up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify a member of the appropriate supervisor and the Executive Director. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

601 WORK SCHEDULES

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The Executive Director must be kept apprised of any changes in an employee's regularly scheduled work hours.

Compensatory time may be offered to employees who work significantly more hours in a given work week than their normal schedule requires, at the discretion of the supervisor.

602 SMOKING

Living Word is a tobacco-free campus. Smoking is prohibited throughout the facility and on the church grounds, including the use of e-cigarettes and vaping.

603 USE OF TELEPHONES, EQUIPMENT AND VEHICLES

Personal use of telephones for long-distance is not permitted. Employees should practice discretion in using company telephones when making local personal calls and may be required to reimburse Living Word for any charges resulting from their personal use of the telephone.

When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

604 EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt church operations. In extreme cases, these circumstances may require the closing of the church facility. When the church facility is officially closed due to emergency conditions, time off from scheduled work will be paid to full-time exempt, part-time exempt and full-time hourly employees.

605 BUSINESS TRAVEL EXPENSES

Living Word will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the supervisor. Auto mileage expense shall be reimbursed at the mileage rate then in effect for deduction of mileage expenses as approved by the Internal Revenue Service or its successor agency.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Living Word. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must immediately report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Living Word may not be used for personal use.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such personal non-business travel, and the expenses of family members or friends, are the responsibility of the employee.

Employees should use their church credit card for all business-related travel, and keep all receipts for submittal with the credit card statement. For expenses not charged to a church credit card, a Check Request Form must be submitted with receipts attached.
Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy can be grounds for disciplinary action, up to and including termination of employment.

606 INTELLECTUAL PROPERTY

All intellectual property created during the course and scope of employment by employees of Living Word, alone or in collaboration, is the property of Living Word. All rights in and to such property and its use in any format are reserved to Living Word. Permission to use intellectual property of Living Word may be granted by the Leadership Board of Living Word.

Intellectual property includes, but is not limited to, writings, compilations, paper or electronic files, media presentations or recordings, oral presentations including sermons, music, curriculum, characters, films, videotapes, programs, and applications.

607 TECHNOLOGY USE POLICY

Technology (including computer hardware, computer software, and media) provided to employees of Living Word is intended for the employee's use during the course and scope of employment. Employees are required to use such technology in compliance with all applicable laws, including copyright laws. Duplication of software, media, or the use of software provided by Living Word on personal computers is prohibited. Use of illegal or pirated software or media is prohibited. Use of technology to access, publish, view, or distribute pornographic materials of any kind is prohibited. Employees may not use Living Word technology to download electronic files or software at any time unless the employee consults first with the Executive Director.

Technology provided to employees of Living Word is not for commercial use. Incidental personal use of such technology is allowed. All other personal use is prohibited. Incidental personal use includes the limited transmission and receipt of personal electronic mail and limited storage and use of personal electronic files (including music files) appropriate for use during the course of employment at Living Word. Incidental personal use does not include use requiring a substantial expenditure of time or computer memory, use for personal profit, or use that would otherwise violate law or church policy.

Employees of Living Word are allowed to but will not be required to use their own personal technology during the course and scope of employment. When personal technology is used during the course and scope of employment, it is subject to this technology use policy. Under no circumstances should a personal computer be connected to the Living Word server or business network without the permission of the Executive Director.

Sound equipment and multimedia technology is to be used by trained personnel only. Training will be provided periodically for those interested. Access to the sound booth is reserved for clergy and trained technicians only. Presentations prepared on outside computers may not be loaded on or run from the Worship Center computer without the prior approval of the Media Booth Supervisor.

Employees who violate the technology use policy will be subject to disciplinary action up to and including termination of employment.

608 WORKPLACE MONITORING

Living Word maintains the right to monitor the workplace. Monitoring includes but is not limited to physical or electronic surveillance of people, places, electronic transmissions (including electronic mail), and voice transmissions (including telephone calls); inspection of computers used during the course and scope of employment; and files stored on such computers. Computers and other technology may be removed from an employees' control at any time, with or without prior notice to the employee, in order to facilitate workplace monitoring. Any transmissions or data captured during workplace monitoring may be recorded and stored by Living Word.

Monitoring may be required to ensure quality control, compliance with the employee handbook, the safety and security of Living Word employees, the safety and security of church memberss or guests of Living Word, or for other legitimate reasons that may arise.

Living Word recognizes that its employees have legitimate privacy concerns and will not engage in workplace monitoring of any employee or employees that violates the law or without the specific agreement of either a) the employee's (or employees') immediate supervisor(s) and an appointed pastor, or b) two appointed pastors, or c) the chairperson of the Leadership Board and an appointed pastor.

If monitoring is undertaken, said monitoring must have a specific written purpose or purposes agreed to by those individuals agreeing to conduct monitoring and signed by each of them. The scope of monitoring must be limited to accomplish the written purpose(s). And the individuals agreeing to conduct monitoring must present their written and signed purpose and report their actions to the Leadership Board at its next regularly scheduled meeting. The Leadership Board must, at that meeting, agree to the continuation of monitoring, modify its purpose and/or its scope, or direct that monitoring be stopped. The Leadership Board may also place additional conditions, including further reporting, on any monitoring that is undertaken.

Any employee of Living Word who abuses or participates in the abuse of workplace monitoring procedures will be subject to discipline up to and including termination of employment.

Living Word UMC

Financial and Statistical Report Notes

For seven months ending August 31, 2026

Budgeted Financial Statement

A. Total giving for August was $103,953, which is 13% ($15,769) lower than the budget of $119,722. Year-to-date total giving is $1,061,745 which is 8% ($82,627) higher than the $979,118 budget. This budget total includes $40,000 in unpledged giving for the Special Easter Offering. While it is appropriate for the church to report this special parking lot offering separately from unpledged giving, this distinction was not anticipated in the 2026 budget.
B. Year-to-date Children's Ministry expenses are $2,012 lower than the budget.
C. Year-to-date Youth Ministry expenses are $3,288 lower than the budget.
D. August included $5,304 in unbudgeted repairs to the church's bus, primarily for air conditioning repairs and replacement of rusted steps. Several other expense categories were either above or below budget; except for the items noted, those variances are expected to even out over the remainder of the year.

   Year-to-date expenses are $14,855 above budget, primarily due to the transfer expense associated with the Special Easter Parking Lot offering, which exceeded the budgeted amount of $40,000 by $13,635. The entire $53,635 received through the Special Easter Offering was transferred to the Trustee Reserve and used to fund parking lot sealing and striping, with any remaining funds reserved for additional parking lot improvements. In January, Church Maintenance was $7,902 ($6,902) over the $1,000 budget, netted against other monthly variances. A motor on HVAC unit 8 (placed in service in 2022) had failing bearings. The unit was repaired with a new fan motor, and we plan to refurbish the old motor and retain it for future use, since several of these units are configured with the same motor. This will help keep future repairs lower. These new motors have variable-frequency drives, which create shaft voltage that causes premature bearing wear. Our repair person from Johnson Controls has agreed to install rings on each of these motors as part of Living Word's preventive maintenance program to prevent premature wear. The total of these items exceeds the actual budget variance because some expense categories have been lower than budgeted. Some of these expenses are expected to even out over the remainder of the year.
E. July and August included $1,883 and $606, respectively, in expenses for new Living Word-branded shirts. Payments received for the shirts are recorded as Other Revenue, offsetting the related expenses. The remaining Communications expenses are expected to even out over the balance of the year.
F. Year-to-date wages and benefits were lower than budgeted because of differences in the timing of actual expenses. These timing differences are expected to even out over the rest of the year.
G. Postage expense of $705 is $2,095 less than budgeted year-to-date.
H. Technology expenses will vary monthly but are expected to be within budget for the year.
I. The Early Childhood Center experienced enrollment growth that increased revenue, while salaries and other expenses remained below budget due to available capacity within class sizes that did not require additional staff.
J. Year-to-date net income of $44,456 is $97,647 higher than the budget of $(53,192).

Available Surplus Report

The operating cash surplus of $345,036 is 2.58 times monthly budgeted expenses, exceeding the minimum goal of 2 months of budgeted expenses.

Monthly Statement of Cash Flows

In August, operating cash flow was negative $31,437 ($99,901 inflows - $131,338 outflows). Negative cash flows are not unusual during summer months, when attendance and giving tend to decrease. The $33,924 in outflows from the Temporarily Restricted fund included $14,540 disbursement of funds collected for an adult choir trip, $5,564 from funds collected for camp, and $13,820 for mission purchases related to Festival of Sharing and Backpack Attack. Total cash flow was negative $39,814 ($125,760 inflows - $165,574 outflows).

Year-to-Date Statement of Cash Flows

Operating cash flow was $10,040 ($1,131,837 inflows - $1,121,797 outflows). The full amount $53,635 of the Special Easter Offering (Capital Campaigns) was transferred to Trustee Designated and paid the cost of parking lot improvements of $47,400. Remaining funds from the Capital Campaign will be used for future parking lot improvements. The Temporarily Restricted ECC Revenue of $46,323 included a $25,000 gift received in May and prepaid tuition. The $67,468 outflow was primarily a disbursement of the Christmas Miracle Offering. The Temporarily Restricted Interfund Transfers included $10,000 of 2026 Offerings received in 2025, and $21,825 was prepaid tuition transferred into the operating fund and recorded as income on the Budgeted Financial Statement in May 2026. Total cash flow was $16,147 ($1,303,310 inflows -$1,287,163 outflows).

Statistical Report

Compared to August 2025, August 2026 saw a 1.12% decline in attendance at the 9:00 service and a 10.34% decline at the 10:30 service. Online worship attendance decreased 17.22% at 9:00 and increased 8.00% at 10:30. General offering was down 19.45%, with unique givers decreasing 5.10%. While monthly giving trends can fluctuate, year-to-date results provide a more reliable measure of overall financial health.

Year-to-date, in-person worship attendance is down 1.99% at the 9:00 service and up 3.03% at the 10:30 a.m. service. Online attendance is down 23.12% compared to 2025, primarily due to a change in how views are counted. Prior to April 2025, all views were included in the attendance count. Beginning in April 2025, only views lasting longer than one minute have been counted. Church membership has increased by 20 year-to-date, and baptisms have risen from 7 in 2025 to 9 in 2026. General Offering receipts are up 1.41% compared to last year. General Offering receipts include both pledged and unpledged giving but exclude gifts designated for the Easter Parking Lot Capital Campaign and the Memorial Fund.

Large contributions can create significant month-to-month fluctuations. Based on current trends, I believe overall giving will finish well above budget.

Budgeted Financial Statement for Period 8 - August
Leadership Board Financial Report
Company#: 1 Name: Living Word UMC
Fiscal Year Beginning 1/1/2026

Description	Budget for Period	Actual for Period	Budget YTD	Actual YTD	Budget vs Actual Variance	Budget Annual	
Church Revenue							
40100 Pledges	$102,655.00	$87,119.73	$814,585.00	$865,156.33	$50,571.33	$1,202,808.00	
40200 Non-Pledged	$15,833.33	$10,595.91	$154,666.64	$110,316.45	($44,350.19)	$226,000.00	
40300 Loose Plate	$833.34	$857.07	$6,666.64	$7,541.71	$875.07	$10,000.00	
42250 Memorials	$400.00	$0.00	$3,200.00	$19,715.00	$16,515.00	$4,800.00	
Total Operating Giving	$119,721.67	$98,572.71	$979,118.28	$1,002,729.49	$23,611.21	$1,443,608.00	A.
43000 Donor Restricted Capital Contributions	$0.00	$5,380.20	$0.00	$5,380.20	$5,380.20	$0.00	
43100 Parking Lot Offering	$0.00	$0.00	$0.00	$53,635.00	$53,635.00	$0.00	
Total Capital Campaign Giving	$0.00	$5,380.20	$0.00	$59,015.20	$59,015.20	$0.00	A.
Total Giving	$119,721.67	$103,952.91	$979,118.28	$1,061,744.69	$82,626.41	$1,443,608.00	A.
45999-48999 Other Revenue	$115.00	$324.00	$920.00	$2,791.00	$1,871.00	$1,380.00	
49099-49750 Investment Income	$1,100.00	$1,630.17	$9,200.00	$10,620.19	$1,420.19	$13,600.00	
Total Other Income	$1,215.00	$1,954.17	$10,120.00	$13,411.19	$3,291.19	$14,980.00	
Total Church Revenue	**$120,936.67**	**$105,907.08**	**$989,238.28**	**$1,075,155.88**	**$85,917.60**	**$1,458,588.00**	
Operating Expenses							
Ministry Departments							
51500-51599 Adult Discipleship	$25.00	$0.00	$900.00	$294.54	($605.46)	$1,700.00	
50999-51199 Annual Conference	$0.00	$25.00	$300.00	$455.00	$155.00	$300.00	
50099-50998 Apportionments	$2,500.00	$2,500.00	$20,000.00	$20,000.00	$0.00	$30,000.00	
52100-52600 Worship Arts Ministry	$1,640.00	$1,540.46	$14,610.00	$15,664.96	$1,054.96	$23,700.00	
52900 Contemporary Worship	$150.00	$70.96	$1,600.00	$1,473.80	($126.20)	$2,500.00	
53000-53999 Children's	$1,100.00	$3,939.19	$7,100.00	$5,087.87	($2,012.13)	$8,950.00	B.
67500-67550 Evangelism	$0.00	$0.00	$0.00	$6.72	$6.72	$500.00	
56000-56999 Finance	$0.00	$0.00	$395.00	$394.88	($0.12)	$410.00	
65265-65300 Hospitality	$285.00	$309.57	$2,405.00	$2,454.59	$49.59	$4,625.00	
59000-59699 Leadership	$375.00	$47.00	$2,246.00	$1,533.40	($712.60)	$3,400.00	
62550-62675 Missions	$0.00	$0.00	$300.00	$0.00	($300.00)	$400.00	
54000-54889 Congregational Care	$130.00	$0.00	$1,845.00	$1,258.78	($586.22)	$2,447.00	
55099-55999 Stewardship	$0.00	$0.00	$150.00	$203.95	$53.95	$600.00	
68000-68999 Worship	$350.00	$388.60	$3,250.00	$3,597.70	$347.70	$4,550.00	
69200-69880 Youth	$650.00	$347.51	$7,960.00	$4,672.29	($3,287.71)	$10,460.00	C.
69910-69915 Young Adult Ministry	$0.00	$0.00	$200.00	$0.00	($200.00)	$300.00	
Total Ministry Departments	**$7,205.00**	**$9,168.29**	**$63,261.00**	**$57,098.48**	**($6,162.52)**	**$94,842.00**	
Shared Expenses							
77000-77999 Trustees	$17,239.22	$26,311.53	$197,177.41	$221,104.53	$23,927.12	$298,459.55	D.
71100-71299 Communications	$1,619.00	$2,018.64	$19,312.00	$23,148.10	$3,836.10	$34,088.00	E.
80000-88900 Wages and Benefits	$63,275.15	$65,045.10	$530,894.04	$518,323.64	($12,570.40)	$839,362.59	F.
89220-89230 Mortgage	$18,616.86	$18,616.86	$148,934.88	$148,934.88	$0.00	$223,402.32	
73010-73040 Misc Staff Expenses	$150.00	$0.00	$1,450.00	$77.06	($1,372.94)	$2,250.00	
76000-76999 Multi-Media	$3,950.00	$1,993.55	$33,590.00	$34,289.94	$699.94	$50,375.00	
72000-74999 Office & Postage	$1,317.64	$1,403.35	$17,122.12	$14,829.51	($2,292.61)	$27,484.96	G.
89100-89155 Bank,ACH CC charges	$1,300.00	$1,131.76	$10,400.00	$11,535.67	$1,135.67	$14,050.00	
75000-75999 Technology	$50.00	$744.97	$5,875.00	$9,847.00	$3,972.00	$20,100.00	H.
Total Shared Expenses	**$107,517.87**	**$117,265.76**	**$964,755.45**	**$982,090.33**	**$17,334.88**	**$1,509,572.42**	
One Time Expenses							
Total One Time Expenses	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	
Total Operating Expenses	**$114,722.87**	**$126,434.05**	**$1,028,016.45**	**$1,039,188.81**	**$11,172.36**	**$1,604,414.42**	
Excess/(Deficit) ECC Revenue							
50000-50097 ECC Revenue	$300.00	($626.00)	$143,445.00	$147,128.32	$3,683.32	$265,019.48	
54982-55087 ECC Expenses	$7,211.00	$5,193.09	$157,858.57	$138,639.75	($19,218.82)	$261,524.30	
Total Excess/(Deficit) ECC Revenue	**($6,911.00)**	**($5,819.09)**	**($14,413.57)**	**$8,488.57**	**$22,902.14**	**$3,495.18**	I.
Excess/(Deficit) Operating & ECC Revenue	**($697.20)**	**($26,346.06)**	**($53,191.74)**	**$44,455.64**	**$97,647.38**	**($142,331.24)**	J.

Living Word UMC
Available Surplus Reconciliation

	8/31/2026	
10200 Operating Account	46,528.81	
10500 Petty Cash	30.00	
10700 Money Market	5,552.68	
12100-12300 Receivables	850.97	
15100 ML Cash & Liquidity Funds	411,987.32	
15400 ML Mutual Funds and ETFs	-	
15600 Endowment	33,239.29	
Total Cash and Investments		498,189.07
Prepaid and Other Assets		8,199.41
Total Assets		**506,388.48**
Temporarily Restricted Funds		(108,491.06)
Trustee Designated Funds		(7,777.33)
Endowment Restricted Earnings		(27,639.29)
Endowment Fund		(5,600.00)
Accounts Payable		(3,645.39)
Available Cash Surplus		353,235.41
Prepaid Expenses		(8,199.41)
Operating Cash Surplus		345,036.00

Proof:

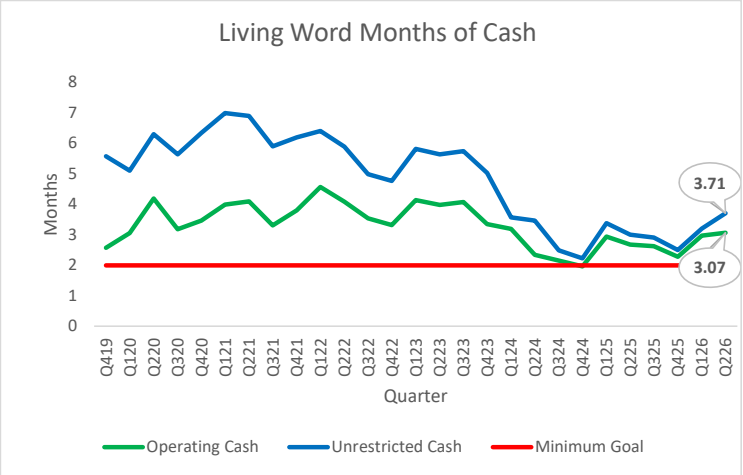
	Operating	Capital	Total
Fund Balance	5,090,179.51	-	5,090,179.51
Income/(Deficit)	(126,412.36)	-	(126,412.36)
Fixed Assets	(7,077,613.85)	-	(7,077,613.85)
Note Payable	2,467,082.11	-	2,467,082.11
Available Cash Surplus			353,235.41

-

Liquidity Test:

2026 Budgeted Operating Expense	1,604,414.42
Two Months Budgeted Operating Expense	267,402.40

-



Living Word UMC Statement of Cash Flows									
For the month ended August 31, 2026									
	Operating	PREPAID	Trustee Designated	Temporarily Restricted	Capital Campaigns	Market Performance	Endowment	Accounts Payable	Total
Cash Balance July 31, 2026	$ 371,092.47	$ 8,489.00	$ 7,777.33	$ 122,274.10	$ -	$ -	$ 32,901.46	$ 3,668.49	$ 546,202.85
Revenue Added To Cash -									
Tithes & Offerings Revenue	98,572.71	-		20,471.00	5,380.20				124,423.91
Other Income	1,765.16					-	337.83		2,102.99
Gains (Losses) on Securities	189.01								189.01
ECC Revenue	(626.00)			(330.00)					(956.00)
Total Inflows	$ 99,900.88	$ -	$ -	$ 20,141.00	$ 5,380.20	$ -	$ 337.83	$ -	$ 125,759.91
Expenses Deducted From Cash -									
Ministry Department Expenses	9,168.29	289.59		33,924.04					43,381.92
Shared Expenses	33,603.80		-						33,603.80
Compensation & Benefits	65,045.10			-				23.10	65,068.20
Other Assets (Prepaid)	(289.59)								(289.59)
Debt Retirement & Interest	18,616.86								18,616.86
ECC Expenses	5,193.09			-					5,193.09
Total Outflows	$ 131,337.55	$ 289.59	$ -	$ 33,924.04	$ -	$ -	$ -	$ 23.10	$ 165,574.28
Interfund Transfers	$ -								$ -
Ending Cash Balance August 31, 2026	$ 339,655.80	$ 8,199.41	$ 7,777.33	$ 108,491.06	$ 5,380.20	$ -	$ 33,239.29	$ 3,645.39	$ 506,388.48
Operating plus Capital Campaigns	$ 345,036.00								

Living Word UMC - Statement of Cash Flows									
Year To Date 2026									
	Operating	Prepaid	Trustee Designated	Temporarily Restricted	Capital Campaigns	Market Performance	Endowment	Accounts Payable	Total
Cash Balance December 31, 2025	$ 305,791.10	$ 2,802.67	$ 1,542.33	$ 142,369.19		$ -	$ 30,770.28	$ 6,966.71	$ 490,242.28
Revenue Added To Cash -									
Tithes & Offerings Revenue	993,122.44	-	-	63,665.46	59,015.20	-	-	-	1,115,803.10
Other Income	13,558.20	-	-				2,469.01		16,027.21
Gains (Losses) on Securities	(147.01)							-	(147.01)
ECC Revenue	125,303.32	-	-	46,323.00		-	-	-	171,626.32
Total Inflows	$ 1,131,836.95	$ -	$ -	$ 109,988.46	$ 59,015.20	$ -	$ 2,469.01	$ -	$ 1,303,309.62
Expenses Deducted From Cash -									
Ministry Department Expenses	57,098.48	2,568.51	-	101,391.72		-	-	-	161,058.71
Shared Expenses	261,858.76	34.75	47,400.00	-		-	-	-	309,293.51
Compensation & Benefits	518,323.64	-	-	10,577.87		-	-	3,321.32	532,222.83
Other Assets (Prepaid)	(2,603.26)	-	-	-		-	-	-	(2,603.26)
Debt Retirement & Interest	148,479.88	-	-	-		-	-	-	148,479.88
ECC Expenses	138,639.75	-	-	72.00		-	-	-	138,711.75
Total Outflows	$ 1,121,797.25	$ 2,603.26	$ 47,400.00	$ 112,041.59		$ -	$ -	$ 3,321.32	$ 1,287,163.42
Interfund Transfers	$ 23,825.00	$ 8,000.00	$ 53,635.00	$ (31,825.00)	$ (53,635.00)			$ -	$ -
Ending Cash Balance August 31, 2026	$ 339,655.80	$ 8,199.41	$ 7,777.33	$ 108,491.06	$ 5,380.20	$ -	$ 33,239.29	$ 3,645.39	$ 506,388.48
Operating plus Capital Campaigns	$ 345,036.00								

Living Word United Methodist Church
Statistical Report

2026	August	Last August	Monthly % Change	2026 Year to Date	Last Year to Date	% Change YTD
WORSHIP						
9:00 In Person Worship Average	177	179	-1.12%	197	201	-1.99%
10:30 In Person Worship Average	130	145	-10.34%	136	132	3.03%
Total In-Person Worship	307	324	-5.25%	333	333	0.00%
Traditional Online Worship Average	149	180	-17.22%	164	198	-17.17%
Contemporary Online Worship Average	135	125	8.00%	143	186	-23.12%
Total Online Worship Average	284	305	-6.89%	307	384	-20.05%
Combined Total Worship Average	591	629	-6.04%	640	717	-10.74%
Special Worship In Person	0	0	0.00%	456	502	-9.16%
Special Worship Online	0	0	0.00%	625	649	-3.70%
Total Special Worship	0	0	0.00%	1081	1151	-6.08%
MEMBERSHIP						
First Connections/Pizza with the Pastor	N/A	N/A	N/A	N/A	N/A	N/A
Membership Additions	2	0	200.00%	20	13	53.85%
Membership Removals	0	0	0.00%	77	51	50.98%
Baptisms	0	0	0.00%	9	7	28.57%
GIVING						
General Offering	98,573	$122,379	-19.45%	$983,014	$969,323	1.41%
Unique Givers	186	196	-5.10%	289	281	2.85%
Miracle Offering	$145	$40	262.50%	$1,980	$425	365.88%

New Members
Sam and Meridith Scibilia

Note:

Special worship service	**Ash Wednesday**	**Maundy Thursday**	**Good Friday**
In Person	153	97	206
Online	160	219	246