



# **POLICIES AND PROCEDURES MANUAL**

**TABLE OF CONTENTS**

<b><u>Section</u></b>	<b><u>Page</u></b>
<b>Welcome Letter of Purpose</b>	3
<b>History</b>	4
<b>Statement of Intent</b>	6
<b>Vision &amp; Mission Statement</b>	9
<b>Leadership Roles &amp; Ministry Overview</b>	12
<b>Standard Policies &amp; Code of Conduct</b>	20
<b>Employee Section</b>	25
<b>Appendix: Ministries, Forms &amp; Templates</b>	32

## **Welcome Letter of Purpose**

Dear The River Church Family,

The purpose of The River Church Policies and Procedures Manual is to establish policies, procedures, benefits, and working conditions that will be followed by all The River Church employees/volunteers while conducting Church business. Through God we value order, in conjunction with the talents and abilities of our employees/volunteers and foster an open, cooperative, innovative and dynamic environment in which individuals at any level can thrive. The Executive Pastoral Leadership team remains unwavering in their commitment to give as unto the Lord by providing services to people in need. Through the policies and procedures set forth in the attached manual this goal may be accomplished.

The policies and procedures manual as outlined will be implemented at the discretion of The River Church Lead Pastor. This manual is not a contract of employment, nor is it intended to create contractual obligations of any kind. Our pastoral leadership provides an open door policy in which employees/volunteers are encouraged to bring ideas/concerns if unable to resolve, or move forward within their ministry service.

Executive Pastoral Leadership will make every effort to notify employees/volunteers when an official change in policy or procedure has been made. Ministry service leaders are encouraged to keep employees/volunteers up-to-date about church policies, procedures, benefits, and working conditions as new information becomes available. No provision in this manual can be waived without written permission from the Church Lead Pastor, or designee. Such a waiver (if granted), applies only to the employee/volunteer for whom the waiver was granted. Revisions and addendums may be added with approval by the Lead Pastor and Executive Ministry Team.

The River Church is an equal opportunity employer. Age, religion, gender, national origin, sexual orientation, race, or color does not affect hiring, promotion, development opportunities, pay, or benefits. The River Church provides for fair treatment of employees based on merit (which shall include intellectual property). The church complies with all applicable federal, state, and local labor laws for 501C-3 organizations. Employment at The River Church is on an “at will” basis, which means that either the employee (if applicable), or Executive Pastoral Leadership may terminate the employment relationship at any time, for any reason, with or without cause. Only a written agreement signed by the Lead Pastor of The River Church can change the “at will” nature of the employment of any individual.

Please read the policies, procedures, working conditions, and benefits described in this manual. You will be asked to attest that you read, understand, agree to abide by, and acknowledge your receipt of this manual via signature of the Acknowledgement Receipt.

I look forward to embracing this process as we move to be the Cities Church and beyond.

Faithfully yours,

Ronald L. Godbee, Lead Pastor

# **HISTORY**

## **History**

The founders of The River Church (The River), Bishop Joby and Pastor Sheryl Brady began The River in 1999 in Raleigh, NC. Now located in Durham, NC, The River Church continues to impact the Raleigh, Research Triangle and surrounding communities, through service that motivates and challenges individuals to fulfill their regional and global responsibilities, while ‘fighting the good fight of faith.’ The River Church now partners with the Duke University Health System.

Bishop Brady is a renowned leader in the body of Christ and provides apostolic covering to pastors and church leaders; and his anointing and insight into the revelation of God’s Word touches the hearts of people around the world. He is an international speaker at conferences and leadership seminars, and is recognized by key national leaders for his prophetic wisdom. Bishop and Pastor Brady have three daughters whose families are active in their ministry.

Pastor Sheryl Brady became the Campus Pastor of the Potter’s House of North Dallas (located in Dallas, Texas) in April 2010, under the leadership of Bishop T.D. Jakes. Pastor Sheryl Brady is a Psalmist, recording artist, and speaker at conferences and churches around the world. She is known for her unique worship style and spiritual wisdom, and is often a featured guest on the Trinity Broadcasting Network, Daystar Television Network, The Word Network, and The Inspiration Network. Pastor Brady was the first female speaker at ManPower 2010, which is Bishop T. D. Jakes’ annual men’s only conference. Pastor Brady is the Founder of Sheryl Brady Ministries, The River Church Food Bank, and G-Ma’s Closet which were part of the community outreach ministries of The River Church.

## **Bishop Godbee Biography**

Ronald L. Godbee, Sr. serves as Lead Pastor of The River Church in Durham. A native of Detroit, MI, Bishop Godbee accepted Christ at an early age igniting his love for God and inspiring him to preach his 1st sermon at just 19 years old. Continuing to study under superb leadership, Godbee started his former church Inner Court Christian Center (Detroit) where he pastored before he transitioned to North Carolina. In 2011 Bishop Joby Brady and Pastor Sheryl Brady appointed him the new Pastor over The River Church, where he continues to honor their legacy and carry forth an innovative vision. In May 2018, Ronald Godbee was consecrated as Bishop of The River Church Durham.

Bishop Godbee has been diligent and adamant about not only utilizing The River Church as a place to save souls, but also as a place designed to serve the Durham Community at large. The vision of The River Church is to bring the Kingdom of God into the earth by empowering its members to learn, grow, and most-importantly serve. Bishop Godbee has done a stellar job of leading by example, serving his church and community by teaching the word of God unapologetically. Strengthening the ties between the church and the community, Godbee serves on boards such as The Faith Base Leaders Board at Duke Health Equity & Disparity Dept., FBON Board & Gospel Heritage Board. Bishop Godbee also serves as the presiding Prelate of River Fellowship International. The greatest example of service Bishop Ronald Godbee displays is to God and his family, Pastor Karla Godbee and his children Kindale, Ronald Jr., and Kharrington. Authored Books: Why Leaders Fail

# **STATEMENT OF INTENT**

## **Statement of Intent**

### **Confidentiality:**

We are committed to maintaining the highest degree of integrity in all our communication with potential, current and past relationships; both in terms of confidentiality of church proprietary information and the protection of all personal information received in the course of providing services. This standard applies to all members/attendees, employees, volunteers, and associates.

### **Ethics:**

We provide our services with honesty, loyalty, excellence, and integrity through our leadership, employees, and volunteers. Our counseling, strategic assistance and the methods imparted through our training, factor in these ethical considerations.

### **Duty of Care:**

Our actions and counseling conforms to federal, state and local laws; and all church/ministry business shall avoid causing any adverse effect on the human rights of people within The River Church, external organizations, and the communities that we serve.

### **Conflict of Interest:**

Due to the sensitive nature of our church/community services, we will not provide a service to a direct competitor of a client; and we generally try to avoid any dealings with competitor companies even after the cessation of services to a client.

### **Contracts:**

Our contracts will usually be in the form of a detailed proposal, including goal(s), activities, costs, timeframe/deadline, and delivery. The quality of our service and the value of our support to the community provide the only true basis for continuity of all internal/external contracts. We shall meet contractual requirements within the parameters of each contract agreed upon. Any breach shall be pursued through proper legal counsel.

### **Fees and Payment for Use of The River Church and Staff:**

Our fees are competitive relative to the high quality, tailored, specialized services provided by the staff of The River Church. As such, we do not generally offer discounts; a reduction in price is only enabled by reducing the level or extent of services requested. Thus, we always seek to propose solutions which accommodate budget and timeframe. All fees and charges will be provided in advance, in order that all financial obligations are met as agreed upon prior to The River Church staff rendering any requested service(s).

**Fees and Payment for Use of The River Church and Staff: (Continued)**

We aim to be flexible in the way that our services are charged. Some clients prefer fixed pricing; others prefer down payment method, and we try to accommodate the needs of those requesting services. We make no attempt to charge interest on late payments. Thus, we expect payments to be made as agreed. Our terms are net 30 days.

**Intellectual Property and Moral Rights:**

We retain the moral rights in, and ownership of all intellectual property that we create within the confines of The River Church, unless otherwise agreed and through written request in advance. Additionally, we respect the moral and intellectual copyright vested in our leadership, employees, and volunteer's intellectual property, and shall provide protection thereof.

**Quality Assurance:**

We maintain the quality of what we do through periodic internal review of all mission, goals/objectives, policies and procedures, outcomes and the cost-effectiveness of every activity at The River Church. We encourage regular review meetings with the receipt of regular progress reports from each ministry leader.

**Professional Conduct:**

We conduct all of our activities professionally and with integrity. We take great care to be completely objective in our counsel and any recommendations that we give, so that issues are never influenced by anything other than the best and proper interests of those which we serve. As such, decisions are based on commitment and adherence to the River Policy and Procedures and the ministry's Standard of Operation policy as set forth.

**Equality and Discrimination:**

We shall continually strive to be fair and objective in our counsel, recommendations, and actions. We are never influenced in our decisions, actions or recommendations by issues of gender, race, color, age, disability, or national origin.



# **VISION & MISSION STATEMENT**

## **Vision Statement & Mission Statement**

### **Declaration of Faith:**

We are a family of believers in Jesus Christ, called to show forth the joy of living a Christ centered life. We accomplish this through our freedom in worship and our structured doctrinal discipline that empowers us to reflect the character and nature of Christ in the earth. We are to live as beacons of light in dark places. We are a sanctuary of relief and a refuge of hope. Our purpose is to refresh the weary and heal the broken through providing a genuine authentic encounter with the Christ.

*Love is of God. We will love God as He loves us and love others as He loves them. We will pursue excellence in all we do, as God is excellent in all He does. We will accept others as they are because God has accepted us as we are. We will be just in our actions toward others because God delights in the just. We will show grace to others because God has shown us His amazing grace. We will be generous to others because we owe it to God and to them, and we will be faithful to God and His people because God remembers and enjoys the faithful.*

### **Vision:**

To become the cities church.

### **Mission:**

The River Church's mission is to make a difference for those we serve. We will have an impact in our community, in our city and globally. Our goal is to lead people to become fully devoted followers of Christ. As a unified body of believers, we will accomplish this by ensuring that our standards of service, excellence, equality, education, equitability, health, and development are incorporated in our policies and procedures, community service and ministry goals. We are The Cities Church.

### **Values:**

The Executive Pastoral Leadership Team of The River Church is committed to:

Sharpen, shape, and strengthen the gift that God has given church leaders to move the ministry towards the destiny that God has designed.

Strengthen our membership/attendees and communities through preaching/teaching principles of God's Word.

Obedience to the subtle suggestions of the Holy Spirit for creativity and innovation to achieve ministry excellence.

Reliance on prayer for direction, conception, planning and execution of the ministries of this church.

Guide individual members/attendees, employees, and volunteers toward transformation, conversion, personal development and individual growth without compromising our integrity or commitment to Biblical truth.

Help people discover their spiritual gifts, develop their spiritual aptitudes and use their creativity and innovation to build the body of Christ, and bring the Kingdom into the earth.

Carry out the ministry goals through the model of servant leadership.

Provide training and opportunities that encourage leadership and accountability within each ministry.

Embrace diversity as we accept all people just as they are.

Disciple others through the sharing of the gospel of Jesus Christ.

We are committed to the ministries of this church being carried out by servant leaders. This will be accomplished through training opportunities and through practices that encourage leadership, authority, and accountability within each ministry. We embrace diversity and are committed to all people, just as they are, without regard to race, gender, age, or lifestyle. We are committed to discipleship through sharing the gospel of Jesus Christ with others. We will develop spiritual aptitudes that encourage individual growth without compromising integrity or our commitment to Biblical truth.

### **Operational Goals:**

The operational goals of The River Church are to:

Execute the responsibilities of ministry according to lawful, ethical and spiritual standards.

Uphold, safeguard and promote the mission, goals and value through ethics and integrity.

Ensure social responsibility is incorporated within the church and evident in our outreach and service to others.

### **Ministerial Goals:**

The ministry goals of The River Church are to:

Educate the believer in sound doctrine

Equip them for their assignment to carry the Word of God

Empower them to live a God-centered life with compassion and righteousness

# **LEADERSHIP ROLES & MINISTRY OVERVIEW**

## **Leadership Roles**

### **Lead Pastor:**

Bishop Ronald L. Godbee, the Lead Pastor, is responsible for delivering the sermon during scheduled church services, praying for members/attendees and the community, just to name a few of the many responsibilities. The Lead Pastor may also arrange for guest Pastors/Bishops to deliver the message to The River Church congregation. Bishop Godbee leads the Executive Pastoral team and staff. All events, church meetings, financial records, and other church business will be reviewed and approved by Bishop Godbee. He may also choose to serve as a coach or mentor to attendees, preside during a funeral, officiate a wedding, and other services.

### **Pastor:**

Pastor Karla Godbee, wife of the Lead Pastor, will provide support and assistance to the Lead Pastor. Pastor Karla will work with the Pastor's Assistant to manage the Lead Pastor's schedule.

### **Executive Pastor:**

The Executive Pastor is responsible for managing all operations for The River Church, and overseeing the Ministry Leads and volunteers. The Executive Pastor manages the staff's schedule. The Executive Pastor reports to the Lead Pastor, and serves as the liaison for all church business.

## **Executive Pastoral Team**

The Executive Pastoral Team along with assistance from the Elders and Ministers are responsible for serving and praying for attendees who have special prayer request, and providing additional needs during services and other events. The Executive Pastoral Team reports to the Lead Pastor.

### **Elders:**

Elders are elected people of wisdom who discern a situation. Elders govern infractions, conflicts, and disputes upon the church as a mediator and a moderator. Elders focus on the functionality and order of the church, and assist with ensuring that the church operates in order. They report to the Lead Pastor.

### **Deacons:**

The New Testament makes it clear that the general function of deacons is to perform various services of a practical nature in the Church, thus relieving the elders of burdens which might interfere with their ministry of spiritual oversight.

- The Deacons of The River Church serve at the behest of the Lead Pastor
- The Deacons serve for an unspecified period of time
- The Deacons role is a non-advisory role

Acts 6:1- And in those days, when the number of the disciples was multiplied, there arose a murmuring of the Grecians against the Hebrews, because their widows were neglected in the daily ministrations.

Acts 6:2- Then the twelve called the multitude of the disciples *unto them*, and said, It is not reason that we should leave the word of God, and serve tables.

Acts 6:3- Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business.

### **Executive Ministry Leads:**

Executive Leads provide operational and administrative oversight and guidance to ministries and ministry leads, ensuring ministries are effective in serving the kingdom and aligned with the vision, mission, and brand of The River Church. This includes the following responsibilities (additional responsibilities may be added by the Executive Pastor or Lead Pastor):

- Overseeing ministries and communicating the heart of the Lead Pastor, as well as the vision, mission, and brand of The River Church to ministry leads.
- Developing, coaching, mentoring, and advising ministry leads.
- Acting as an advocate to help ensure ministries and ministry leads are equipped with the resources needed to be effective in serving.
- Overseeing ministry operations to ensure ministries and ministry leaders follow The River Church protocols.
- Downloading relevant information from the Lead Pastor to Ministry Leads; and uploading relevant ministry information and updates (as necessary) from the ministry leads to the Pastoral Lead, Executive Team and Lead Pastor.

Executive Leads report to the Executive Pastor, unless otherwise authorized by the Lead Pastor.

### **Ministry Leads:**

Ministry Leads serve as the leaders of particular ministries and are responsible for leading their team of volunteers. Other responsibilities may exist provided by their Executive Lead. The Ministry Leads report to an Executive Lead.

Ministry Lead responsibilities fall into three areas: Tools, Process, and People:

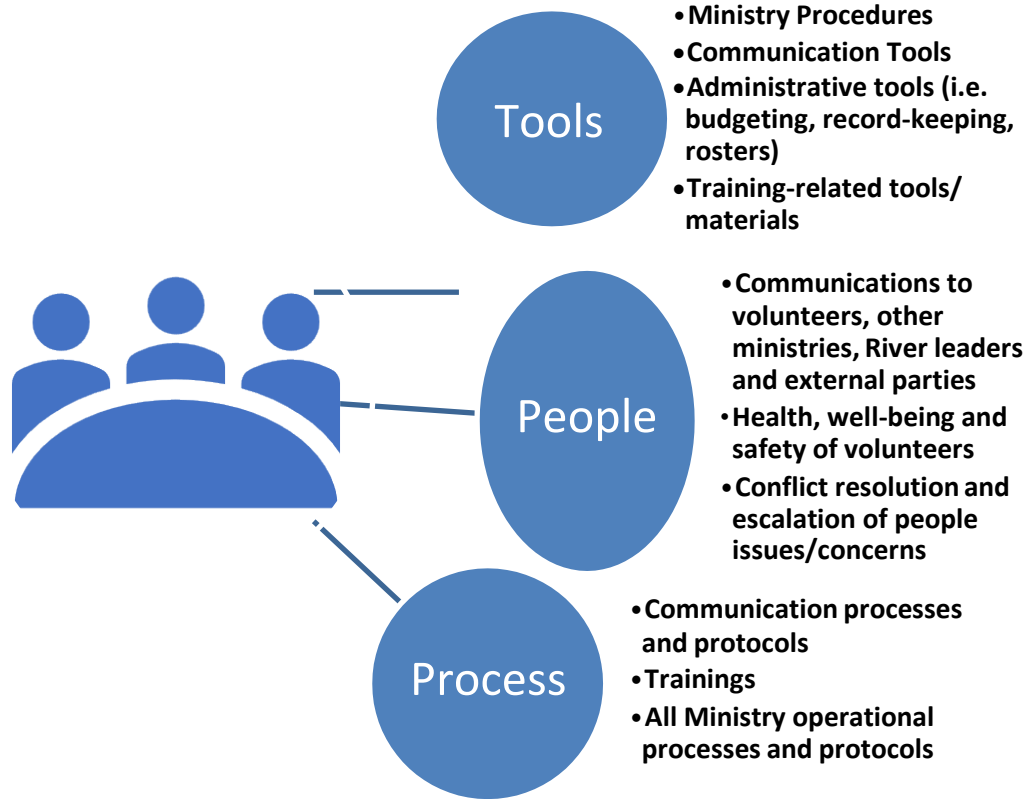
- Tools: Accountable for ensuring tools are in place, up-to-date and being used appropriately and consistently to lead, manage and sustain the ministry, including the following: Ministry Procedures, Communication Tools, Administrative tools (i.e. budgeting, record-keeping, rosters), Training-related tools/materials
- Process: Accountable for ensuring ministry processes are in place, communicated effectively, in alignment with The River Church protocol and being consistently followed by ministry members and leaders.
- People: Accountable for ensuring the ministry is consistently addressing and considering the needs, challenges and interests of the people in the ministry (including volunteers, leaders, visitors/guests and partners of the ministry), while fostering and maintaining the culture of the house.

Each of The River Church ministries will have either one or three Ministry Leads. For ministries authorized by the Lead Pastor to only have one Ministry Lead, that Ministry Lead has responsibility for the Tools, Processes, and People aspects of the ministry. For ministries authorized by the Lead Pastor to have three Ministry Leads, the River 3-Prong Approach (described below) is automatically applied. As part of this approach, the Executive Lead of that ministry will assign one ministry lead as the Tools Lead, one ministry lead as the Process Lead, and one ministry lead as the People Lead, based on the strengths and interests of each lead.

#### River 3-Prong Approach to Ministry Leadership

The 3-Prong Approach to ministry leadership is a strategic approach developed by The River Church to ensure sustainability of ministries, as well as support and succession planning for Ministry Leads. The 3-Prong Approach delivers the following value-added benefits:

- Reducing the stress of leading by ensuring ministry leads are in roles that complement their strengths and interests
- Balancing of the load and weight of leading a ministry across three leaders instead of one
- Cross-training of leaders to ensure necessary coverage for the ministry is always in place
- Succession planning for the ministry through effective policies, procedures, and technical systems
- Creating accountability amongst leaders by dividing up and assigning clear roles



## Ministry Overview

### **Interest in Ministry and Orientation:**

There are several ministries designated to serve The River Church attendees, and community. The full list of ministries is outlined in the Appendix. Interest in a ministry may be expressed to the Ministry Leader at any time upon completion of the following:

- Graduation from the Covenant Connection Class; and
- Policy and Procedure Manual must be read and the Acknowledgement of Receipt signed.

Upon completion of these steps, the Ministry Leader will contact the interested individual to schedule a meeting, in order to assess skill, and to provide an overview of the ministry. Expressing interest in a ministry does not guarantee acceptance for service. Ministry Leaders may assess the need and/or timing of an opening for new volunteers (which is approved by the Lead Pastor). Every volunteer and Ministry Leader are required to re-enroll in the ministry of interest on an annual basis. Continued involvement in a ministry will be assessed by the Executive Pastoral Leadership. Volunteering and/or serving as a Ministry Leader or Ministry Co-Leader is not a lifelong commitment or appointment. The Executive Pastoral Leadership reserves the right to assess, reassign and/or terminate the status of all volunteers and Ministry Leaders and Ministry Co-Leaders at any time. As such, decisions are based on commitment and adherence to



the Policy and Procedures and the ministry's Standard of Operation policy as set forth. All volunteers are requested to maintain an updated demographic profile with The River Church Administration.

The expectations of the Ministry Leader include, are not limited to the following: outline the goals and guidelines of the ministry (within the confines of The River Church Policy & Procedure Manual), plan the team/ministries monthly and quarterly training and outreach event calendar and submitting to the Executive Pastor for approval, complete and submit a monthly report of all meetings, trainings, outreach events, plan and manage the service schedule for the team of volunteers and communicate to the team in a timely manner. The Ministry Co-Leader serves as a back-up to the Ministry Leader when the Ministry Leader is unable to attend a service, outreach event or meeting, unable to serve in full capacity of duties, or otherwise noted by the Ministry Leader and Executive Pastoral Staff. The Ministry Co-Leader is expected to serve within the same expectations as the Ministry Leader.

The orientation period for volunteer service is set by the Ministry Leader. However, at least four training/shadow sessions are required before the new volunteer is able to serve in full capacity. The new volunteer will be evaluated during the training sessions, and for the first 60 days, or the equivalent of providing volunteer services at nine consecutive services/events. All volunteers and Ministry Leaders and Ministry Co-Leaders are required to pay tithes and give offering to The River Church.

To transition from one ministry to another, a Volunteer Interest form needs to be completed and submitted to current and new Ministry Leader for review/approval by the Lead Pastor prior to transition.

### **New Ministry Structure and Process:**

As the need arises for the development of new ministries, The River Church Executive Leadership Team may often identify a member to lead the efforts of the new ministry that fits within the vision of The River Church. The volunteer will be responsible for creating a plan including an overview and the goals of the new ministry, expectations of the leader and team, and how the ministry plans to serve the congregation and community. In the case that a volunteer would like to present an idea for a new ministry to the Lead Pastor, a plan should be drafted and presented to the Lead Pastor for review. Upon identifying that there is a need for the new ministry that is not yet provided by an active ministry, a meeting may be scheduled for the volunteer to present their idea to the Lead Pastor and the Executive Leadership Team. Due to the requirements of maintaining a ministry to align with the vision of The River Church, a presented idea does not guarantee an approved new ministry.

### **Cultural Diversity and Guests Services:**

The River Church is a non-profit organization who assists with the needs of its staff, volunteers, attendees and the community through teaching of the Holy Bible, prayer, service, and ministry. The River Church focuses on recognizing and bringing awareness to cultural diversity and serving all individuals with respect and love. English is the official language at The River Church. As a result, unless all participants are fluent in another language, services and training should be conducted in English.

**Expectations:**

The Ministry Leader is responsible for the training and development of the volunteer team members. Team members are expected to actively participate in outreach activities, development opportunities, and regularly attend: team and volunteer meetings, church services, and other pertinent events. Evaluations are conducted with volunteers and Ministry Leaders during orientation, the first six months, and subsequently on an annual/as needed basis.

Cross training opportunities will be available to assess the individual's ability to function well in a different/additional ministry, or leadership opportunities within the ministry service. Cross-training opportunities will be reviewed by the Ministry Leader(s), and Executive Leadership with final approval by the Lead Pastor. The Executive Leadership and/or Lead Pastor reserve the right to limit the number of activities and involvement in various ministries that an individual can serve.

CPR Training may be available to leaders and identified volunteers.

When a volunteer and/or leader performs in a manner that is not representative of The River Church, which also does not align with the policies set forth in this manual, the individual may participate in a series of 'corrective action' meetings. Upon the end of the specified amount of meetings the individual is deemed unable to continue serving on the ministry, the individual will sign a Corrective Action form and will be dismissed immediately from the ministry team. There may be an opportunity to rejoin the ministry team after a six-month to one-year review following the date on the Corrective Action form.

# The River Church

## FUNCTIONALITY CHART



# **STANDARD POLICIES & CODE OF CONDUCT**

## **Access to Church and Grounds**

### **Emergency:**

There are various types of situations that are considered emergencies, such as: fire, flood, bomb threats, disasters, theft, robbery, burglary/break-in, kidnapping, other security issues or other significant emergencies. Everyone is to take ownership to maintain a clean and safe environment. Any unsafe practices, conditions or actions should be reported to The River Church Protective and Safety Services (P.A.S.S.) and the Executive Pastor immediately. This responsibility includes following the standards set forth to prevent future accidents and/or further injury. Bags, purses, and backpacks are subject to search by appropriate leadership and security in an effort to ensure the safety of all staff and attendees.

The individual who sees the incident is responsible for reporting it to the Executive Pastor and Lead Pastor, or other available leader, and call 911 immediately then complete the Emergency Responder Report or Unusual Occurrence Report. The individual who reports the incident during the 911 call should be prepared to provide the following information: description of the disruption/occurrence, location, name and phone number, alternate name and contact number.

### **Severe Weather:**

Please check local news/weather stations and all social media platforms for weather updates if severe weather is expected; or when an emergency situation exists. You should always contact your ministry leader, and the church office if you are uncertain of whether the church will be open. Severe weather and emergency conditions are considered as: heavy snow, ice accumulation, earthquake, hurricane, tornado, flooding, and subsequent damage(s).

### **Threat to National Security during Church Service:**

Executive Pastoral Leadership places emphasis on safety while on church grounds. The following is the process whereby the Emergency Response team shall operate an area on church property will be assigned as a Designated Safety Zone. Emergency supplies will be accumulated, stored and secured for availability, in order to sustain those in need at time of emergency. Access to emergency supplies shall be limited to Executive Pastoral Leadership, Emergency Response Ministry Leader, or designee, and The River Church Protective and Safety Services (P.A.S.S.).

### **Pandemic:**

In early 2020, the world experienced the COVID-19 (Coronavirus) pandemic affecting many individuals and organizations. Therefore, according to the Center for Disease Control and NC Health & Human Services guidelines, The River Church adopted standards to help prevent the spread of the virus. More information is included in the Appendix (COVID-19 Pandemic: Policy & Procedure).

### **Concealed Weapons:**

Except for the following exemption, carrying a concealed weapon is not permitted on the grounds of The River Church. In accordance with state and local regulatory requirements, and at

the discretion of the Lead Pastor, The River Church Protective and Safety Services (P.A.S.S.) is permitted to carry a concealed weapon on Church property.

**Fire:**

In the event of fire, locate and pull the fire alarm switch, dial 911, and evacuate the building immediately. Report actions taken to The River Church Protective Services and/or Executive Pastoral Leadership.

**Alarms and Extinguishers:**

The River Church Protective and Safety Services (P.A.S.S.) and Executive Pastoral Leadership are responsible for managing all alarm systems and the use of extinguishers during fire emergencies. Fire alarm switches, and class ABC fire extinguishers locations are identified by the Protective and Safety Services (P.A.S.S.) and Pastoral Leadership.

**Code of Conduct, Ethics, and Confidentiality**

The code of conduct and ethics applies to all attendees, volunteers, leaders, ministers, and staff at The River Church. All are treated equally. We expect quality work from our volunteers and staff. Keep confidential information confidential. Failure to adhere to the Policies and Procedures and Code of Conduct and Ethics shall be cause for additional training, coaching, counseling and corrective action which can include immediate dismissal from the ministry team. Be honest and accurate at all times. Avoid illegal conduct in your work and personal life. Volunteers and staff must immediately notify the ministry leader and Executive Pastor if you are convicted of a criminal offense of any type. Do not conduct or authorize any business transactions or enter any legal agreements on behalf of The River Church. All transactions and legal invitations should be reported for agreement to the Lead Pastor.

No outside personal, business, charitable, other religious, civic, or investment activities can conflict with the interests of The River Church. All should be brought to the attention of the Lead Pastor. When stating a personal opinion which can be interpreted as the opinion of The River Church it should be clarified that you are speaking on behalf of yourself and not The River Church. All non-public information concerning financial condition, investments, and other information remains confidential and only the Lead Pastor has the authority to share this information with the public when necessary. Tasks are to be performed without use of: discrimination, harassment, substance abuse, violence, or other illegal, unlawful/wrongful behavior. Participation in illegal or wrongful behavior will result in coaching and counseling, which may include immediate dismissal from the ministry team. Use of profanity in any form of communication is not permitted.

Substance abuse and violence is not allowed and may result in immediate dismissal from the ministry team if suspected and confirmed. Use of illegal substances, consumption of alcoholic beverages on premises, and violence is not permitted. Violence includes but is not limited to: physical, verbal or nonverbal intimidating behavior, including threats to engage in such behavior. If you are subjected to behavior that may violate this policy, witness behavior that may violate



this policy, or aware of a situation where violence is possible, you are obligated to report it to the Executive Pastor/designee immediately.

**Sexual Harassment:**

Any form of unwelcome visual, written, nonverbal, verbal, or physical conduct of a sexual nature is sexual harassment and is not allowed at any time by any employees/paid staff, leaders, volunteers, attendees toward any employees/paid staff, leaders, volunteers, and attendees. All situations should be brought to the attention of the Lead Pastor and/or Executive Pastoral Leadership team for review and discussion, and may warrant disciplinary action to the accused up to termination. Accusations of sexual harassment, and/or harassment of any kind, may require different evaluation processes and responses. To assure confidentiality, the Lead Pastor may decide how to conduct each investigation by promptly selecting an investigator, plan the investigation, conduct interviews to gather evidence, evaluate the gathered evidence, then the Lead Pastor determines the action to be taken.

Any type of digital harassment, including but not limited to; email, social media comments or direct messages, text messages and all media now or hereafter is not permitted. Leaders on payroll should discuss with the Executive Pastoral Leadership team plans to date and when dating a volunteer of The River Church.

**Cell Phone and Camera Use:**

Visitors, attendees, volunteers and staff are not allowed to talk on their cell phone in the sanctuary during service for any purposes. Individuals may be permitted to use the cell phone for purposes related to service (i.e. reading the bible, taking notes, sharing service related updates to social media). Please use electronic devices in a discreet manner as not to distract others. Inappropriate use of cell phone and/or the church telephone can lead to corrective action for staff. Entering the facility is permission for your picture, voice, name and likeness to be used for exploitation without compensation for The River Church photography, filming, social media and all media now or hereafter. You release The River Church, its successors and licensees from any liability whatsoever of any nature. We cannot be held liable for any damages related to recording, photos or any form of media. We do not permit licensing of recording or photography for individual use.

**General Public Relations Policy:**

It is The River Church Durham's policy that all its communications with Third Parties comply with applicable law, and that Material, Non-Public Information of the Company be Publicly Disseminated in a non-exclusionary and non-selective way. Only Bishop Godbee or an Authorized Spokesperson may engage in discussions about the River Church with Third Parties. No other individual is authorized to speak on behalf of the River Church. Any other Insider who is contacted by a Third Party must refer the Third Party to the Authorized Spokesperson.

Specifically, no Insider, other than an Authorized Spokesperson, may communicate Material, Nonpublic Information of the church to a Third Party. An Authorized Spokesperson may only provide Material, Nonpublic Information to a Third Party if such information has been previously or is simultaneously Publicly Disseminated. This will typically be a press release or

conference call that is open to the public.

Occasionally, staff members and members of the River Church may be contacted by outside sources or the media requesting information about the church, members or its employees, directors or officers or operations. In order to avoid providing inaccurate, incomplete or Material Information to outside sources, all outside inquiries regarding the church or its employees, directors or officers or operations must be referred to an Authorized Spokesperson. Only an Authorized Spokesperson is authorized to make or approve public statements pertaining to the church or its employees, directors or officers or operations.

In the event of non-intentional disclosure by an Insider of information that might be Material, Nonpublic Information, the Insider must immediately inform an Authorized Spokesperson, who, in turn, may consult with the Church's legal department as to whether prompt public dissemination of this information is required. If required, the information must be Publicly Disseminated within 24 hours of the inadvertent disclosure.

Whenever an Authorized Spokesperson is uncertain about this Policy or U.S. federal securities laws, the Authorized Spokesperson may consult with Bishop Godbee and The River Church's legal team to ensure compliance.

An Authorized Spokesperson may not depart from the principles set forth in this Policy without the explicit prior approval of the Company's Chief Executive Officer, President, Chief Financial Officer or The River Church's head of legal affairs.

### **Social Media Policy:**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with The River Church Durham, as well as any other form of electronic communication.

The same principles and guidelines found in our policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your performance as a leader or staff member, the performance of fellow leaders and members or otherwise adversely affects members, visitors, suppliers, people who work on behalf of the River Church Durham or The River Church Durham's legitimate business interests may result in disciplinary action up to and including termination.

### **Dress Code:**

Professional, clean, pressed and appropriate attire is expected. Some ministries may require uniform attire, which is to be followed if you are a member of that ministry.



# **EMPLOYEE SECTION**

## **Attendance, Vacation and Personal Time**

### **Attendance and Breaks/Lunch:**

Individuals should arrive to work at least 15 minutes prior to start of shift/scheduled time in appropriate clean (uniform) attire according to the standards set forth. A tardy is indicated by arriving 15 minutes after start of shift. If you will not come to work at the scheduled time due to an emergency or an illness you should call at least one hour prior to beginning of shift. Volunteer team members are responsible for notifying volunteer/ministry leaders, and ministers and department leaders are responsible for notifying the Executive Pastor. Corrective actions may be taken if you acquire excessive tardy or unexcused absences. If you are absent from work for three consecutive workdays without properly notifying or obtaining authorization from the Lead Pastor, the absence may be considered job abandonment and result in termination.

Breaks and lunch breaks may be assigned by the manager or leader and should not exceed the amount set by the state government in the case of a full eight-hour work day.

### **Armed Services (Active/Reserve Duty):**

Upon notification to serve active/reserve military duty, notify your Ministry Leader and Executive Pastoral Leadership. Your ministry position may be held and made available upon your return from duty.

### **Bereavement:**

The River Church recognizes the importance of family and the difficulties faced following the loss of a loved one. Staff, ministers, ministry team leaders, and volunteers may receive necessary bereavement leave immediately following the death of an immediate family member (your parent, mother/father-in-law, brother/sister, child, spouse, grandparent, grandchild, brother/sister-in-law, son/daughter-in-law, or members of the immediate household, including grandparents of your spouse and step-relationships). If you require additional time off due to out-of-state travel or estate settlement, then the additional time off should have the Lead Pastor's approval prior to taking any leave.

### **Jury Duty:**

To encourage staff to carry out their civic responsibilities, we provide excused time away from work without pay to you if you serve as a juror (or to serve as a witness). If you are excused or dismissed from jury duty prior to the end of your normal workday, you must report to work if it is practical to do so. If your jury duty is extended, you should notify the Lead Pastor as soon as possible and provide your anticipated date of return. Paid staff summoned to jury service must bring a copy of the summons to the Pastor when they first receive it.

**Vacation and Personal Time:**

We recognize that personal time away from your job can help revive you and make you more effective, so we would like to be aware of your vacation leave. If an employee, the advanced scheduling of your vacation is subject to the approval of the manager based on business needs. A submitted request does not guarantee approval. The Executive team will sign the request to signify a guaranteed approval. Employees and paid staff are awarded vacation based on the Tier Vacation System. One full week of vacation time must be taken consecutively. For example, one full week of vacation cannot be broken into individual days.

**Vacation and Personal Time:**

<b>Tier Vacation System</b>	<b>Vacation Time (in full week increments)</b>
1 full year of service (After 365 days of service)	1 week of vacation
3 years of service	2 weeks of vacation
5 years of service	3 weeks of vacation
Greater than 5 years of service	Vacation time is earned on a merit basis. Amount of weeks of vacation is determined by the Executive Board according to the Employee's Performance.

All ministers, leaders, and volunteers - vacation requests should be submitted to the respective leader and Executive Pastor for notification and review at least 15 days in advance.

When you must miss work due to your own illness or injury, or the illness of an immediate family member (spouse, child, or parent) for whom you are needed to provide care, you are asked to notify the manager, leader, or Executive Pastor of the requested amount of days off. Employees and paid staff will receive five (5) personal days per calendar year, depending on the month you begin employment. Personal days will not roll-over at the end of the calendar year. Personal days may be used independently and not included as part of a week of vacation.

**Abuse of Attendance and Vacation Time Clause:**

Time away may not be taken on service days, unless in the case of an emergency, personal time may be used with appropriate notice. Once vacation and/or personal time is taken, any additional time used can withhold pay, and is subject to disciplinary action up to termination.

**Leave of Absence (Maternity Leave, etc.):**

An employee, leader or volunteer may request a personal leave of absence. The request should be submitted in writing 30 calendar days prior to start date of leave of absence and will be evaluated by management on an individual basis. It is required that the written request be accompanied by the doctor's documentation. Written approval may be granted if warranted by unusual and/or pressing circumstances, and if business requirements can accommodate the period of absence. The maximum length of personal leave is 30 calendar days (an extension may be requested based on extenuating circumstances). Personal leave will be granted without pay. Reinstatement following a personal leave of absence is not guaranteed. If you do not return to

work at the end of the leave period, you will be considered to have voluntarily terminated your employment/position. Maternity leave may be granted without pay, with the maximum length of 75 days.

## **Evaluations and Corrective Action**

### **Evaluations:**

The purpose of an evaluation is to provide a summary of performance and conduct/behavior feedback, and outline goals and development plans. For employees, a 90-calendar day orientation and evaluation period should be successfully completed to continue employment. The employee and manager determine if the expectations of the position are met and if the employee has knowledge of the position and satisfactorily perform the necessary skills. All ministers, leaders and volunteers will receive a conduct and performance evaluation annually. Quarterly meetings and corrective action may be reported. It is important for the evaluated individual to have successfully completed training, and have a full understanding of their responsibilities. Areas of evaluation include excellent, satisfactory, need to improve/verbal warning, need to improve/written warning, need to improve/written suspension, and termination. Excellent performance rating indicates excellent service in most or all areas, and satisfactory service in few or no areas. Satisfactory performance rating indicates satisfactory in most or all areas, and unsatisfactory in few or no areas. A plan of action will be identified for all ratings below satisfactory. Need to improve/verbal warning performance signifies satisfactory in some areas, and unsatisfactory in some areas. Need to improve/written warning, followed by the verbal warning, performance rating signifies satisfactory in few areas, and unsatisfactory in most areas. Need to improve/written suspension, followed by written warning, performance rating indicates unsatisfactory in most to all areas, with no evidence of improvement. Termination may be determined after a written suspension or otherwise reported and indicates unsatisfactory in all areas, with no evidence of improvement. During evaluations the evaluated individual may include their major achievements, how well they served others, areas to improve, training/cross-training opportunities of interest, and other goals.

Positive and open communication between leaders and volunteers and between employees and management are important at The River Church. You are encouraged to speak freely to your Manager/Leader regarding matters affecting your work. We welcome your ideas and suggestions, and want to be aware of any problems and concerns you may have. You may sometimes have problems and questions related to your work. It is important that you discuss and resolve these problems and questions quickly, before serious conflicts and misunderstandings develop.

### **Corrective Action:**

A need for corrective action can often be identified by the leader of a team member, manager of an employee, or Executive Pastor/Lead Pastor of a leader or manager. There are three levels of corrective action- verbal warning, written warning, and written suspension. In-person meetings may be required for corrective action review. Employees, leaders, and volunteers must sign a form that the meeting took place and to discuss the situation and seek opportunities for improvement.

## **Departure Strategy:**

Employees, staff, and volunteers should provide a two week notice to the Manager and Ministry Leader(s) prior to departure from any position or ministry. Ministry Leaders should provide a one month notice to Executive Pastoral leadership and the Lead Pastor prior to departure. All notices are maintained on file for at least a period of seven (7) years. A departure survey and interview may be conducted by Executive Pastoral Leadership. Additionally, should a volunteer, or Ministry Leader desire to return to service re-orientation and/or evaluation may be required prior to return.

## **Holidays**

The administrative offices of The River Church observes the following holidays:

New Year's Day	January 1 <sup>st</sup>
Martin Luther King Jr. Birthday	3 <sup>rd</sup> Monday in January
Memorial Day	Last Monday in May
Juneteenth	June 19 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Day	December 25 <sup>th</sup>

We are in operation on President's Day, Columbus Day, and Veteran's Day. When a holiday occurs on a Sunday or Tuesday, church service will occur as usual. We acknowledge the Durham County and Wake County school holiday and break schedule. Special events may be scheduled in observance of holidays, such as: New Year's Eve, Martin Luther King Jr. Day, Thanksgiving, and Christmas.

All employment information related to appropriate and applicable federal and state laws, including Americans with Disabilities Act (ADA), At Will Employment, Fair Labor, the U.S. Equal Employment Opportunity Commission (EEOC and EEO), the Health Insurance Portability and Accountability Act (HIPAA), and the Family Medical Leave Act (FMLA) can be found on the respective websites.

## **Operations**

The Deacons focus on the building maintenance and church facility to ensure items operate properly. The team is responsible for the upkeep, maintenance and cleanliness of the environment. We adhere to a safe environment and to the NC safety and sanitary codes. Individuals are asked to report to the Facility Maintenance Manager any broken items or to report if anything is out of order.

### **Equipment:**

Equipment (i.e., computers, copiers, printers, fax machines, telephones, and cameras) of The River Church may only be utilized by authorized personnel, and is not for personal use. Illegal use of or access to pornographic and/or illicit computer websites is strictly prohibited. Such activity shall be subject to coaching, counseling and corrective action. If corrective action is not adhered to, the individual(s) may be dismissed and/or reported to the proper authorities.

### **Personal Property:**

We assist you in safeguarding your personal possessions while at work, but do not assume responsibility for them. We encourage you to actively safeguard your personal property: you should secure valuables in a locked location (if available), avoid leaving valuables visible or in unattended areas, and use good judgment regarding your personal property. In the event that property is lost, stolen or found, you should alert your manager immediately. Personal property is subject to inspection.

We reserve the right to inspect your personal property (such as your purse, backpack, laptop bag, coat, kit or any other such personal items including your vehicle on our premises) when there is a suspicion of theft; or that you may be in violation of the policy and procedure manual, where there is a safety concern or any reason that The River Church deems reasonable and necessary. You should, therefore, have no expectation of privacy in anything that is brought onto our premises, including items placed in your locker or work area. Where an authorized representative seeks to inspect the property or your personal property, you are expected to cooperate. Failure to do so may result in corrective action up to and including termination. Further, any search that reveals a violation of the policies or procedures, or that The River Church determines creates a security risk for its employees and members/attendees may result in corrective action up to and including termination.

### **Administration**

The Administration department is responsible for managing the human resources, personnel files of all staff, volunteers, and attendees, the Pastor's and assigned member travel arrangements, the strategic developmental plans for the organization, The River Church calendar of events for all departments, and other administrative tasks. Member profile and confidential information must be maintained in a file/electronic system and should not be taken off of church premises. The Administration department may consist of the church secretary, the Pastor's assistant, the Human Resource administrator, and the Minister of Protocol who must be a long-standing, tithing attendee of The River Church. The Pastor's Assistant assists the Lead Pastor, and maintains the Lead Pastor's schedule and calendar, and plans his travel accordingly. The Minister of Protocol often serves in the capacity of assisting the Executive Pastor and Lead Pastor and managing the service flow during all services. Other responsibilities are provided by the Executive Pastor.

### **Accounting and Finance**

The Accounting and Finance department manages the finances of The River Church. Selected individuals must be a long-standing, tithing attendees of The River Church responsible for counting and recording the tithes and offerings, making appropriate deposits and discussing finances with the Pastor. Individuals hold financial information to the utmost discretion, and do not share confidential information. Private business information is kept private and confidential. All budget and monetary reimbursement requests are presented to accounting and finance team for review and approval; and all purchases must be approved by the Accounting/Finance department prior to purchase. Members of finance team must be able to work with the financial institution managing the account, and the tax preparer. Upon collection of the Tithes and Offering, funds are stored in a privately locked location until at least two department members are present to count and record the funds.

### **River Emerge Center**

The River Emerge Center provides services the community as the non-profit branch of The River Church. The Emerge Center seeks to prepare individuals to live a life without boundaries. The Emerge Center provides financial literacy and entrepreneurial training to members of the Durham community.

#### **Mission:**

Our mission is to equip individuals with education, training, and resources to live a more empowered life.

#### **Vision:**

Our vision is to prepare individuals and communities to live a life without boundaries.

The Emerge Center provides services that require agreement contracts and fees. Contractual Agreements and fees are established between the event director of The Emerge Center on behalf of the executive director, and the client. The "*client*" is defined as an internal covenant member of The River Church that requests event space outside of ministerial specifications (weddings, funerals, etc.) OR an external client that has no affiliation with The River Church. These contractual agreements detail the hourly rate of services provided through venue reservation. In addition, internal vendor services (*media, catering, decor, etc.*) may provide contractual agreements that detail the hourly rate of requested services. A cleaning fee is incurred upon the reservation fee for the facility staff.

# **APPENDIX: MINISTRIES, FORMS & TEMPLATES**



**List of Active Ministries**

**RIVER 4LIFE:** From infants to teens, we minister to our young people to empower them to live 4LOVE, 4LEADERSHIP, 4LEGACY and 4LIVING A LIFE 4CHRIST.

**RIVER VILLAGE:** Plants a seed in youth today to blossom into great leaders of tomorrow. The village is building a prosperous community one child at a time.

**RIVER ADVANCE:** The River Advance Theology class is designed for ministers and those who are seeking advance knowledge, advance skill, and advance thought towards a deeper understanding of the Word of God.

**RIVER CARE:** Assists those in need including aspects of the following: visiting the sick, comforting the bereaved, encouraging and supporting those who are struggling or facing difficulties of various kinds, while nurturing and protecting the faith of those within the congregation.

**RIVER DEVELOPMENT:** The Development Ministry is responsible for generating donations, securing sponsorships, and obtaining in-kind contributions to pursue the mission of The River Church and Emerge Center. This Ministry works closely with Grants and Special Gifts Ministry to cultivate individuals, foundations, government agencies and corporations who are likely to donate time, money or goods.

**RIVER GRANTS & SPECIAL GIFTS:** Grants and special gifts ministry is responsible for researching and securing funding and special donations to support programing and outreach efforts of The River Church and Emerge Center. Additionally, this Ministry provides instruction and oversight to other River Church ministries requesting grant funding for programming.

**RIVER CONNECTIONS:** Creates a positive atmosphere for interaction with our guests; strengthen our membership; encourage those newly saved; and connect with our community.

**RIVER EVENT PLANNING/ V.I.P. MINISTRY:** Collaborate with Volunteers in Partnership (V.I.P.) to host or support River and non-River church-wide events and activities ensuring things are executed in love and excellence.

**RIVER GOOD LIFE:** Sponsors events and fellowship activities especially for, but not limited to, the senior members (ages 50 and over) who desire to have fun while living productive lives as servants of Christ.

**RIVER BRIDGE MINISTRY:** Sponsors events and fellowship activities designed to foster the connections between the generations within the church, as well as bridging the gap between churched millennials and unchurched millennials; all while developing Christian leaders (18 and 32 years old).

**RIVER GUEST SERVICES:** Ensures everything is being expedited in a fitting and orderly way modeling the vision of the leadership and after Psalm 84:10 to guests of the ministry and community.

**RIVER HEALING WATERS:** Builds awareness and provides actions about the cultural and racial issues affecting the Body of Christ and bridges connections between them so that we can celebrate the differences that make us unique.

**RIVER HEALTH AND WELLNESS:** Seeks to enhance the well-being of the members and surrounding communities through health screenings, education and biblical principles that focus on the mind, body and spirit.

**RIVER HOSPITALITY:** Serves guests and members in a manner that displays a spirit of excellence, warmth, friendliness, grace, and the compassionate heart of God, in order to enhance their worship experience.

**RIVER LIFE LINE:** Offers professional counseling, support and community resources to meet the immediate needs of individuals and families in The River Church.

**RIVER MADE MEN MINISTRY:** Provides an environment and atmosphere where all men (ages 18 and up) are able to be transparent and vulnerable in a way that addresses issues and outcomes to strengthen their relationship with God, and their role as priests and Kings.

**RIVER L.I.F.T.:** Ladies in Faith Together (L.I.F.T.), The River Church Women's Ministry, is designed to allow all women (ages 18 and up) an opportunity to gather to share insight and gain wisdom for their personal, professional, and spiritual development and to attend events and volunteer in the community. Women will gather monthly to talk about various topics from friendships to living a healthy lifestyle.

**RIVER MARKETING:** Develops and implements ways to make people aware of The River Church and what we are doing for God in the earth.

**RIVER MEDIA GROUP (RMG):** Dedicated to providing quality audio/visual support for the worship services and other events of The River Church.

**RIVER SOUND:** River Sound is responsible for providing Live, Studio, and Pre-Recorded Audio. Our goal is to provide the best listening experience to our Live and Streaming audience.

**RIVER NURSING HOME:** Visiting the elderly, sick, or shut-in living in Nursing Homes who are too often forgotten.

**RIVER ORGANIZATIONAL DEVELOPMENT (O.D.):** Focuses on carrying out the vision of Bishop Godbee for The River Church in developing “Team River” through leadership workshops and team building activities.

**RIVER LEADERSHIP DEVELOPMENT:** Provides training and development experiences to equip and empower The River Church leaders with the information and tools needed to lead with excellence in alignment with The River Church values.

**RIVER PARTNERSHIP:** Builds, cultivates, and maintains partners within the community of Durham, North Carolina and surrounding areas. This ministry, which is comprised of a team that is well versed in relationship equity and value proposition, is the liaison between

The River Church ministries and external partners within the community.

**RIVER P.A.S.S.:** Protective and Safety Services (P.A.S.S.) provides protection and safety to all while on The River Church premises. The P.A.S.S. team will also provide protective services to the Lead Pastor and his family when visiting other churches.

#### **RIVER FINE ARTS**

**RIVER DANCE:** Enhances the worship experience through various forms of movement (liturgical/sacred dance, and flags) to ultimately further the Kingdom of God.

**RIVER DRAMA:** Delivers anointed presentations/productions that support and reflect the vision and values of The River Church while strengthening the message of bringing the Kingdom into the earth.

**RIVER IMPART THE ARTS:** Provides a creative experience, which conveys heaven into the earth through the creative revelation of God. Using various forms of art, Impart The Arts, creates positive, fun, nurturing environments where all ages can participate, learn, and benefit from expression through art.

**RIVER MIME:** Enhances the worship experience and ultimately furthers the Kingdom of God through movement and expression.

**RIVER MUSIC:** Sets the atmosphere for the presence of God to flow in the service and prepare the hearts of the people to receive the Word of God.

**RIVER PRAYER:** Continues to ensure that the Lead Pastor and his Family are bathed in prayer; the Executive Staff and the church body are covered and immersed in prayer; and to be the Cities Church through prayer.

**RIVER WEALTH INSTITUTE (RWI), Financial Wellness Program:** Designed to help individuals improve their financial know-how and improve their economic stability by providing information, practical strategies and local resources through a one-year, three-phase experience.

**Forms/ Templates**

**For All Staff, Executive Pastoral Team, Ministry Leaders, and Volunteers:**

Policies & Procedures Manual Acknowledgement Receipt  
Church Access Form  
No Texting While Driving Policy  
Emergency Responder Report (Fire, Police, Rescue/EMT) & Unusual Occurrence Report  
Policy & Procedure for COVID-19 Pandemic  
Meeting Request  
Prayer Request

**For Staff, Executive Pastoral Team, and Ministry Leaders:**

Confidentiality Agreement  
Covenant Not To Compete  
Purchase Order Request Form  
Vacation Request & Leave of Absence Request Form  
Corrective Action & Performance Evaluation (Employee, Leader, Volunteer)

**For Executive Pastoral Team:**

River Church Attendance Report Worksheet

**For Ministry Leaders:**

Ministry Membership Contact Log  
Ministry Volunteer Schedule & Attendance Log  
Volunteer Interest Form  
Media Request

**Policies and Procedures Manual  
Acknowledgement Receipt**

**Attestation:**

The content, requirements, and expectations within the attached **The River Church Policy and Procedure Manual** have been verbally presented to me. Additionally, I have read the manual carefully and in its entirety, and agree to abide by all guidelines established therein. Additional policies and information may be implemented by The River Church at any given time. The Manual does not serve as an employment agreement or guarantee. I recognize that I am an “at-will” employee/staff/contractor/executive pastor/elder/deacon/ministry leader/volunteer and I or The River Church can terminate employment/status at any time for any reason with or without notice, regardless of my length of employment. The status of my “at-will” employment/status can only be changed through written agreement of me and the Lead Pastor. In some cases, my service is voluntary unless outlined in a separate Contractor Service Agreement. No employee, minister, leader, volunteer or other representative of The River Church can make any promises, oral agreements or statements, or representations that are inconsistent with this Acknowledgment. I understand that should I have any question(s) to consult the Lead pastor. Signature of this form shall validate the above attestation regarding **The River Church Policy and Procedure Manual**. Upon signature, please submit to the Lead Pastor or Executive Pastor.

**Name of Department:** \_\_\_\_\_  
(Please Print Clearly)

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Please Print Clearly)

**Designation (Please Check One):** Employee    Paid Staff    Contractor  
Executive Pastoral Team    Elder    Deacon    Ministry Co-/Leader  
Volunteer

**Please Do Not Complete Below This Line**

I hereby attest that **The River Church Policy and Procedure Manual** has been distributed and discussed with the above individual. This Acknowledgement Receipt has been received by me for submission to the Lead Pastor.

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Please Print Clearly)







The River Church  
**Purchase Order Request Form**

**Ministry Name:** \_\_\_\_\_  
**Name of Executive Leader:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Purpose of Funds:** \_\_\_\_\_  
**Date Submitted for Review & Approval:** \_\_\_\_\_

**Instructions:**

- Budget request must be submitted for Approval at least one (1) month in advance of event.
- Before requesting funds, please have three (3) vendors names and prices for each vendor you are planning to use.
- Each vendor should be listed along with the price of any item or service in the specific areas below.
- All budget request do not guarantee approval and are subjected to further review.

	<b>Requested Item</b>	<b>Quantity</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
Vendor #1				
Vendor #2				
Vendor #3				

**Vendor #1**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Website:** \_\_\_\_\_

**Vendor #2**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Website:** \_\_\_\_\_

**Vendor #3**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Website:** \_\_\_\_\_

To be reviewed and completed by the **Finance Department**

Date Reviewed: \_\_\_\_\_ Approval Signature: \_\_\_\_\_ Date Approved: \_\_\_\_\_





**The River Church**  
**Corrective Action & Performance Evaluation Form**

Employee/Leader/Volunteer Name: \_\_\_\_\_ Title/Department/Ministry: \_\_\_\_\_

Manager/Sr. Leader/Leader Name: \_\_\_\_\_

Review Type (indicate one): 90-day/ New Hire Quarterly 6-month Annual Other

Date: \_\_\_\_\_ Review Period (Date From, To): \_\_\_\_\_

Goals: Area for Development	Job Responsibilities/ Task Metrics	Conduct/ Behavior	Notes (Success/ Strengths OR Areas to Improve)	Overall Performance Evaluation
Organization/ Church Business Goals				
Work-Flow & Teamwork				
Customer Service				
Outreach & Marketing				
Training & Development				
Compliance with Policies & Procedures				
Availability for Work/ Assignment (Attendance/ Present as Scheduled)				
Overall Behavior				
Goals for Coming Year				
Other: Outstanding Service				

<b><u>Final Evaluation (indicate one):</u></b>	<b><u>Plan of Action</u></b>	<b><u>Employee/Leader/Volunteer Signature:</u></b>	<b><u>Manager/Sr. Leader Signature:</u></b>
Excellent Performance			
Satisfactory Performance			
Need to Improve: Verbal Warning			
Need to Improve: Written Warning			
Need to Improve: Written Suspension			
Termination			



**The River Church**  
**Volunteer Interest Form**

**Name:** \_\_\_\_\_

**Date Form Completed:** \_\_\_\_\_

**Ministry of Interest:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_

**Spouse Name (if applicable):** \_\_\_\_\_

**Child(ren) Name(s) (if applicable) *age, optional:***  
\_\_\_\_\_  
\_\_\_\_\_

**Interests/ Hobbies & Special Skill Sets:** \_\_\_\_\_

**Place of Employment and/or Self-employed Business:** \_\_\_\_\_

**City of Employment:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Work Email:** \_\_\_\_\_

**Community Involvement:** \_\_\_\_\_

**Ideas and goals to be an effective team member:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other information you would like to share (personal goals, etc.):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other ministries you are interested in learning about and/or currently serving:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Training activities and outings of interest:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **The River Church Confidentiality Agreement**

**Applicable to:** The River Church paid staff/employees, ministers, leaders, volunteers and others who have access to information entrusted to or maintained by The River Church, including any piece of information (verbal, digital or hard copy) that is provided to The River Church or created by The River Church regarding any person or business/organization.

The River Church maintains information about its current and past paid staff/employees, ministers, leaders, volunteers, members/attendees, visitors and affiliates, as well as information concerning The River Church business operations and processes. The information is considered confidential or sensitive. The River Church restricts access to information for legitimate business purposes, and requires of those who have access to information: to access information solely for a legitimate business purpose as-needed, and not disclose information to any individual, group, media or organization.

- I understand that my access to confidential or sensitive information entrusted to or maintained by The River Church is approved solely in conjunction with my assigned responsibilities as a paid staff/employee, minister, leader or volunteer of The River Church and not for any other reason, particularly not for my personal benefit or for the benefit of others.
- I agree to take appropriate measures to uphold the confidentiality of this information, and information related to The River Church, and not divulge nor disclose for any reason, either directly or indirectly, oral, written or electronically communicated, to anyone the contents of this information or any information provided to me, including any report or record, except in accordance with The River Church as assigned to me. I am not authorized to speak on behalf of The River Church.
- I agree not to share any passwords with any other person, and that I am responsible for any activity carried out under my name.
- I understand that if I do not comply, I will be subject to disciplinary action up to and including termination.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Name of Ministry or Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Designation: (Please Check One)**

Employee/ Paid Staff     Pastor     Elder     Minister     Leader     Volunteer     Other

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**The River Church  
Covenant Not To Compete**

**Applicable to:** The River Church Pastors, Elders, and Ministers

This Covenant Not to Compete (“Agreement”) is made effective as of \_\_\_\_\_ by and between  
*Effective Date*

\_\_\_\_\_ of \_\_\_\_\_ and The River Church  
*Pastor | Elder | Minister* *Pastor | Elder | Minister Home Address*

(4900 Prospectus Drive, Durham, NC).

\_\_\_\_\_ is an executive member of The River Church and is under contract by this  
*Pastor | Elder | Minister*

Agreement, while an executive member and until 2 years after departure. \_\_\_\_\_  
*Pastor | Elder | Minister*

will not directly or indirectly engage in business that competes with The River Church, in NC.

\_\_\_\_\_ will not directly or indirectly induce staff or members/attendees, solicit business  
*Pastor | Elder | Minister*

from or use for personal benefit, attempt to sell, sell, license, create or use same or similar products or services to any members/attendees, visitors or prospects of The River Church.

There are no oral promises that can be made to counteract this Covenant to Compete. This Covenant Not to Compete serves to protect the interests of The River Church.

\_\_\_\_\_  
*Pastor | Elder | Minister Signature*

\_\_\_\_\_  
*Effective Date*

\_\_\_\_\_  
*Pastor | Elder | Minister Printed Name*

\_\_\_\_\_  
*Ronald Godbee, Lead Pastor Signature*

**Designation: (Please Check One)**

- Pastor       Elder       Minister

\_\_\_\_\_



## The River Church

### No Texting While Driving Policy

According to numerous studies from the National Highway Traffic Safety Administration (NHTSA), the use of hand-held cell phones while driving incur a significant safety risk to motorists, their passengers and others on the road. The River Church is concerned about the safety of its staff and volunteers. The River Church has implemented a No Texting while Driving Policy, in effect while traveling for The River Church business, on behalf of The River Church, or operating The River Church vehicles. This includes, reading or responding to text messages and e-mails, or other electronic information.

Violations of this policy will lead to disciplinary action up to and including termination.

All staff and volunteers are required to sign this Statement of Acknowledgement that says you have read and fully understand The River Church No Texting while Driving Policy. Please contact an executive staff member if you have any questions regarding this policy.

The River Church will not be held responsible if I do not abide by this policy. I will abide by all Federal and State laws regarding the no texting (and no talking on hand-held cell phones) while driving within the state of NC and to/through other states, including those with the no talking on hand-held cell phone while driving policy.

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Staff | Volunteer Signature

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Date

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Staff | Volunteer Printed Name

#### **Designation: (Please Check One)**

Employee/ Paid Staff    Pastor    Elder    Minister    Leader    Volunteer    Other

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**The River Church**

**Church Access Form**

\*Please complete at least one (1) month prior to requested event for review and approval. \*Please note, completion and submission of this form does not guarantee approval. \*Security and/or Lead Pastor or Executive Pastoral Team Member must be present for duration of event.

**Ministry/Department:** \_\_\_\_\_

**Ministry Leader Name:** \_\_\_\_\_

**Requestor Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date Request Submitted:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Purpose for Use of Church (briefly describe the event):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Duration/Date & Timeframe of Event:** \_\_\_\_\_

**Number of Individuals who will be present:** \_\_\_\_\_

*\*Person requesting access must be present throughout the duration and timeframe of the event*

**Type of Event:**  Meeting  Event (Event Type: \_\_\_\_\_)  Other: \_\_\_\_\_ (Training, Workshop, Seminar, Practice, etc.)

*To be completed by Lead Pastor:*

**Date Reviewed:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_

**Lead Pastor Approval Signature:** \_\_\_\_\_

**If not approved, Reason:** \_\_\_\_\_



**The River Church  
Attendance Report Worksheet**

<b>Date</b>	
<b>Day</b>	
<b>Time</b>	
<b>Total Campus Attendance</b>	
<b>P.A.S.S. Member</b>	
<b>Distribution</b>	
<b>Guest Speaker(s)</b>	

<b>Praise Team/Musicians</b>	<b>Front Row – Leadership</b>	<b>Security/P.A.S.S.</b>
<b>Guest Services</b>	<b>Media/Camera</b>	<b>Connections</b>
<b>Youth</b>	<b>Youth (Staff)</b>	<b>Intercessory Prayer</b>
<b>Sanctuary (A) Left Near Band</b>	<b>Sanctuary (B) Middle</b>	<b>Sanctuary (C) Right</b>
<b>Theology/Bible Class</b>		



## The River Church

### Media Request Form

\*Completion of this form and submission to the Executive Pastor is required at least four (4) weeks prior to requested announcement start date for review and approval. Please note, completion and submission of this form does not guarantee approval. If and when approved, the Executive Pastor will submit to Media Leader.

**Ministry/Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ministry Leader/Contact Name** (*requested by*): \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Purpose of Media Request (Announcement via Reel)**

\_\_\_\_\_

**Date/Timeframe of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

**Content for Announcement (verbiage to maintain 30 second or less timeframe)**

\_\_\_\_\_

**Graphics to Accompany Announcement** (check all that apply):  **Pictures**  **Music**  **Words (indicate in Content above)**  **Other:** \_\_\_\_\_ **Color Scheme:** \_\_\_\_\_

**Requested Timeframe to Run Announcement:** \_\_\_\_\_

*To be completed by Pastor*

Date Reviewed: \_\_\_\_\_ Date Approved: \_\_\_\_\_

*To be completed by Media*

Date Received: \_\_\_\_\_ Date Begin to Run: \_\_\_\_\_





The River Church

Meeting Request Form

\*Completion of this form and submission to the Executive Pastor is required at least two (2) weeks prior to requested meeting date for review and to schedule. In order to be considerate of time, requested meetings may not exceed one (1) hour. When approved, the Executive Pastor will contact you to schedule the meeting date and time. Please be advised that urgent matters should be communicated via other means (i.e. phone or email).

Please indicate one of the following requests:

- Request to meet with Lead Pastor
Request to meet with Executive Pastor
Request to meet with Executive Pastoral Staff

Name: Date:

Designation: Employee/ Paid Staff Ministry Leader/ Ministry Co-Leader/ Minister Volunteer

Ministry:

I wish to waive the right of my Manager/ Ministry Leader present during the meeting. If not waived (i.e. if box is not checked), your Manager/ Ministry Leader may be present during the meeting.

Purpose of Meeting:

Blank lines for additional information

Availability for Meeting:

1st Option (Date & Timeframe):

2nd Option (Date & Timeframe):

3rd Option (Date & Timeframe):

This Meeting Request is: Time Sensitive Personal Other

To be completed by Lead Pastor or Executive Pastor

Date Reviewed: Meeting Date & Time:

Issue Resolved:

More information needed (follow up meeting scheduled):

Other (Plan of Action):



**The River Church**

**Vacation Request Form**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Ministry/ Department:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Back-up Contact/ Ministry Co-Leader Name:** \_\_\_\_\_

\*Please indicate the dates you plan to be absent from church and/or meetings, and provide to the Executive Pastor. A submitted request does not guarantee approval. You will receive approval from the Executive Pastor.

<b>Date [Month &amp; Day]</b>	<b>Reason (optional)</b>

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**Leave of Absence Request**

\*Indicate your proposed time away according to the doctor's note, if applicable. This form must accompany the doctor's note when applicable. This form usually pertains to maternity leave or an extended period of time away from work/service.

<b>Dates [Month &amp; Day Timeframe]</b>	<b>Reason (attach doctor's note, if applicable)</b>

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Approved By: \_\_\_\_\_ Approved Date: \_\_\_\_\_



**The River Church**

**Prayer Request Form**

**Requestor Name:** \_\_\_\_\_

**Reason for Request (what/who to pray for):** \_\_\_\_\_

\_\_\_\_\_

**Do you request to meet with a Minister for additional prayer: Yes No**



**The River Church**

**Emergency Responder Report**

\*To be completed upon contacting an emergency unit (or within 12 hours of the occurrence), and submitted to the Lead Pastor or Executive Pastoral Team member immediately.

**Name:** \_\_\_\_\_ **Date & Time of Report:** \_\_\_\_\_

**Date of Occurrence:** \_\_\_\_\_ **Time of Occurrence (a.m./ p.m.):** \_\_\_\_\_

**Description of Occurrence:** \_\_\_\_\_

**Location of Occurrence:** \_\_\_\_\_

**Individuals involved in Occurrence and Their Phone Number:**

**Time Emergency Unit (EMT, Police, Fire Truck) Contacted:** \_\_\_\_\_

**Individual's Name who contacted/called the Emergency Unit:** \_\_\_\_\_

**Time Emergency Unit (EMT, Police, Fire Truck) arrived on scene:** \_\_\_\_\_

**If Emergency Unit was not contacted, indicate the reason:** \_\_\_\_\_

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**Unusual Occurrence Report**

\*In addition to completing the above information, include the following when an Emergency Unit is not contacted. Please be prepared to answer additional questions from the Lead Pastor and Executive Pastoral team regarding the occurrence.

**Any Background/ Historical or Other Information in regards to Occurrence:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## COVID-19 Pandemic: Policy & Procedure

The River Church policy and procedure is created to prepare, plan and educate our community whose members may include vulnerable populations on coronavirus disease and its transmission. The Centers for Disease Control and Prevention (CDC) encourages faith-based organizations to prepare for the possibility of a COVID-19 outbreak in their local communities. The River Church will employ the CDC recommendations on Coronavirus as guides throughout the assessment, planning, implementation and evaluation of policies and procedures.

Before a COVID outbreak, The River Church will establish ongoing communication with the Durham County Department of Health to facilitate access to relevant information before and during an outbreak. This contingency plan includes flexible policies and procedures to accommodate public health recommendations to reduce infection. The River Church will engage key partners across both public and private sectors, such as local businesses, schools, other community- and faith-based organizations. The specific details of the plan are based on the extent of the outbreak, The River Church membership, workforce, complexity of day-to-day operations, and on-site and off-site services to vulnerable populations. Additionally, The River Church will continue to build and maintain strong local government and state alliances to ensure adherence to local and state regulations and securing of valuable resources.

Following the mandates of state government, The River Church will adhere to capacity standards. To prevent over-crowding at the entrance, all attendees are encouraged to register on the River's Website upon arrival on church grounds. Attendees will be notified when to leave their vehicle and enter the church. The River Church will offer separate entrance and exit doors. Upon entry to sanctuary, all people will adhere to six (6) feet distancing except in cases where individuals or families live together.

Each individual entering the church for whatever reason are provided with educational materials and assessed for COVID symptoms via questionnaire and temperature checks, (see Attachment A), and hand sanitizer. For those allergic to sanitizer, soap and water may be used. Individuals not meeting the recommended requirement, for example a temperature over 100.3 will be encouraged to call their primary physician or the COVID hotline for further instructions. During working hours, individuals employed by The River Church experiencing COVID symptoms or suspecting of coming in contact with someone with a diagnosis of COVID will be

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The River Church Health and Wellness Ministry's registered nurses will provide follow-up phone calls to all individuals with potential COVID symptoms to encourage adherence to medical plan and offer community resources.

Changes to the policy and procedure are based on local/state mandates and church scenarios during a COVID-19 outbreak. Special attention to the needs of older adults, persons with disabilities, and other individuals with access and functional needs are prioritized. This policy and procedure plan will be reviewed annually and as needed by The River Church leadership.

(Attachment A)

**For Those Entering The River Church**

Please wear your **mask** while on The River Church campus



**Please review the following questions.**



Do you or have you had a fever in the past 24 hours?

Are you currently sick or having a cough, sore throat, stuffy or running nose?

Have you been in contact with someone who is suspected of having the  
Coronavirus or the flu in the past 2 weeks?

Have you or someone you live with been tested for Coronavirus in the past week?

**If you answered yes to any of the above questions, a The River Church Health & Wellness Nurse will come out and talk to you.**

**COVID HOTLINE: 919-385-0429**

**If No, proceed to the door, sanitize your hands, and go directly to the sanctuary. Please do not gather in River Row and be mindful of the 6ft. rule.**