

- Derogatory cartoons, posters, and drawings;
- Sexually-explicit e-mails, text messages, or voicemails;
- Uninvited touching of a sexual nature;
- Unwelcome sexually-related comments.

All such conduct is unacceptable in the workplace and in any work-related setting such as business trips and business-related or Church-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor, independent contractor, Church member or visitor, or other third party.

Any incident that may be regarded as discrimination or harassment should be reported immediately – in writing – to the department manager, or Executive Pastors. The Executive Pastors will ensure that an immediate, thorough, and objective investigation is undertaken. The investigator will make ensure that appropriate due process is followed and the investigator will make a reasonable determination based on the evidence and information collected.

If the investigator determines that unlawful harassment has occurred, immediate measures will be taken to discipline the offender, up to and including termination. Confidentiality cannot be guaranteed, but every effort will be made to disclose information on a “need to know” basis only. The Church will not retaliate against a staff member for filing a complaint or for participating in an investigation and will not tolerate or permit retaliation by Church management or staff members.

In furtherance of this policy, the Church will not permit the use of racial, religious, age-related, sexual or ethnic epithets, innuendoes, slurs or jokes within its facilities or while performing services for the Church. All staff members (including supervisory personnel) shall conduct themselves in a professional manner at all times and shall refrain from sexual advances, verbal or physical conduct of a sexual nature, or requests for sexual favors. Any staff member who violates the above policy and our commitment to equal employment opportunity shall be subject to discipline, up to and including immediate termination.

If you have any questions regarding the Church’s Equal Employment Opportunity Policy, or if you feel that the policy has been violated, or feel that you have been discriminated against, harassed, or treated unfairly, bring the matter directly to the attention of your supervisor, or the Executive Pastors.

Staff members may also report any such claims of discrimination or harassment to the Equal Employment Opportunity Commission of the federal government. The Equal Employment Opportunity Commission (EEOC) is the federal agency that resolves claims of discrimination and harassment, including sexual harassment claims. You may contact the EEOC at (202) 663-9000; or write to: Equal Employment Opportunity Commission, 1801 L Street, NW, Washington, D.C., 20507. Staff members may also contact the Los Angeles EEOC office at 800-669-4000.

2.3 Americans with Disabilities Act (ADA) Policy

It is the Church’s policy not to discriminate (in recruiting, hiring, advancement, reassignment, layoff, termination, compensation, training, or other conditions of employment) against any qualified staff member or applicant for employment because of pregnancy or a physical or mental disability. Disability refers to a physical or mental impairment that limits one or more of the major life activities of an individual, or a record of such impairment.

The Church will make reasonable accommodation for qualified individuals with known physical or mental disabilities, provided the staff member is able to perform his or her essential job functions with the accommodation. The Church will work diligently with the staff member to accommodate the disability, including moving the staff member to an open position for which the staff member is qualified. In certain

circumstances, an accommodation may include a leave of absence or reduction in work hours. However, the Church will not displace another staff member or create a new position in order to accommodate a staff member's disability. In addition, the Church will not be able to accommodate a staff member when the requested accommodation creates an undue hardship to the Church.

If a staff member believes that he or she needs an accommodation, the staff member must notify his or her supervisor and the Executive Pastors. The staff member does not and should not disclose the nature of the disability. Once a staff member makes a request for an accommodation, the Executive Pastors will engage with the staff member in an "interactive process." This is a conversation between the employee and Church which will help all parties know and understand what accommodations will assist the staff member. The staff member will be asked to provide information from the employee's medical practitioner verifying the limitations and that the staff member will be able to satisfy the essential functions of the staff member's job with the accommodations.

Pregnant staff members are strongly encouraged to consult with their medical practitioners to determine what, if any, accommodations may be necessary. The Church will make every effort to provide the necessary accommodations. Accommodations will be made for lactating mothers. Lactating mothers may take as many breaks as is necessary to express breast milk and will be provided with a clean, private area in which to do so.

2.4 Staff Member Classifications

Staff member when used throughout this handbook means any staff member of any classification.

All staff members are "at-will." This means that employment with the Church is not guaranteed. Employment is at the mutual consent of the staff member and the Church. Accordingly, either the staff member or the Church may terminate the employment relationship at any time, with or without cause or advance notice. This Handbook and nothing within this Handbook should be construed as creating a contract of employment or contain any promises contrary to the at-will policy.

2.4.1 Regular staff members are those who are hired to work on a regular, year-round schedule. Regular staff members may be classified as full-time or part-time.

Full-time staff members are those who are normally scheduled and expected to work 30 or more hours per week.

Part-time staff members are those who normally are scheduled to work and work less than 30 hours per week. It is the Church's policy and practice to limit part-time employment to no more than 25 hours on average per week. Part-time staff members may be assigned a work schedule in advance or may work on an as-needed basis. Part-time staff members are eligible for some, but not all, staff member benefits described in this Handbook.

2.4.2 Temporary staff members are not considered regular staff members. Temporary staff members include those employed for short-term assignments. Short-term assignments are generally for periods of six months or less; however, such assignments may be extended. Temporary staff members are not eligible for staff member benefits except where mandated by applicable law.

The following special titles may also apply to staff members:

2.4.3 Executives are the senior managers of the Church. Currently this title includes the Senior Pastor; Frank Nuno, Executive Pastors; Ann Nuno and Letania Ponte, Jacob Amado, Finance Director; Tania Arzu.

2.4.4 Department heads or managers are those staff members who supervise an assigned department as defined by the Church's budget departments.

2.4.5 Exempt and non-exempt staff members: Certain staff members are covered by state and federal regulations governing the payment of overtime. These staff members are “non-exempt” from state and federal wage and hour regulations and are paid overtime in accordance with the applicable law. Other staff members are “exempt” from state and federal wage and hour regulations and are not paid overtime. The determination of whether a staff member is exempt or non-exempt is governed by multiple factors including but not limited to education, professional licensing, decision-making authority, duties, and the responsibilities of his or her assigned position. Upon hire, you will be provided with your classification. If, any time, you have any questions regarding your status as “exempt” or “non-exempt,” contact the Executive Pastors.

2.5 Personal Conduct

2.5.1 Personal Conduct

A Christian example is an important part of the ministry of La Iglesia En El Camino. Experience shows that violations of Church policies and rules rarely occur; however, when they do, they may warrant disciplinary action.

The Church has established a system of progressive discipline that may include verbal warnings, written warnings, up to and including termination. However, nothing in this policy guarantees that the Church will proceed through a progressive system of discipline. Certain incidents or types of misconduct or policy violations may warrant accelerated or unique handling. At its sole discretion, the Church may utilize whatever form of discipline deemed appropriate under the circumstances, up to and including termination of employment. Nothing in this policy shall limit or change the Church’s at-will policy. At all stages throughout this process, staff members are encouraged to provide their perspectives in writing to the Executive Pastors.

Given the interest of the Church in maintaining a healthy and productive working environment, the following conduct is prohibited and will not be tolerated by the Church. This list of prohibited conduct is illustrative only. Other types of conduct injurious to security, personal safety, staff member welfare, the Church’s operations, or biblical standards may also be prohibited.

- Failing to report to work on scheduled workdays without advance notice to one’s supervisor
- Recording the work time of another staff member or allowing any other staff member to record the staff member’s work time, or allowing falsification of any time sheet, either the staff member’s own or another staff member
- Using Church keys for unauthorized access or non-business purposes.
- Violation of technology terms of use
- Removing or borrowing Church vehicles without prior authorization
- Theft, deliberate or careless damage, or destruction of any Church property or the property of any staff member or congregant
- Unlawful drug and/or alcohol use
- Unauthorized use of Church equipment, time, materials, or facilities
- Provoking a fight or fighting during working hours or on Church property
- Possession of firearms or any other dangerous weapons on Church premises at any time
- Failure to observe working schedules, or failing to take rest and meal periods as provided in this Handbook
- Wearing extreme, unprofessional, or inappropriate styles of dress or hair while working
- Violation of any safety, health, security, or Church policies, rules, or procedures

- Committing a fraudulent act or a breach of trust under any circumstances
- Unlawful harassment
- Misrepresentation of the church; to serve badly or improperly, to give someone a false idea about the church believes, doctrine, and vision, or about someone from the staff.
- And for any others reasons described within this Handbook

While not seeking to interfere with staff members' personal life, certain types of off-duty conduct may interfere with the Church's legitimate spiritual or business interests. Therefore, staff members are requested to conduct their personal affairs in a manner that reflects biblical and ethical standards. This includes not adversely affecting the Church's or each staff member's own integrity, reputation, or credibility. Illegal, immoral, unethical, or unscriptural off-duty conduct on the part of any staff member may result in disciplinary action, up to and including termination.

2.5.2 Attendance & Punctuality

Staff members of the Church are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for fellow staff members and supervisors. When a staff member is absent, their workload must be performed by others. Staff members also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Church business.

If a staff member is unable to report for work on any particular day, they are required to call or text their supervisor at least one hour before the time they are scheduled to begin working that day, unless the staff member is on an approved leave of absence for a specified period of time. If a staff member is unable to speak directly with their supervisor, he or she is required to leave the supervisor a voice and e-mail message.

In all cases of absence or tardiness, staff members must provide their supervisor with an honest reason or explanation for their absence. However, no staff member is required to disclose his or her medical condition. Staff members also must inform their supervisor of the expected duration of any absence. Excessive absenteeism or tardiness will result in disciplinary action.

If a staff member becomes ill while at work, he or she is required to report the matter to their supervisor. If a staff member is unable to speak with their immediate supervisor, he or she is required leave the supervisor a voice and e-mail message, and contact the Finance Office.

A staff member who does not report to work on a scheduled working day and who does not report the absence to his or her supervisor as required will be considered to have voluntarily terminated his or her employment after three consecutive days of such absence.

2.5.3 Church Property & Work Areas

Computers, desks, vehicles, and other specialized equipment are Church property and must be maintained according to the Church's "terms of use" or "rules and regulations." They must be kept clean and are to be used only for work-related purposes. It is the responsibility of each staff member to keep secure all items of a sensitive nature, such as keys, ID cards, and alarm codes. Failure to do so could result in disciplinary action. The Church reserves the right to inspect all Church property to ensure compliance with its rules and regulations without notice to the staff member and/or in the staff member's absence.

Prior authorization must be obtained before any Church property may be removed from the premises.

Common areas such as break rooms and restrooms should be kept clean by those using them. Staff members are requested to clean up after meals and dispose of trash properly.

2.5.4 Personal Belongings

For security reasons, staff members are asked not to leave unsecured personal belongings of value in the workplace. Staff members should be aware that the Church does not maintain insurance on or coverage for an employee's personal belongings and it is the responsibility of every employee to ensure their personal belongings are properly secured and accounted for at all times. In case of a security emergency, personal items may be subjected to inspection and search, with or without notice, and with or without the staff member's prior consent.

2.5.5 Smoking Policy

LIEEC is a smoke free environment and maintains a no smoking policy on campus at all times.

2.5.6 Standard response Time

Return all work communication sent to you in 12 to 24 hours. It is a courtesy manner and you assign value to others when you respond to them in a timely manner.

- If you do not have a right away answer, reply to let the other person know that you are working on it.
- Phone calls and emails between staff members should be responded immediately or in a period of 12 to 24 hours.
- you are not required to reply to any communication sent to you after work hours, unless there is an emergency situation that requires your attention.
- If you are outside the office for business purposes, you should respond to your emails, or phone calls as soon as possible and not later than 24 hours.
- When you are on vacation you are not required to answer any work related communications.

Any staff should not contract any professional services; singer, child care workers, speakers, media workers, electricians, technicians, etc. without being vetted and approved by the Executive Pastors.

2.6 Performance Evaluations

Performance evaluation are used for receiving feedback and personal growth and should be viewed as a means to encourage more communication between the supervisor and staff member. In order to better align with the Church's budgeting timeline, performance appraisals should be completed annually each fall for all non-temporary staff members. New staff members should be reviewed after 90 days of the date of hire. The purpose of the 90-day review is to assess performance to date and establish goals to be completed prior to the next scheduled review. After completing the 90-day review, new staff members will receive their annual review along with all other staff members in the summer.

This Evaluations will provide the church with information to use when making employment decisions, such as promotions, pay raises, and layoffs.

2.7 Work Schedule and Overtime

2.7.1 Working Hours

LIEEC offices are open for business between the hours of 8:30 A.M. and 5:00 P.M. Tuesday through Friday. The working hours for all employees are Tuesday through Friday from 8:30am to 5:00pm, and Sundays during service hours. Supervisors will assign individual work schedules. All staff members are expected to be at their desks or appropriate workstations at the start of their scheduled shifts, ready to perform their work. Exempt staff members are expected to work during those hours that are consistent with successfully completing their work requirements.

Exchanging work schedules with other staff members is not allowed without the authorization of the staff member's manager. Work schedule exchanges may not be approved if the exchange will result in disruption of or interference with normal operations or if the exchange will result in overtime.

2.7.2 Rest and Meal Periods

Non-exempt staff members who work seven-and-a-half hours a day are provided two 10-minute rest periods. Non-exempt staff members who work at least three and one-half hours per day are provided one 10-minute rest period for every four hours of work, or major fraction thereof. Rest periods are provided on employer-paid time. These breaks cannot be added to the meal period.

An unpaid meal period of no less than 30 minutes is provided for non-exempt staff members who are scheduled to work more than five hours per day. If the staff member's total workday is no more than six hours, the meal period may be waived at the request of the staff member and by mutual consent of both the Church and the staff member. If a staff member works more than 10 hours, but less than 12 hours in one day, he or she is entitled to a second meal period of 30 minutes. Due to the nature of the work, many staff members prefer to take an hour off for lunch. The timing of the meal and rest periods needs to be coordinated with the supervisor to ensure adequate coverage.

Non-exempt staff members are required to record the beginning and end of meal periods on their time sheet. Exempt staff members are encouraged to take a meal period during the workday.

It is very important for staff members to take their scheduled rest and meal periods. If staff members feel that they are unable to take their meal and rest periods, they should immediately discuss this with the Executive Pastors. It is assumed that staff members have taken their meal and rest periods, if they have not reported any such problems to the Executive Pastors. Staff members who are not taking their full 30 minutes for their meal or rest periods, may be subject to disciplinary action, as this is an important legal requirement.

In general, the LIEEC offices are closed during lunch hours from 12:00 P.M. to 1:00 P.M.

2.7.3 Time Sheets

All non-exempt staff members are required to record time worked on a time sheet for payroll purposes. Failure to turn in a time sheet by the deadline will delay paychecks until the next payday. Time cards are due to be submitted to the Finance Office within one business day following the end of each pay period.

The pay periods for hourly staff are as follows:

- 1st – 15th: paid on the last day of the month
- 16th - last day of the month: paid on the 15th day of the month

The pay periods for salaried staff are as follows:

- 1st – 15th: paid on the 15th day of the month
- 16th - last day of the month: paid on the last day of the month

Each manager will immediately notify the Executive Pastors in writing when a staff member resigns and include the original copy of the staff member's resignation letter. The staff member's time sheet should prominently include the word "LAST". If an employee separates without providing a written notice of resignation, the manager must provide a written explanation of the details of the separation to the Executive Pastors so that a written record of the reasons for the separation are preserved. This will be used in lieu of a written resignation letter and will be treated in the same manner.

2.7.4 Workday Defined

The Church workday (a consecutive 24-hour period) begins at 12:01 a.m. on Sunday and ends on Saturday at midnight.

2.7.5 Overtime

When necessary, non-exempt staff members may be requested to work beyond their normally scheduled hours. Managers must pre-approve all overtime hours worked. Overtime will be paid in accordance with federal and/or state law. Under current California law, non-exempt staff members who work in excess of eight hours up to and including 12 hours in any workday, or in excess of 40 hours in any workweek, or up to eight hours on the seventh consecutive day of work in the workweek will be compensated at the rate of one and one-half times the staff member's regular hourly rate for all such hours worked. Non-exempt staff members who work in excess of 12 hours in any workday or in excess of eight hours on the seventh consecutive day of work in the workweek will be paid at the rate of two times their regular hourly rate of pay for all such hours worked. Overtime wages are based solely on actual hours worked and non-exempt staff member's regular straight hourly pay rates.

All eligible staff members will receive information regarding benefits during their benefit orientation. Information related to available leaves are outlined in this Handbook. Summary plan descriptions, Evidence of Coverage, and other benefit documents are available from the Finance department. If you have any questions regarding benefit matters, you should direct them to the Finance department. The Church reserves the right to modify, suspend, or terminate any benefit or leave at its sole discretion. Staff members will be notified of any changes in employee benefit programs and leaves at employee meetings, emails, or through other written correspondence.

This section of the Handbook is intended to provide a general overview of the benefits and leaves currently available to eligible staff members of the Church. State and/or federal law govern some of these benefits, while others are determined by the Church or governed by a benefit provider. If there is a discrepancy between the contents of this Handbook and a provision of an applicable law, plan document, or contract, then the law, plan document, or contract will prevail.

2.8 Time Off

2.8.1 Vacation Policy

Regular full-time and regular part-time staff members are eligible to accrue vacation. No other staff members are eligible to earn paid vacation. The Church recognizes the value of rest and relaxation. Each eligible staff member is encouraged to use all earned vacation benefits.

- Executives are eligible for four weeks of vacation per year regardless of years of service.
- Regular, full-time staff members are eligible for vacation at the rates described below.
- Regular, part-time staff members who are normally scheduled to work at least 15 hours per week receive paid vacation time on a prorated basis, based on the number of hours described in the part-time staff member's job description regardless of the number of hours actually worked.
- Temporary staff members are not eligible for vacation benefits.

Vacation shall be continuously accrued each pay period based on the date of hire as outlined below. Vacation days begin accruing immediately upon hire. Each staff member's paycheck stub will show the total number of hours earned but not used. Any accrued and unused vacation hours will be added to the staff member's final paycheck.

If a staff member's unused vacation days reaches the maximum accrual based on the chart below, vacation days will no longer accrue during all pay periods until the number of days accrued falls below the maximum by the staff member either using or "cashing out" the vacation days as described below. Vacation pay will be at the base rate of pay in effect at the time the vacation pay is cashed out.

Years of Service	Hours Accrued Per Pay Period	Annual Amount of Vacation (Maximum Accrual)
1 – 4	3.33	10 days
5 – 9	5.00	15 days
10 +	6.67	20 days

Eligible staff members may "cash out" accrued and earned vacation hours once per calendar year by providing a written request to the Executive Pastors, Finance and obtaining his/her approval. Vacation cash out pay will be paid on the staff member's next regularly scheduled paycheck and will be taxed in accordance with the new gross amount and any W-4 withholdings on file.

Vacation days must be pre-approved by the staff member's manager and are subject to the Church's operating needs. Non-exempt staff members should indicate vacation days on their time card during the pay period they were taken.

Exempt staff should make vacation day requests in writing to their manager for consideration. Requests should be made at least two weeks in advance. The supervisor must then notify the to the Human Resources Department that vacation days have been used by submitting an email along with the employee's original request.

Vacation pay may not be taken until it has been earned and accrued. Vacation time taken will not be counted as hours worked for purposes of determining a non-exempt staff member's overtime pay.

2.8.2 Church Holidays

Regular full-time and regular part-time staff members are eligible to receive paid holidays. No other staff members are eligible for paid holidays.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the following Friday and the preceding Wednesday afternoon (after 12pm)
- Vacations will not be approved during the Christmas holidays.
- Christmas paid holidays will be determined by the Senior Pastor.
- When a holiday falls on your regular day off, you can take the following day off; offices are closed.

Monday, January 2nd given off for New Year's Day occurring on Sunday. Staff may take the following day; Tuesday, since Monday is a regular day off.

The rate for holiday pay will be based solely on the staff member's regular straight rate of pay and hours at the time of the holiday. Part-time staff members will be paid the amount the staff member is typically scheduled to work on the designated holiday. For example, if a holiday falls on a Monday and the staff member typically does not work on Monday, they will not receive any pay for the holiday. Paid time off for holidays will not be counted as hours worked for the purpose of determining a non-exempt staff member's overtime pay. Paid holidays must be taken on the day the Church designates as the holiday.

2.8.3 Birthdays

All regular full-time and regular, part-time staff members receive one paid day off for their birthday holiday per year. No other staff members are eligible for a paid birthday holiday.

Regular, full-time and regular part-time staff members may take one paid day off per year for their birthday holiday. The birthday holiday must be taken during the pay period of the staff member's birthday. The rate for the birthday holiday pay will be based solely on the staff member's regular straight rate of pay and hours at the time the birthday holiday is taken. Paid time off for the birthday holiday will not be counted as hours worked for purposes of determining a non-exempt staff member's overtime pay. Part-time staff members will be paid the number of hours the staff member is typically scheduled to work on the day the birthday holiday is taken.

2.8.4 Sick Days (also called Sick Leave)

As of July 1, 2015, California law provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Family Act. The paid sick leave policy is intended to comply with the requirement of the Act. Staff members cannot be discriminated against or retaliated against for requesting or using paid sick time. If you have any questions, please contact the Human Resources Department.

- Eight days of paid sick time is provided to all staff members on the first day of the year.

- Staff members who work more than 30 days within a year counting from the first day of employment are eligible to receive this benefit.
- Three days or 24 hours of paid sick time is provided to all Part-time staff members.
- This benefit is prorated for eligible new staff members based on their dates of employment for their first year of employment.
- Staff members may use their accumulated sick leave for the purpose of diagnosis, preventative care, care or treatment of an existing health condition of the employee or an employee's family member (child, parent, step-parent, parent-in-law, grandparent, sibling, or spouse).
- Staff members may also use sick leave if they are a victim of domestic violence, sexual assault, or stalking.
- Sick leave may be used in no less than two (2) hour increments.

Staff members are requested to give their supervisor as much advance notice as possible when sick leave is needed. An employee's use of sick leave runs concurrently with other leaves provided by these policies and by state or federal law unless otherwise prohibited.

Non-exempt staff should denote sick days taken on their time sheet Available sick hours are indicated on paycheck stubs.

Exempt staff should communicate by email any sick days taken to their supervisor. The supervisor or his/her representative must forward the authorized hours taken to the Human Resources Department during that pay period.

2.8.5 Leaves of Absence

It is the Church's policy to grant leaves of absence to its eligible staff members on a non-discriminatory basis pursuant to federal, state, and local law. The laws listed below apply to religious organizations of our size. This can and will change over time. Every effort will be made to adjust this Handbook to these changes as they occur as it is our intent to always comply with applicable laws.

- California's Pregnancy Disability Leave Act
- The Americans with Disability Act
- Paid Sick Time
- California and Federal Military Related Leaves
- Jury Duty (maximum of 7 paid days)
- Court Appearance and Crime Victim Leave
- Crime Victims Leave Rights (to attend judicial matters)
- Kin Care (use of sick leave to care for children)
- Voting Leave
- Bone Marrow and Donor Marrow Leave

We also provide the following voluntary leaves:

- Vacation
- Paid Holidays
- Bereavement Leave

All staff members are asked to review the policy related to the leave which they are seeking to determine if they are eligible for that leave. All staff members may also consult with the Human Resources department to determine if they are eligible and what forms or steps must be taken to effect that leave.

A staff member who requests a leave of absence, regardless of the length of time, must submit a prior written request to his or her manager indicating the date on which the leave will begin, reason for requesting the leave, and anticipated date of return to work. No staff member should submit or is required to submit any medical diagnosis of their or a family member's medical condition. The written request must be submitted with at least 30 days' advance notice (except as otherwise indicated in the policy governing a particular leave) and must be approved with notification given to the supervisor, manager, and executive. In the event of an emergency, the Executive Pastors may waive the 30-day notice requirement.

If a staff member fails to return to work on the anticipated return date, or fails to obtain manager approval of an extension before the anticipated return date, the staff member will be considered to have voluntarily resigned.

The Church shall require that any illness or disability leading to a leave of absence be certified by a medical practitioner in writing. On certain occasions, the Church may require the staff member to be examined by a physician chosen and paid for by the Church. In certain circumstances, the Church may require a third medical opinion, which will also be chosen by and paid for by the Church.

All paid leaves of absence will be paid to part-time employees on a prorated basis, based on the number of hours described in the part-time staff member's job description regardless of the number of hours actually worked, unless otherwise specified.

If you have any questions about the Church's leave of absence policy, or any other leave policy, please contact the Finance Director.

Military Related Leave: there are very specific requirements for who may take a military related leave and when. All staff members who may need military related leave must discuss this leave with the Executive Pastors, Finance. The Church wants every staff member to receive the full benefit of any available leaves.

2.8.5.1 Notification of Need for Leave

A staff member must provide proper notification as a condition of eligibility for a leave. The staff member must notify his or her manager and to the Executive Pastors in writing of the need for such a leave, the date the leave will commence, and the anticipated duration of the leave. If the leave is foreseeable, the staff member must provide at least 30 calendar days advance notice before the leave is to commence. If the need for the leave is not foreseeable, the staff member must provide as much advance notice as possible, preferably as soon as the staff member learns of the need for the leave. A failure to comply with these notice rules may result in a denial or postponement of the requested leave until the staff member complies with these rules. However, if the need for a family and/or medical leave results from an emergency or is otherwise unforeseeable, the leave will not be denied simply because a staff member fails to provide advance notice.

2.8.5.2 Certification by Health Care Provider

If a staff member requests a leave due to a serious health condition of the staff member or a family member, the staff member must support the request with a certification issued by the health care provider of the individual with the serious health condition.

The certification must include, as applicable, the following information: (1) the date, if known, on which the serious health condition commenced; (2) the probable duration of the condition; (3) an estimate of the amount of time that the health care provider believes that the staff member needs to care for the individual

requiring the care; and (4) a statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring care.

2.8.5.3 Paid Leave for the Birth or Adoption of a Child

The Church greatly values the health of its staff and well-being of their families. Accordingly, the Church provides six weeks of paid leave for any staff member during a pregnancy-related illness, the birth or adoption of a child, or to be with their family (bonding time) for the birth or adoption of his/her child. A staff member is entitled to one paid leave for the birth or adoption of each of child who is born or adopted while the staff member is employed. Staff members may take only one paid leave under this provision of the Handbook per year. This paid leave will run concurrently with any leaves as prescribed by applicable laws or the policies of the Church. Part-time employees will be paid on a prorated basis, based on the number of hours described in the part-time staff member's job description regardless of the number of hours actually worked.

2.8.5.4 California's Pregnancy Disability Leave

All female staff members employed in the state of California may request an unpaid leave of absence of up to four months because of disability due to pregnancy, childbirth or a related condition. Pregnancy Disability Leave (PDL) is not parental (bonding) leave and covers only the period of actual disability as determined by the staff member's doctor or other licensed health care practitioner. A staff member who needs to take PDL should inform her manager at least 30 days in advance or as soon as possible of the start date and estimated duration of PDL. Accrued sick leave must be used for PDL, and accrued vacation time may be used for PDL.

Subject to the terms, conditions and limitations of the applicable plans, the Church will provide a staff member on PDL with health insurance benefits for the period of the approved PDL. In some instances, the Church may recover premiums it paid to maintain health coverage if the staff member fails to return to work following pregnancy disability leave.

Leave taken under PDL runs concurrently with Family and Medical Leave under federal law, but not family and medical leave under California law (California Family Rights Act).

Upon return from PDL, a staff member will be restored either to the position she held before going on leave with equivalent benefits, pay and other terms and conditions of employment to the extent required by law. A staff member who fails to return to work at the end of an approved PDL will be considered to have voluntarily resigned from her employment at the Church.

In accordance with California law, the Church will provide reasonable accommodations and any amount of break time necessary for women to express breast milk at work.

2.8.5.5 Time Off to Vote

The Church encourages staff members to fulfill their civic responsibility by voting. Therefore, any staff member who is unable to vote before or after his or her regular working hours may request up to two hours off with pay. A staff member requesting voting leave must notify his or her immediate supervisor at least two days in advance of the election day of the need to vote during working hours.

2.8.5.6 Jury and Witness Duty Leave

All staff members will be granted a leave of absence if required by law to serve jury duty or appear as a witness in a judicial proceeding. Time off to serve on jury duty or to appear as a witness will be with pay

for a maximum of five working days and, thereafter, the staff member may use any available paid time off (for example, accrued vacation benefits) or request an unpaid leave of absence. Staff members must show their jury duty summons or subpoena to their manager as soon as possible so that the manager may arrange to accommodate their absence. The staff member should continue to report to work on those days or parts of days when excused from jury or witness duty or when jury or witness duty does not conflict with the staff member's work schedule.

The Church will continue to provide health insurance benefits for the full term of the jury or witness duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury or witness duty.

It is the staff member's responsibility to report for work immediately following the expiration of an approved jury duty or witness duty leave. Failure to do so will be considered a voluntary termination.

2.8.5.7 Bereavement Leave

California law does not require employers to provide employees bereavement leave or leave to attend funerals. Upon request, the Church permits regular, full-time and regular, part-time staff members to take up to three days of paid bereavement leave in the event of the death of an immediate family member. If you need to fly across the country the church will permit up to 7 days of paid bereavement leave. Immediate family includes the staff member's spouse, parents (including stepparents and in-laws), grandparents, children (including stepchildren and in-laws), grandchildren, siblings (including stepsiblings and in-laws), or any relative who is a dependent of the staff member. These three days may also be used if the staff member needs time to settle the affairs of the deceased. A staff member who takes bereavement leave may elect to apply any accrued vacation leave to the otherwise unpaid leave of absence. Bereavement leave will usually be granted unless there are unusual business needs or staffing requirements.

2.9 Church Related Activities and Business Expense Reimbursement

It may be necessary for staff members to attend training programs, seminars, conferences, lectures, meetings, mission/ministry trips, or other outside activities for the benefit of the Church. Attendance at such activities may be required by the Church or requested by the staff member.

When attendance is required or authorized by the Church, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Customary and reasonable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the staff member's manager in advance.

Staff members' attendance at authorized outside activities will be considered hours worked for non-exempt staff members and will be compensated in accordance with normal payroll practices.

All business expense reimbursements, including those for travel and other Church-related activities must meet the minimum criteria of an "accountable reimbursement plan" as promulgated by the IRS. These criteria must be included as part of an Accounts Payable Request Form submitted to the Finance Department:

- 1) there is a clear business purpose for the expense related to the ministry stated on the paperwork,
- 2) the substantiation for the expenses is provided within a reasonable time, defined as within 30 days of advance being made, or within 60 days after the expense is paid or incurred,
- 3) excess reimbursements or advances are returned within a reasonable time.

2.10 Compensation Information

2.10.1 Payday

Staff members may elect to be paid by check or direct-deposit to their bank account. The pay period is semi-monthly on the 15th and the last day of each month. If a payday falls on Saturday, Sunday or holiday, pay is distributed on the preceding workday. Please see the Finance department for details on direct-deposit.

2.10.2 Final Paycheck

Staff members will receive their final paycheck within the time required by California law. If the staff member is terminated by the Church, the staff member will receive their final paycheck on the day of the termination. If the staff member resigns and provides the Church with at least 72 hours notice, they will be paid on the last day of work. If the staff member does not provide 72 hours notice, they will be paid within 72 hours after their resignation.

2.10.3 Payroll Deductions

Wages and salaries paid to non-ministerial staff members are subject to prescribed FICA, federal, and state income tax withholdings. Actual amounts of income tax withholdings depend on the exemptions claimed on Form W-4. Staff members are requested to update Form W-4 annually.

Staff members with ministerial credentials are responsible for paying SECA, federal and state income taxes either directly to the appropriate agencies, or through a voluntary withholding arrangement with the Finance department.

2.10.4 Ministerial Status and Housing Allowance

To be classified as having ministerial status for tax purposes, an individual must satisfy all three of the following criteria:

- a. Be a duly ordained, licensed, or commissioned minister of the International Church of the Foursquare Gospel (ICFG).
- b. Have a job assignment that primarily involves one of the following:
 - i) The conduct of religious worship and ministration of sacerdotal (ceremonial) functions
 - ii) The conduct, control, and maintenance of the International Church of the Foursquare Gospel as a religious organization. The Church considers all of its staff as ministerial in nature, consistent with the mission of the Church, which is an integral agency of the International Church of the Foursquare Gospel.
- c. Be appointed as a Foursquare minister to the Church.

Ministerial Status individuals are responsible for paying their own federal, state, and self-employment (SECA) taxes directly to the appropriate agencies, or through voluntarily withholding payroll amounts through a formalized arrangement with the Finance department.

Individuals who have ministerial status are allowed to have a portion of their wages not to exceed anticipated annual income designated in advance as housing allowance. These individuals must apply for this action through the Finance department and approved by the Church Council.

2.10.5 Exemptions from SDI, SUI & FUTA

LIEEC is exempt from the State Disability Insurance Program (SDI), State Unemployment Insurance Program (SUI) and the Federal Unemployment Program (FUTA).

2.10.6 Change of Address or Status

Staff members should immediately report any changes in address, marital status, dependents, and bank account (for direct-deposit) to the Finance department in writing.

2.11 BENEFITS

PLEASE NOTE: The Church currently offers group medical, dental, vision, life, and disability benefit plans to all staff members who have worked on average at least 30 hours per week in the preceding calendar year and all eligible family members. Currently, the Church is pleased to be able to pay 100% of applicable premiums. However, the Church reserves the right to change, modify, curtail, reduce, or eliminate any benefits – in whole or in part – either with or without notice. In addition, the Church will modify benefits as necessary to meet any changes in federal or state law.

As noted elsewhere in this Handbook, nothing in this description or other descriptions of benefits alters the at-will relationship between the employee and Church.

This Handbook is intended to provide a very basic description of the benefit plans of the Church. The actual plan documents provide the most comprehensive description of each plan's parameters. These documents are at the sole and absolute discretion of each benefit carrier, and they will control in the event of any apparent or actual conflict.

- **Staff members who wish to inspect any documents related to these plans can request to see them from the Finance department ("Finance").**

2.11.1 Health Care and Compliance with the Affordable Care Act (ACA)

Effective January 1, 2015, staff members who have worked on average at least 30 hours per week in the preceding calendar year will be eligible to participate in the Church's employer-provided health insurance. This includes all staff members who meet the standards set out by the ACA. During the months of September and October, the Church will conduct a "look back" at all staff members for a period of 12 months to determine eligibility for the following calendar year.

For this reason, the Church limits the number of hours that a part-time staff member may work per week during the year to 25 hours. This limit applies to all staff members, even those who may be working in multiple departments. Staff members wishing to appeal this limit must do so in writing to Finance. The Finance department will take into consideration all factors and will make a determination based upon the data and applicable laws.

The ACA is constantly in flux and is subject to rapid change. As such, this Handbook may not reflect any recent changes. However, Finance is in constant contact with our insurers and all new changes to the ACA which are applicable to a religious organization will be complied with.

2.11.2 Insurance Benefits

Group health protection and life insurance is an important benefit to eligible staff members and their families. Subject to the availability of group insurance, the Church will pay 100% of policy premiums for all full-time staff members (as described above and as defined and required by law) who select an HMO Medical plan offered by the Church. Staff member's health insurance coverage begins the first day of the

month following 30 days of continuous employment. The current plan includes major medical, life, vision, prescription, and dental coverage.

Should a staff member waive their group health (medical/dental/vision) benefits (because his/her spouse is already insured, for example), an additional \$200 per month (\$100 per paycheck) of compensation will be paid to the staff member in lieu of health benefits. We strongly discourage any staff member to waive health insurance in such a manner as to leave them without any health benefits. Staff members who waive their health coverage for themselves or their family will be required to submit a written waiver to Finance, which explains the reason the coverage was declined.

2.11.3 Short-Term & Long-Term Disability Coverage

On the first day of the month following thirty days of continuous employment, regular, full-time staff members are covered under a short-term and long-term disability plan. Currently, our short-term disability provides for payment of a percentage of a staff member's salary after a waiting period of seven (7) days. Long-term disability provides for payment of a percentage of the staff member's salary after a waiting period of being declared disabled for six months. Please note that, due to policy limitations, these policies are only available to regular, full-time staff members.

2.11.4 Retirement Benefits

The Church currently participates in The International Church of the Foursquare Gospel's (ICFG) Deferred Compensation Plan. This 403(b) plan allows the Senior Pastors to contribute tax-deferred payments to the retirement fund through voluntary withholding from the staff member's paycheck. Various investment options are offered. Staff members are eligible to contribute at hire and upon completion of the appropriate enrollment forms, including the voluntary deduction form given to Finance. Additionally, for regular, full-time staff members, the Church will match up to 6% of the staff member's gross salary into their 403(b) account. Employer-match is applied on a paycheck by paycheck basis and cannot be done retroactively.

The Church and ICFG reserves the right to change, modify, curtail, reduce, or eliminate this plan – in whole or in part – either with or without notice. As noted elsewhere in this Handbook, nothing in this description or other descriptions of benefits alters the at-will relationship between the employee and the Church.

This Handbook is intended to provide a very basic description of the Foursquare Retirement Plan; however, actual plan documents, as determined by the sole and absolute discretion of the Plan Administrator, will control in the event of any apparent or actual conflict. Please see the Foursquare Retirement Plan's Summary Plan Document for details, available from the Foursquare Retirement office.

2.12 Personnel Information and Confidentiality

2.12.1 Inspection of Personnel Files

The Church maintains a personnel file for each staff member. All staff members are required to advise Finance in writing immediately of any change in home address, telephone number, name, and of any changes in tax withholding exemption information.

Staff members have a right to inspect certain documents in their personnel file, as provided by law, in the presence of a Church representative at a mutually convenient time. Staff members may make notes about the contents of their personnel file, but may not remove anything from it. Staff members may also request, in writing, a copy of any document in their file.

Staff members may also ask to review or have a copy of their wage records. This request must be in writing. The Church will provide these records as soon as possible or within 21 days.

The Church will restrict disclosure of any staff member's personnel file to authorized individuals within the Church. Any request for information from personnel files must be directed to the Finance Director. Only the Senior Pastor or his appointed representative is authorized to release information about current or former staff members. The Church will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required. The Church keeps personnel files in a locked filing cabinet for three years following a staff member's separation from employment and then the personnel files are destroyed.

2.13 Electronic Terms of Use

2.13.1 Internet and Electronic Communication Policy

This policy applies to all of the Church's electronic communications systems. The term "Communication Systems" is intended to apply broadly to all of the various forms of electronic communication used by or at the Church, including, but not limited to: computer systems (including desktop computers, laptop computers, servers, printers, scanners, smart phones, tablets, and removable drives and disks); email; connections to the Internet, the World Wide Web, and other internal or external networks; voice mail; facsimiles; and telephones; as well as any other form of electronic communication used in or by the Church either now or in the future.

The Church provides Communication Systems access to its staff members for facilitating the performance of job-related activities. These systems are for legitimate business use in the course of a staff member's assigned duties. All materials, messages, information, and software created, transmitted, downloaded or stored on the Church's systems are the property of the Church and may be accessed only by authorized personnel.

Staff members should not use or access the Church's Communication Systems in any manner that is unlawful, inappropriate, against the Church's policies and procedures or contrary to the Church's best interests. When reviewing this policy and the applicable guidelines, staff members should remember that these systems and any information, software products, and data stored within them remain the sole and exclusive property of the Church. The Church must therefore implement measures designed to comply with its legal obligations and safeguard its business interests.

2.13.1.1 Prohibited Uses and Conduct

The Church's Communication Systems should not be used in connection with the downloading, transmittal, access to, review or dissemination of inappropriate materials of any kind including, (a) sexually suggestive materials or messages, pornographic, obscene, or sexual images, graphics, or language, (b) unlicensed or unauthorized access to proprietary or copyrighted information of another individual or entity, or (c) material that is perceived as offensive based on any characteristic protected by state or federal law, including sex, race, color, religion, national origin, ancestry, physical or mental disability, marital status, pregnancy, age, or citizenship, except as may be permitted by law.

The Church's commitment to the spirit and the letter of all applicable civil rights and equal opportunity laws applies to the use of its Communication Systems and access to information available because of such use. The use of the Church's Communication Systems to convey messages or information that could constitute unlawful harassment or discrimination of any kind, including sexual harassment, is strictly prohibited and will not be tolerated.

It is not possible to identify every type of inappropriate or impermissible use of the Church's Communication Systems. As a result, *staff members must exercise their best judgment and common sense at all times when using or accessing the Church's Communication Systems*. Some additional examples of conduct that will not be allowed include (a) the commercial use of our telephones, computers or resources for any purpose that is not directly and immediately intended to benefit the Church; (b) any use that would violate the Church's policies against solicitations; (c) any use that infringes upon or misuses the proprietary, copyrighted, or patented information of the Church or any other person or organization; and (d) any use that would constitute an actual or potential conflict of interest with the Church or lead to or involve activities that are in any way competitive with the Church.

Because computer viruses can be transmitted to the system network or to a computer connected to a staff member's workstation, it is imperative to refrain from compromising or attempting to compromise the security of the Church's network or any other network accessible through the Internet. (Examples include the unauthorized use of password-cracking programs, hacking tools, site probes, ping sweeps, etc.) Such activities may violate applicable law and result in criminal prosecution.

Except as otherwise specifically or expressly authorized by the Church, users may not intercept or disclose, or assist in intercepting or disclosing, electronic communications. Additionally, because some information is intended for specific individuals and may not be appropriate for general distribution, staff members should exercise caution when forwarding messages. Messages should not be forwarded or copied for general distribution without the permission of the author/sender. Editing or manipulating messages or the author/sender's name without the author/sender's permission is also prohibited.

Each user of the Church's Computer System is responsible for maintaining its integrity and complying with all laws relating to the licensing and use of computer software. Users must exercise restraint when downloading data files and information from the Internet and should be mindful of the limited network storage space and computer virus concerns. Downloaded information should be stored on a hard disk whenever possible.

2.13.1.2 No Expectation of Privacy

Because all information, messages, and documents sent, received, generated, or stored on the Church's Communications Systems are the Church's exclusive property, staff members should have no expectation of privacy or confidentiality regarding information found on these systems. The Church maintains the right and ability to monitor and manage the content and usage of its Communications Systems in its sole discretion. A staff member's use of the Church's Communications Systems may be monitored or tracked by the Church at any time, even after files, data or messages appear to have been deleted by the user. System security features, such as passwords and the ability to delete documents and messages do not defeat the Church's ability to access any document or message at any time and for any reason. All staff members should structure their electronic communications in recognition of the fact that the Church and third parties may have and likely will have the need to examine their content or use.

2.13.1.3 Use of Passwords

Notwithstanding the Church's right to monitor its Communications Systems, staff members who are issued or created passwords are responsible for protecting their passwords from misuse. Regardless of the circumstances, individual passwords must never be shared or revealed to anyone whether inside or outside of the Church. To do so exposes the authorized user to responsibility for actions the other party takes with the password. If users need to share information, they should utilize authorized information-sharing mechanisms. All passwords created by a user must be made known to the Church, upon specific request.

2.14 Vehicles for Church Use

If a staff member is asked to drive a Church vehicle or their own vehicle on Church business, they will be required to show proof of current, valid licenses and current, effective insurance coverage. The Church participates in a system that checks the DMV records of all staff members who drive as part of their position. The Church may require the staff member to carry liability insurance and notify their carrier of the business use of their vehicles. The Church expects staff members to observe traffic safety and parking regulations, and is not responsible for fines or damages if a staff member fails to comply with traffic safety and parking regulations.

Church vehicles should be utilized whenever available. However, the Church will reimburse staff members at the current IRS rate for pre-approved use of their own vehicle for Church business. This rate is intended to compensate the employee for the complete cost of using their vehicle. Parking expenses are paid separately.

2.15 Conflict of Interest

2.15.1 Conflict of Interest – Business Transactions

The Church desires to practice and uphold biblical standards of integrity in all business functions. Staff members should avoid accepting a personal gift or gratuity from any congregant, vendor, supplier, or other person doing business with the Church in excess of \$100.00 in value as it may give the appearance of improper influence regarding business decisions, transactions, or service.

2.15.2 Conflict of Interest - Relationships

Personal or romantic involvement with a subordinate staff member of the Church can create an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment and feelings of unfairness or favoritism, as well as morale problems.

If a staff member becomes involved in this type of relationship, they should immediately and fully disclose the relationship to their supervisor or executive for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is determined, the Church may take whatever action appears appropriate according to the circumstances.

2.15.3 Conflict of Interest – Integrity

As a Christian organization, LIEEC is committed to institutional integrity and ethical governance policies. A conflict of interest may take many forms, but arises when a staff member, in relationship to an outside organization, is in a position to influence the Church's ministry, business, research, or other decisions in ways that could lead directly or indirectly to financial gain for staff members or their family, or give improper advantage to others to the detriment of the Church.

If a staff member has a conflict of interest, they should disclose that conflict to their supervisor or executive. If the business or relationship involves a financial transaction, they will be asked to abstain from participation or discussion in any committees or groups related thereto. In certain instances, and where the Church deems appropriate, the staff member may be terminated.

2.16 Form W-9 Rule

It is the responsibility of the church to have a signed, legible copy of form W-9 on hand for every person,

business or entity that we issue a check to. This includes all cooperative members as well. This means that any non-employee you issue money to needs to fill out a W-9 for us to keep on our record, regardless of the amount of money you issue them or the number of times in a year that we do so.

Having a form W-9 on file allows the church to show the IRS that we do not owe payroll taxes on the money we have paid. The church should file a Form 1099-MISC, Miscellaneous Income, for each person to whom we have paid during the year: services performed by someone who is not a staff.

If the church doesn't follow this rule, we run the risk of the IRS disallowing the church's related tax deductions, and assessing our taxes, penalties and interest.

If any staff member requests the services for any vendor, independent contractor, professional, guest speaker, singer, child care worker, etc., the staff member should contact the Finance Department before the vendor, or professional perform the services for the church. That is, no check or payment will be issue without the form W-9 fill out completely, even if the professional has already rendered the services to the Church.

The staff member should contact the Finance Department for the following:

- To check whether that particular vendor has a form W-9 filed in the church's records
- To obtain a W-9 Form

2.17 Incident Reports and Workers Compensation

The Church provides workers compensation insurance coverage at its own expense. Workers compensation insurance is intended to provide medical care and pay for lost time resulting from injuries on the job and those illnesses caused by an employee's work. Employees must report immediately all work-related injuries or illnesses to the Finance department. Failure to report an injury or illness in a timely way may jeopardize or delay rights to certain benefits.

The Church provides health care treatment referrals for work-related illnesses and injuries through the Finance department to ill or injured staff members. Staff members who become ill or are injured in a work-related incident will be referred to the Finance department for health care treatment referral. The referred health care provider for work-related injuries will treat staff members who do not designate their own health care provider.

In case of accident or of injury, regardless of how serious, staff members should notify their supervisor and the Workers Compensation representative in the Finance department immediately. The Finance department will assist the staff member in filing the proper reports and obtaining the benefits to which they may be entitled.

California law requires each employer to report occupational injuries that result in lost time from work, medical treatment, or hospitalization. Failure to report such accidents can lead to difficulties in processing insurance and benefit claims.

The law requires the Church to notify the workers' compensation insurance carrier of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both.

In all circumstances, any staff member who has knowledge (whether through personal involvement or

observation) of any incident, accident, activity, on-the-job injury, threat, act of violence, or situation which is or may be detrimental to, harmful to or in conflict with the Church, its business, staff members, congregants, or vendors, must:

1. Immediately notify his or her supervisor verbally that an incident has occurred. If the staff member's immediate supervisor is not available, he or she should contact the Finance department.
2. Document the incident using a written Incident Report; and
3. Submit the Incident Report to his or her immediate supervisor immediately if possible, but no later than 24 hours after such incident, activity, situation, or fact. If the staff member's immediate supervisor is not available, he or she should submit the Incident Report to the Finance department.
4. It is the Church's responsibility to know if a staff member is fit and ready to return to work after a workplace injury has occurred. If a staff member is injured on the job, the Church may require the staff member to receive a medical evaluation through a referral from the Finance department.

APPENDIX A

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A3	Form W-9
A4	Absence Request Form (Sick/Personal and Vacation)
A5	Time Sheet

TIME CLOCK PROCEDURES

Non-exempt (salaried/hourly) employees are required to have a record of hours worked in order for La Iglesia En El Camino to be in compliance with the Fair Labor Standards Act (FLSA).

The following regulations will apply when using time clocks or the web clock:

1. Employees are required to clock in at their assigned start time and designated work station and must clock out when they go off duty.
2. Habitually clocking in consistently late and clocking out early could result in disciplinary action by the supervisor. A pattern of clocking in late could be considered an issue of tardiness that can result in disciplinary action.
3. Employees must begin working at their schedule time once they are clocked in. In event of a circumstance that the employee is not able to clock in (i.e., the time clock is not working, unable to log into your desktop, etc.) the employee must notify the supervisor immediately by email, phone, verbally, etc., and begin their daily task.
4. The time will be rounded to the nearest quarter hour. No employee may consistently clock in or out more than 15 minutes prior to his or her assigned start time
5. Employees may clock in at an earlier start time if approved by the supervisor.
6. Employees should not assume that it is acceptable to habitually clock in after their scheduled time to begin work.
7. Employees must clock in and out for lunch break every day, unless otherwise directed by their supervisor in writing.
8. Time recorded in the time and attendance system by hourly employees will be the work time paid.
9. Time recorded by full-time non-exempt employees must equal 40 hours per work week, consisting of actual time worked.
10. Prior approval from the employee's supervisor must be obtained before working more than 40 hours in a work week.
11. The work week is Sunday through Saturday.

Disciplinary Actions

It is each employee's responsibility to learn the time clock system and use it appropriately.

Disciplinary action can occur for the following events:

1. Clocking in and out for other employees. This is considered gross misconduct and can result in both the employee and the person clocking them in or out to be terminated.
2. Continually failing to clock in and/or out. This will fall under progressive disciplinary action.

3. Incorrectly reporting time worked. This will fall under progressive disciplinary action. Examples are taking extended lunch breaks or clocking in and not being at your workstation.
4. Tardiness and clocking out early can result in disciplinary action

SECTION THREE: STAFF STATEMENT

ACKNOWLEDGMENT OF RECEIPT OF STAFF HANDBOOK

This is to acknowledge that I have received and read a copy of the La Iglesia En El Camino's staff Handbook (the "Handbook") and understand that it contains important information on the Church's general personnel policies and on my privileges and obligations as a staff member. I acknowledge that I am expected to read, understand, and adhere to the Church's policies and will familiarize myself with the material in the Handbook. I understand that I am governed by the contents of the Handbook and that the Church may change, rescind, or add to any policies, benefits or practices described in the Handbook, other than the employment-at-will policy, from time to time in its sole and absolute discretion with or without prior notice. The Church will advise staff members of material changes within a reasonable time.

In consideration of my employment and my eligibility for future increases in salary and benefits, I agree I am subject to, and will adhere to, the rules and policies of the Church and the provisions of the Handbook. I understand and agree that nothing in this Handbook, or any other representation outside of the Handbook, creates or is intended to create, an employment contract or a promise of continued employment. I also agree that I am employed on an at-will basis as described in the Handbook and that my employment may be terminated by the Church or by me, at any time, with or without reason or advance notice.

Staff Member's Signature

Date

Staff Member's Name (Please Print)

PLEASE SIGN AND RETURN TO THE HR DEPARTMENT

Corporate Bylaws
of the
International Church
of the
Foursquare Gospel



2017 Edition

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**BYLAWS OF THE
INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL
A Religious Corporation**

These amended and restated bylaws (sometimes referred to hereafter as “Bylaws” and “these Bylaws”) are adopted by the Board of Directors and members of the International Church of the Foursquare Gospel, a religious corporation, this 1st day of June, 2017 to carry out the specific and primary purposes of this corporation as set forth in its Articles of Incorporation (sometimes referred to hereafter as “the Articles”), which are to maintain and operate a religious corporation and to propagate and disseminate the religious principles embraced in the Foursquare Gospel. These principles are set forth in the “Declaration of Faith,” compiled by Aimee Semple McPherson, founder.

**ARTICLE I
Name and Seal**

The name of this corporation shall be the INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL. The corporate seal shall consist of two concentric circles between which shall be the name of the corporation and in the center of which shall appear “Incorporated 1927, California.”

**ARTICLE II
Offices**

The principal office of the corporation shall be located at 1910 West Sunset Boulevard, Suite #200, Los Angeles, California 90026. The corporation may also maintain offices at other places within or without the bounds of the United States.

**ARTICLE III
Definitions**

- 3.1 **INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL.** A religious body incorporated as the formal organization of the Foursquare movement.
- 3.2 **FOURSQUARE MOVEMENT.** Persons who have voluntarily joined together under the authority of the International Church of the Foursquare Gospel to propagate and disseminate the religious principles embraced in the Foursquare Gospel as set forth in the “Declaration of Faith,” compiled by Aimee Semple McPherson, founder.
- 3.3 **FOURSQUARE CHURCH.** Any local body of believers in the United States, which is established and operated in accordance with these Bylaws and accepted by Board action. A Foursquare church may be a Charter Foursquare church, a District Foursquare church or a Covenant Foursquare church. Charter and District Foursquare churches are not separate legal entities. They are subordinate units of the International Church of the Foursquare Gospel. Covenant Foursquare churches are separate legal entities. Each Foursquare church is organized and operated to carry out the ecclesiastical and evangelistic endeavors of the International Church of the Foursquare Gospel. Each local church is accepted by Board action. All are affiliated with International Church of the Foursquare Gospel by these Bylaws and/or other covenants.

- A. **Charter Church.** A church established and chartered by International Church of the Foursquare Gospel as a local Foursquare church or a church not previously established by International Church of the Foursquare Gospel which has elected to become a local Foursquare church having no legal existence, articles of incorporation, bylaws or other organizing documents apart from those of the International Church of the Foursquare Gospel and which has transferred title to all of its property into the name of the International Church of the Foursquare Gospel with no possibility of reversion unless specifically agreed to by the Board.
 - B. **District Church.** A local Foursquare church that has not yet developed to the point of being granted Charter or Covenant status pursuant to these Bylaws. A District church shall not be authorized to establish or operate a separate legal entity.
 - C. **Covenant Church.** A local church previously established by the International Church of the Foursquare Gospel that has elected, with Board approval, to have a legal existence apart from that of the International Church of the Foursquare Gospel and to affiliate with the International Church of the Foursquare Gospel by mutual agreement in a covenant relationship which obligates the local church to operate by the Bylaws of the International Church of the Foursquare Gospel, with the rights and duties pertaining thereto; or a local church not previously established by or associated with the International Church of the Foursquare Gospel that is a separate legal entity that has elected to affiliate with the International Church of the Foursquare Gospel by mutual agreement in a covenant relationship which obligates the local church to operate by the Bylaws of the International Church of the Foursquare Gospel, with the rights and duties pertaining thereto.
- 3.4 **FOURSQUARE CONVENTION.** An official gathering of the members called together by the president or Board of Directors to fellowship, to rejoice in what the Lord has done, to receive fresh anointing for the task ahead, and to conduct pending business. By the refining and the perpetuation of these Bylaws, the convention body gives direction to the Foursquare movement.
- 3.5 **BOARD OF DIRECTORS.** The official body of the International Church of the Foursquare Gospel (sometimes referred to hereafter as the “Board”) to oversee the carrying out of the objects and purposes and direction stated in the Articles and these Bylaws. These directors are collectively referred to as the Board. The Board shall consist of not less than 12 and not more than 25 members.
- 3.6 **EXECUTIVE COUNCIL.** A body of leaders from the Foursquare movement with the responsibility of advising on items to be placed on the agenda for meetings of the members of the International Church of the Foursquare Gospel. This group acts in an advisory capacity to the president and the Board of Directors on all other matters brought before it by the Board of Directors.
- 3.7 **FOURSQUARE CABINET.** An advisory body to the Board, herein referred to as the Cabinet, on matters concerning the Foursquare movement.

- 3.8 **FOURSQUARE ASSOCIATION.** A network of Christian ministers and churches which are in fellowship with the International Church of the Foursquare Gospel to exalt Jesus Christ and to propagate and disseminate the religious principles embraced in the Foursquare Gospel as proclaimed by Aimee Semple McPherson and adhere to the Foursquare Global Distinctives and Values (sometimes referred to hereafter as ‘the Association’). The Association is in no way designed or intended to function as an unincorporated association or to be a separate legal or jural entity. The Board shall have the power to determine the requirements, procedures and regulations of membership and participation in the Foursquare Association. The Association shall have no bylaws or separate governing board and shall hold no assets. Members of the Association may not hold themselves out as agents for one another or of the International Church of the Foursquare Gospel on the basis of membership in the Association. The Foursquare Association is not an agency of the International Church of the Foursquare Gospel.

A. **Church membership in the Association** is comprised of:

1. **Local Foursquare churches**, as defined herein above.
2. **Community churches.** A Community church is a local church which is a separate legal entity governed by its own organizational documents and structure that elects to affiliate with the International Church of the Foursquare Gospel and other churches of the Foursquare Association on a relational basis of shared belief and adherence to the values stated in the Foursquare Global Distinctives and Values. Community churches are completely autonomous and independent legal entities. International Church of the Foursquare Gospel shall have no control over the governance or management of any Community church. Community churches select, hire, and license and/or ordain their ministers and other personnel and employees. International Church of the Foursquare Gospel shall have no control or say in the day-to-day decisions of any Community church. International Church of the Foursquare Gospel and its members, directors, officers and agents shall not be held liable for the debts, obligations or liabilities of any Community church. The relationship between a Community church and the Association is a voluntary relationship that may be ended by the Community church, the Association or the International Church of the Foursquare Gospel at-will. Community churches and personnel are not agents of the International Church of the Foursquare Gospel or the Foursquare Association, or vice versa.

A local church not a Foursquare church may affiliate with the International Church of the Foursquare Gospel and other churches of the Foursquare Association as a Community church by making successful application and by paying any fee determined by the Board of the International Church of the Foursquare Gospel. Approval of the application is the decision of the Board. Upon approval of its application, a Community church may use the trade name “Foursquare” in the following manner, “a member church of the Foursquare Association.”

B. Minister membership in the Association is comprised of:

1. **Foursquare licensed and ordained ministers.** Licensed and ordained ministers of the International Church of the Foursquare Gospel
2. **Community Ministers.** Community ministers are ministers not licensed or ordained by the International Church of the Foursquare Gospel who voluntarily elect to associate with the International Church of the Foursquare Gospel and Foursquare ministers solely on a relational basis. The relationship between the Foursquare Association and a Community minister is a voluntary relationship that may be ended by the minister, the Association or the International Church of the Foursquare Gospel at will. Community ministers are not agents of the International Church of the Foursquare Gospel or the Foursquare Association, or vice versa.

A minister of the Gospel who is not a licensed or ordained Foursquare minister may affiliate with the International Church of the Foursquare Gospel and other ministers of the Foursquare Association as a Community minister by making successful application and by paying any fee determined by the Board of the International Church of the Foursquare Gospel. Approval of the application is the decision of the Board. Upon approval, a Community minister may self-identify as “a Community minister of the Foursquare Association” so long as the minister is a member in good standing.

3.9 FOURSQUARE GLOBAL DISTINCTIVES AND VALUES:

A. Kingdom Partnerships

We will work alongside other Christians and churches. We will be a distinct movement, but will also hold a collegial spirit and maintain a helpful and cooperative posture with whom we can partner in mission.

B. Sound Doctrine

The Declaration of Faith of the Foursquare Church will guide our practice, church polity, and call of believers into the work of the Kingdom. It will be a biblical statement, apply to all members, and be the Declaration of Faith for all churches and all member nations. Its roots are deeply rooted in the sole source of spiritual authority – the Word of God.

C. Empowering Leadership

According to God’s gifting and calling, we will intentionally prepare and release men and women across generations and cultures into all positions of leadership and areas of ministry.

D. Family Relationships

We will relate to each other with love in our Global Family. We acknowledge that relationships are the heart of God’s Kingdom and will extend grace to fellow believers through ministry, cooperation and mutual submission in our global church.

E. Spirit Empowerment

As a Spirit-filled movement, we will consistently minister the Baptism of the Holy Spirit, and teach and encourage believers to fully express the gifts of the Spirit in their daily lives. We totally submit ourselves in obedience to the Spirit's use of our lives and His miraculous works in our day.

F. Shared Mission

We will focus our mission and ministry efforts on multiplying disciples, leaders, churches and national movements. Holding to God's passion for the lost, we will seek a movement of evangelism, mercy ministries, contextualized church planting and mobilizing indigenous believers in ministry among all peoples.

- 3.10 **CHURCH COUNCIL.** The Church Council of a Foursquare church, consists of the pastor and four to 12 persons elected or ratified from the church membership except where by written approval of the district supervisor the number of persons has been increased or decreased. The Church Council shares the stewardship of the financial assets and property of a Foursquare church with the senior pastor. For a Covenant church, the term "Church Council" is the functional equivalent of the board of directors, board of trustees, board of elders, etc. of the Covenant church's legal entity and shall serve as the "Church Council."

ARTICLE IV

Members

- 4.1 **MEMBERS.** The members of this corporation are
- A. The officers and directors of the International Church of the Foursquare Gospel
 - B. Licensed ministers of the International Church of the Foursquare Gospel holding active status under provisions of these Bylaws
 - C. Members in good standing of Charter, Covenant and District Foursquare churches established, organized, or otherwise accepted, and operating under these Bylaws
- 4.2 **TERMINATION OF MEMBERSHIP.** Membership in this corporation shall automatically terminate when a member ceases, for any reason, to satisfy the requirements of this Article IV.

ARTICLE V

Meetings of Members

5.1 **CONVENTIONS**

- A. **Regular.** At least once every two calendar years the president, with the approval of the Board, shall cause to be called, preferably between March 1 and August 31, a meeting of this corporation's members. The meeting shall be known as a regular convention.

- B. **Interim.** In case of necessity, the Board, by a two-thirds vote of all its members, may call a special meeting of this corporation's members that shall be designated as an interim convention.

- 5.2 **NOTICES OF CONVENTIONS.** A written notice of each regular or interim convention shall be sent to each Foursquare church located in the United States of America, which shall post the notice in order to inform the membership of the convention. Notice of a regular convention shall be given at least six months prior to its designated date of commencement. Notice of an interim convention shall be given at least 30 days prior to its designated date of commencement. Notice of an interim convention shall state the purpose thereof.

The Board may extend a written invitation to attend convention to any minister of the Foursquare Association whose membership in the Foursquare Association is current. The Board may extend a written invitation to any other minister or person to attend. Unless entitled to vote pursuant to Article V Section 5.5 of these Bylaws, all such invitees will be nonvoting attendees.

5.3 **CONDUCT OF REGULAR CONVENTIONS**

- A. **Chairperson.** The president of the corporation or the president's designee shall preside at all regular conventions. In the absence of the president and the president's designee, the following persons, in order of succession, shall preside: a vice president or a member of the corporation's Board elected to serve as chairperson of the convention by a majority vote of all members of the Board.
- B. **Reports.** At each regular convention, official business reports shall be received from the following: president, treasurer, general supervisor, director of missions, committees whose reports require corporate action, and individuals giving Cabinet-recommended reports.
- C. **Other Business.** In addition to the required reports, the following matters shall be placed before the convention:
 - 1. Opportunity for Foursquare ministers and voting delegates to express opinions, questions and concerns to the Board.
 - 2. Items placed on the agenda by the Board and items not previously submitted to the Executive Council, provided the delayed voting requirements set forth in Bylaw Article V, Section 5.3 D are satisfied. All matters not previously submitted to the Executive Council, if recommended by the convention, shall be referred to the Board for committee review or other appropriate action.
 - 3. The approval of members reappointed by the Board to fill appointed seats on the Board and the approval of other nonvoting participants appointed to the Board.
 - 4. The vote for ratification of appointments of the president for a second term of office when required by the Cabinet, pursuant to Article VII, Section 7.1.2.A (5) of these Bylaws.

5. If timely, the approval of a person to fill the office of the president. The candidates shall be submitted by the Cabinet.
6. Proposed amendments to this corporation's Articles of Incorporation and Bylaws.
- D. **Delayed Voting.** Any proposed amendment to the corporation's Articles of Incorporation or Bylaws, any proposal not previously presented to the Executive Council, or any proposal that requires provision for or the expenditure of funds not included in the corporation's current annual budget shall not be voted upon until the day following the day upon which it is introduced on the floor during a business session of the regular convention. Only when the delay of one day would be deemed harmful to the corporation may the deferral be waived by a two-thirds vote of the authorized voters present at the time of the vote.

5.4 **CONDUCT OF INTERIM CONVENTIONS.** The president or the officer or other person selected to serve as the chairperson (selected in the manner provided for regular conventions) shall preside at interim conventions. The only matters to be considered at an interim convention shall be those designated in the notice of the interim convention.

5.5 **MEMBERS ENTITLED TO VOTE ON CONVENTION BUSINESS.** The members of this corporation who shall have full voting power on all matters considered at regular and interim conventions are those members who are registered for the convention and who belong to at least one of the following categories:

- A. Officers and directors of the International Church of the Foursquare Gospel
- B. Licensed ministers of the International Church of the Foursquare Gospel holding active status under the provision of these Bylaws and whose credential fees are paid current at the time the convention convenes or when an absentee ballot is requested. A minister whose credential fees are not current at the time the convention convenes or when an absentee ballot is requested will not be privileged to vote.
- C. Delegates from Foursquare churches: one delegate for each 50 members or fraction thereof from each Foursquare church located in the United States of America.

5.6 **NONVOTING ATTENDEES.** At the discretion of the Board, all nonvoting attendees who are registered at any regular or interim convention may be admitted to any corporate business session.

5.7 **CONVENTION VOTING PROCEDURES**

- A. **Registration.** To be entitled to vote, members shall register to be in attendance at convention or, in an election year, register to cast a ballot for president by absentee ballot. Registered voting members shall display valid voting delegate credentials, and shall be entitled to one vote on each item presented. There shall not be voting by proxy at any convention.

- B. **Quorum.** A majority of registered voting members in attendance at a convention shall constitute a quorum at a convention. At conventions where a vote for president shall be conducted, the number of members who registered to cast an absentee ballot for president shall be included in the determination of whether the convention has attained a quorum. The voting members present at a convention at which a quorum has been established may continue to transact business until final adjournment of the convention at its originally scheduled termination date. If the withdrawal of voting members leaves less than a quorum, any action (other than amending the Bylaws or Articles of Incorporation) may be approved by at least a majority of the voting members present at the time of the vote.
- C. **Voting.** Where voting is required by these Bylaws to approve the selection of persons to serve as directors, officers, and members of national Cabinets and councils, such voting shall be by written ballot or, if authorized by the Board pursuant to these Bylaws, by electronic ballot capable of being saved, retrieved and printed. Voting on other matters shall be conducted in the manner determined by the chairperson. The secretary of the corporation shall cause all votes to be counted and shall report the results to the convention body. A ballot that is illegible, does not indicate a selection, or by write-in indicates a person not nominated by the Cabinet, shall not be counted as a "vote cast." All ballots shall be retained for not less than 30 days. As long as quorum requirements have been met, resolutions receiving a majority vote shall be declared as passed. In order to be approved, candidates must receive a majority of the votes cast for the positions for which they have been selected.

5.8 VOTING BY MAIL

- A. **Special Action.** In the event an action taken by the Board requires the approval of this corporation's voting members, and if in the opinion of the Board it would be impractical to wait for a regular convention or to call an interim convention, the Board, by two-thirds majority vote, may submit the resolution by mail to the corporation's voting members for approval. The resolution shall be mailed to each voting member not less than 30 days prior to the last date authorized for its return to the corporation. The resolution shall be accompanied by a form of ballot upon which there shall be a place to indicate a "yes" or "no" vote and a place for the signature and title of the voter. The notice to qualified voters shall state the date on or before which the ballots must be received by the corporation in order to be counted.
- B. **Voter Eligibility.** As long as they continue to meet the requirements applicable to voting members, all voting members shall remain such for the purpose of voting by mail, as herein provided, from the date of registration at a regular convention until 30 days prior to the date set for the next regular or interim convention.
- C. **Vote Counting.** All ballots returned within the allotted time for voting shall be counted by the secretary or by the secretary's authorized representative(s). The results shall be reported by the secretary at the next meeting of the Board and recorded in the Board's minutes. The results shall be published, and the ballots received by the corporation shall be kept until the adjournment of the next regular convention.

5.9 **ABSENTEE VOTING FOR PRESIDENT.** The Board may authorize and direct the corporate secretary to implement procedures to allow and facilitate absentee voting for the office of president by the members described in Bylaw Article V, Sections 5.5.A. and B.

- A. **Vote by Mail.** To vote by mail, an eligible member must register for convention and request an absentee ballot, and return the ballot within time limits communicated by the corporate secretary. All ballots returned within the allotted time for voting shall be counted by an independent accounting firm selected by the corporate secretary and vote tabulation results reported to the corporate secretary at the same time the tally of ballots cast on-site at convention are reported. The number of ballots cast by mail shall be reported by the secretary to the convention and recorded in the convention's minutes. The results of the election shall be published, and the ballots received by the corporation shall be kept until the adjournment of the next regular convention.
- B. **Electronic Voting.** The corporate secretary may implement and publicize procedures to allow and facilitate absentee voting electronically. To vote electronically, an eligible member must register for convention and request to vote for president electronically, and electronically transmit their ballot within the time limits communicated by the corporate secretary. All ballots transmitted electronically within the allotted time for voting shall be counted by an independent accounting firm selected by the corporate secretary and vote tabulation results reported to the corporate secretary. The number of ballots cast electronically shall be reported by the secretary at the convention and recorded in the convention's minutes. Ballots transmitted electronically must be capable of being saved, retrieved and printed. The results of the election shall be published, and the ballots received by the corporation shall be kept until the adjournment of the next regular convention.

ARTICLE VI

Board of Directors

6.1 **POWERS AND DUTIES.** Subject to the Articles, these Bylaws, and applicable law, the corporate activities of the corporation shall be conducted and all corporate powers shall be employed by or under the direction of the Board. The Board is responsible for discipline as well as general corporate management. The Board may delegate the management of various activities to any person or persons provided that the activities and affairs of the corporation shall be managed and corporate powers shall be exercised under the direction of the Board. No director, officer, minister, member, Church Council, Foursquare Association church, employee of the foregoing, or employee of any other entity within this corporation is empowered to act as a legal agent of the International Church of the Foursquare Gospel without the prior written authorization of the Board, except for acts expressly authorized in these Bylaws. In addition to the other powers enumerated in these Bylaws, the Board shall have the following powers:

- A. To call conventions.
- B. To license and ordain ministers in accordance with the Articles and these Bylaws. However, the granting of ministerial credentials shall not confer any agency authority to act on behalf of this corporation.

- C. To appoint the corporation's officers, both general and executive (excluding its president, who shall be selected in the manner provided in these Bylaws); missionaries; councils; committees; and chairpersons thereof. The Board may seek input from any segment or area of the Foursquare movement concerning its plans or the selection of personnel to fill its offices.
- D. To create offices, departments, and districts as needed to accomplish the corporation's objectives and purposes, and to direct their activities.
- E. To employ persons as needed to accomplish the corporation's objects and purposes, taking into account the broad constituency of the Foursquare movement.
- F. To fix salaries and other compensation of the corporation's officers and other employees who are to receive salaries or other compensation for their services.
- G. To terminate from office or employment any officer (excluding the president, who may be terminated only upon the recommendation of the Cabinet in the manner provided for in these Bylaws) or other corporate employee if, in the opinion of a majority of the Board, such termination would be in the best interests of this corporation.
- H. To override a presidential veto by a two-thirds majority vote of all Board members.
- I. To make financial arrangements to carry out the purposes of this corporation and to authorize the execution by the proper corporate officers of securities or evidences of indebtedness or other documents as required.
- J. To buy, sell, exchange, encumber, and generally deal in real properties, improved or unimproved.
- K. To acquire and operate Bible colleges or auxiliary endeavors. The Board may adopt bylaws governing such operations. The Board may establish a separate board of trustees for each college.
- L. The Board, through the executive department or other subsidiary corporations of the International Church of the Foursquare Gospel, shall be responsible for but not limited to overseeing the operations of the following:
 - 1. Foursquare insurance
 - 2. Foursquare loan fund
 - 3. Foursquare Foundation
 - 4. Foursquare income properties proximate to the central office
- M. To do and perform other acts and things required of it by these Bylaws and/or applicable law, with all powers necessary therefore.

6.2 **NUMBER OF DIRECTORS.** The number of directors shall be not less than 12 and not more than 25. The Board shall fix the exact authorized number of directors from time to time, within the limits specified within this Section.

6.3 **COMPOSITION OF THE BOARD.** The Board shall be composed of the following officers, selected directors, and appointed directors, each of whom shall at all times be a member in good standing of a local Foursquare church. The number of directors serving on the Board who are regularly compensated by the central office, a district office or any wholly owned subsidiary of the International Church of the Foursquare Gospel shall not exceed five. No person directly related by blood or marriage to a district supervisor or an executive officer of the corporation may serve as a director.

- A. **Officers.** The following corporate officers shall be members of the Board: the president and the vice presidents who oversee national church operations, global church operations, and corporate administrative operations of the International Church of the Foursquare Gospel.
- B. **Selected Directors.** A representative shall be selected from each district to serve a five-year term and until his or her successor is duly selected.

Nominees to serve as a director from the district shall be selected from among the ministers of the district. Each nominee shall be a currently licensed and ordained minister in good standing and shall be under appointment to a local Foursquare church in the district that the minister will represent.

The selection of district representative nominees shall be conducted as follows: (1) ministers of the district who hold current ordination or U.S. Foursquare license shall be given the opportunity to recommend to the district supervisor the names of qualified ministers. (2) The district supervisor and the district council shall select three nominees to be voted on by the ministers of the district. Selections shall be based upon criteria provided by the Board. The district supervisor shall transmit the names of the nominees to the corporate secretary.

The ministers who will serve as the directors from the districts shall be selected from among the nominees previously selected from districts by an election conducted by the corporate secretary. The ministers in the district who hold current ordination or U.S. Foursquare license shall vote by mail, according to instructions from the corporate secretary to select from among the nominees the ministers to serve as the representative directors. An independent accounting firm that has been selected by the corporation's secretary shall oversee the tallying of the ballots. Voting procedures shall be established and supervised by the secretary, who shall certify the results to the Board.

A selected director's term shall commence on September 1, or as soon thereafter as the selection has been certified by the corporation's secretary, and shall continue through August 31 of the fifth year thereafter. No director may be elected to serve consecutive terms of office. No director shall concurrently serve as a selected or appointed member of the Cabinet.

When a director becomes ineligible to serve on the Board of directors because of a geographical move from the district that elected the director, the director shall be deemed to have resigned. The effective date of resignation may be delayed by the Board, in its discretion, to allow completion of the resigning director's current term, so long as the

resignation is effective within one year of the date of the director's relocation from the district that elected the director.

Should the seat of a selected director become vacant before the expiration of that director's term, the Board shall appoint one of the final nominees previously selected by the ministers of the district to serve the remainder of the unexpired term.

- C. **Appointed Directors.** Members in good standing of a local Foursquare church may be appointed as directors by the Board (not to exceed the maximum number of directors) for a term of five years. Reappointment of appointed directors shall be subject to approval by a majority of votes cast at a regular convention occurring prior to the expiration of the appointed director's initial or subsequent term as a director. The Cabinet shall ratify, by majority vote, directors appointed to the Board. No person who fails to be ratified may continue to serve as an appointed director. Failure to be ratified shall not negate any prior vote cast by an appointed director. An appointed director's term shall commence on September 1 and shall continue through August 31 of the fifth year thereafter, provided the appointment was ratified as required.
- D. **Resignation by change of location or position.** A director becomes ineligible to serve on the Board of directors when a director relocates geographically from the district that elected the director, or when the director takes a position for which the director is regularly compensated by the central office, a district office or any wholly owned subsidiary of the International Church of the Foursquare Gospel, and when their continued service on the Board would cause the number of such regularly compensated directors to exceed five. In such case, the director shall be deemed to have resigned. At the discretion of the Board, the effective date of resignation may be delayed for up to one year.
- E. **Staggered Term Limits.** The Board shall coordinate the ending of the terms of its various members, excluding the president, such that no more than one third of the Board shall have terms ending in any given calendar year.

6.4 BOARD NONVOTING PARTICIPANTS

- A. **Designated Subsidiaries.** The Board shall assign a permanent seat at its meetings and conference calls as nonvoting participants to representatives of the corporation's subsidiaries: Life Pacific College, Foursquare Foundation and Foursquare Financial Solutions. In the absence of other designation by the Board, the representative shall be the chairperson of the subsidiary's Board of directors. The Board of the International Church of the Foursquare Gospel may designate from time to time other subsidiaries to be represented at its meetings.
- B. **Other Nonvoting Participants.** The Board may invite persons or appoint persons of specific expertise or insight to serve as nonvoting participants in Board deliberations. The term of service shall not exceed one year, but the term(s) may be renewed if the Board so chooses to a maximum of five consecutive terms.

- 6.5 **RIGHTS AND PRIVILEGES.** All directors shall enjoy the same rights and privileges, including the power to vote on all matters presented to the Board; however, a director may not vote on any matter in which there may be a conflict of interest. All nonvoting participants may participate fully in Board deliberations, except for the right to propose a motion, second a motion or vote.
- 6.6 **VACANCIES.** Any director, excepting the last remaining director, may resign, effective upon giving written notice to the president, the secretary, or the Board unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is to be effective at a future time, a successor may be selected or appointed in the manner provided in these Bylaws to take office when the resignation becomes effective. Vacancies among the appointed members of the Board may be filled by approval of the remaining members of the Board. Each director so chosen shall hold office until the expiration of the term of the replaced director and until a successor has been chosen. A vacancy or vacancies in the Board shall be deemed to exist in case of the death, resignation, or removal of any director, or if the authorized number of directors be increased. No reduction of the authorized number of directors shall have the effect of removing any director prior to the expiration of the director's term of office.
- 6.7 **REMOVAL.** If the Board determines that a director, other than the president, is failing to function in the best interests of this corporation, the Board shall have the power to remove the director by a two-thirds vote of the Board.
- 6.8 **PLACE OF MEETING.** Regular or special meetings of the Board shall be held at any place within or without the bounds of the State of California, which may be designated from time to time by the Board. In the absence of such designation, regular meetings shall be held at the principal office of the corporation.
- 6.9 **REGULAR MEETINGS.** The Board shall determine the schedule of regular meetings and shall be responsible to inform each director of the time and place of each meeting.
- 6.10 **SPECIAL MEETINGS.** Special meetings of the Board for any purpose or purposes may be called at any time by the chairperson or by a majority of the Board. Special meetings of the Board shall be held upon four days' notice by first-class mail or 48 hours' notice delivered personally or by telephone or electronic means.
- 6.11 **QUORUM.** A majority of the members of the Board shall constitute a quorum of the Board for the transaction of business. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, unless a greater number be required by law or by the Articles or these Bylaws.

ARTICLE VII

Executive Officers

All executive officers shall be chosen from among ordained Foursquare ministers who are in full compliance with the Articles and these Bylaws and who have demonstrated spiritual leadership and ability to perform the duties of the offices to which they are appointed. They shall be appointed by and serve at the pleasure of the president and the Board, except for the president who shall be selected in accordance with these Bylaws. The executive officers of this corporation shall be the president, vice

presidents, secretary, assistant secretary, and treasurer. The Board may appoint additional executive officers and may combine executive offices with general offices.

7.1 THE PRESIDENT

7.1.1 Powers and Duties

- A. The president is the spiritual leader and corporate executive officer of the Foursquare movement and has appointive powers, subject to these Bylaws and the approval of the Board. The president shall be responsible for general supervision and direction of the corporation. The president has the general powers and duties usually vested in the office of the president of a corporation, including the power to veto any act of the Board, subject to the provisions of Article VI, Section 6.1.H of these Bylaws. The president shall be responsible for recommending to the Board the appointment of personnel to fill executive offices as needed. The president shall perform such other duties and have such other powers as may be prescribed by the Board.
- B. The president or the president's designee shall preside at all conventions.
- C. As the leader of the Foursquare movement, the president shall strive for the salvation of souls; encourage the worship of God; uplift our Lord and Savior, Jesus Christ; honor the ministry of the Holy Spirit; work to strengthen the body of believers; and promote every effort to fulfill the command of Jesus to preach the Word to all people.
- D. The president shall serve with the Board, general supervisor, director of Foursquare Missions International, and the Foursquare Global Council to foster worldwide evangelism, discipleship, and church planting. The president shall serve as the chair, vice-chair or as a member of the Foursquare Global Council, as determined by the president and the Foursquare Global Council.
- E. The president's name shall be affixed to all corporate ministerial credentials, certificates, church charters, and pastoral appointments.
- F. Upon resolution of the Board, the president shall sign all documents upon which the signature of the president is required.
- G. The president shall be responsible for the preparation of the corporation's annual budget, which shall be submitted to the Board for consideration and approval at a date set by the Board. No unbudgeted funds shall be expended without the prior approval of the Board.
- H. The president shall oversee the corporation's compliance with laws, rules, and regulations applicable to this corporation, including the signing and filing of reports for federal, state, and local governments.
- I. The president shall be an ex officio member of all committees.

7.1.2 Procedures for Selecting the President. When the office of president has or will become vacant due to resignation, retirement, death, removal, expiration of the president's term of office, or for any other reason, the Cabinet shall select candidates for the office of president as set forth in these Bylaws.

A. Minister Participation.

1. Each licensed minister shall be given opportunity to submit the names of two nominees to an accounting firm designated by the corporate secretary for confidential tally.
2. The accounting firm shall provide the corporate secretary and the Board with the names of the 25 individuals receiving the most nominations from the ministers in alphabetical order. The number of nominations each received will be included in the report.
3. The list of the 25 individuals receiving the most nominations shall be provided to the Cabinet at the special session of Cabinet in January. The list shall not be made available to the Cabinet any sooner so as to protect these individuals from undue pressure.
4. The Cabinet retains the right to nominate whomever they choose.

B. Preparation of Cabinet Members. The corporate secretary shall provide each Cabinet member with a job description of the president's duties and a copy of the presidential selection process, at least two months prior to the Cabinet meeting. In order to prepare to participate in the selection of candidates for Foursquare president, each member of Cabinet:

1. Shall review the powers and duties for the office of president and the procedures for selecting the president set forth in these Bylaws.
2. Shall be encouraged to pray and fast.

C. Special Session of Cabinet Convened.

1. A special session of the Cabinet shall be convened in January for the purpose of selecting nominees for president. The chairperson of the Board or other person designated by the Board shall moderate the session.
2. A quorum of the Cabinet shall be established and the number announced.
3. The moderator shall distribute a copy of the presidential selection process.

D. Formation of the Nominee Review Committee.

1. Before the nomination process begins an ad hoc "nominee review committee" shall be formed. There shall be one person from each district on the committee. The corporate secretary shall chair the committee.
 - 1.1. Cabinet members will gather together briefly with those from their district to elect from among themselves a representative to this committee.

- 1.2 The supervisor of each district, or a designee, should chair the meeting.
 - 1.3 The name of the representative who is chosen will be reported to the moderator of the Cabinet.
 2. The nominee review committee shall:
 - 2.1. Tally the votes cast for nominees, and
 - 2.2. Interview the nominees.
 3. Each committee member must signify in writing their agreement to hold all personal information learned about the nominees as strictly confidential information, not to be disclosed to any person, including a spouse, without the express consent of the nominees. Anyone unable or unwilling to make such written pledge shall be excused and an alternate selected.
- E. **Candidate Nomination.** The Cabinet shall nominate two or three candidates for the office of president for placement on the ballot at convention. The process for nominating candidates shall proceed as follows:
1. At the special session, the list of the 25 persons receiving the most minister nominations shall be presented.
 2. Each Cabinet member shall nominate two names, using a written ballot. These names need not be drawn from the list of 25 receiving the most minister nominations.
 3. The names of persons receiving Cabinet member nomination shall be tallied by the nominee review committee and the 25 persons receiving the most Cabinet member nominations shall be posted, ranked in order from highest number of nomination votes received to the lowest.
- F. **Nominee Review.** Once the list of 25 names has been posted, the special session of Cabinet may be recessed by the moderator and a regular Cabinet meeting convened so the Cabinet may conduct any other business it may have in a regular Cabinet meeting. Meanwhile the nominee review committee shall begin interviewing the 25 nominees. As much as possible, the interviews will be conducted in-person while the Cabinet is in session. Otherwise, teleconference interviews may be conducted. The entire nominee review committee should strive to be present for each interview.
1. The nominee review committee's role is solely to inquire of each candidate concerning these personal matters to determine if there is cause to disqualify. If opinions differ, a committee vote shall be taken. The corporate secretary shall also vote in case of a tie.
 2. Committee members shall not eliminate any candidate based on personal preference, but shall remain neutral and equitable toward all.

3. The qualifying process shall begin with the nominee receiving the highest number of nomination votes, and shall proceed then to the next highest nominee and so forth until all nominees have been reviewed.
 4. The nominee review committee shall ask each nominee the following questions:
 - 4.1. Are you willing to serve?"
 - 4.2. Do you or your spouse have any serious health issues that might impede your service as president?"
 - 4.3. Do you have any serious marital problems?"
 - 4.4. Do you have any serious legal or financial problems or debt that has accumulated to a point that would impede your service?"
 - 4.5. Is there anything in your past or present that would be scandalous if brought to public awareness?" (The nominee will not be required to explain a 'yes' answer.)
 5. When the nominee review committee has completed its work, the Cabinet moderator shall be notified and the moderator shall reconvene the special Cabinet meeting. The names of those nominees who have been qualified by the nominee review committee will then be reported to the Cabinet. The Cabinet shall then vote their preference and a final list of nominees created ranked from the highest number of votes to the lowest.
 - 5.1. Each nominee shall be given time to pray and discuss with their spouse and other trusted friends their willingness to serve as president.
 - 5.2. Not later than two weeks after adjournment of the special Cabinet meeting each nominee shall confirm his or her availability to serve as president, if elected. Absent extreme extenuating circumstances, a nominee failing to respond shall be deemed unavailable to serve as president.
 - 5.3. At the next regular Cabinet meeting the four nominees who received greatest number of nomination votes and who have indicated their willingness to serve as president shall be interviewed by the Cabinet.
- G. **Cabinet Nomination Meeting.** On the first day of the regular Cabinet meeting in March, selection of two or three candidates for placement on the convention ballot for the office of president shall be a priority item of business on the meeting agenda. The procedure for this agenda item of business shall be the same as that followed at the previous special Cabinet meeting.
1. The chairperson of the Board or other person designated by the Board shall moderate the meeting.
 2. A quorum shall be established and the number reported,

3. The moderator shall distribute a written description of the presidential selection process.
4. The Cabinet members will be given the names of the four nominees to be interviewed. These names will not be made public sooner so as to protect the families and congregations of the nominees from unnecessary disruption.
5. Before commencement of nominee interviews, the Cabinet shall determine by vote whether to place two or three candidates on the convention ballot. The moderator shall allow adequate time for the Cabinet to deliberate on this matter.

H. Nominee Interviews. Nominee interviews before Cabinet shall be conducted as follows:

1. Each of the four nominees and their spouse shall be interviewed in alphabetical order based on the first letter of their last name.
2. As a nominee is being interviewed, other nominees and their spouses shall not be present.
3. Each nominee shall initially respond to five questions. The nominee shall not be interrupted for questions or comments. The questions are:
 - 3.1. Do you fully subscribe to the Foursquare Declaration of Faith (as compiled by Aimee Semple McPherson)?"
 - 3.2. Briefly describe your history as a minister." (The nominee may hand out or electronically display a resume, if desired.)
 - 3.3. Have you been faithful in belief and practice to the mission, financial support and polity of The Foursquare Church as set forth in the Articles of Incorporation and Bylaws of the International Church of the Foursquare Gospel?"
 - 3.4. Describe the role of the Foursquare president, as you understand it."
 - 3.5. Describe four action steps you believe The Foursquare Church needs to take in the near future."
4. Each nominee will begin by answering the five standard questions above without being interrupted for questioning.
5. When a nominee's response is complete, the moderator shall invite the Cabinet to ask any questions they wish of the nominee. A nominee, however, may decline to answer any particular question.
6. When the moderator or a member of Cabinet feels that sufficient information about a nominee has been brought forth, he or she may move that the interview of that individual be closed. The motion must receive a second and a majority vote to be adopted.

7. This process shall continue until all committee-approved nominees remaining from the original list of four have been interviewed.

I. Final Voting for Placement on the Convention Ballot. The names of the two or three nominees who receive the most votes will be placed on the voter ballot at convention for the office of president. To be placed on the ballot a nominee must be approved by two thirds of the Cabinet. Cabinet voting shall be conducted as follows:

1. Each Cabinet member shall vote by written ballot for one candidate. If a nominee is a member of Cabinet, the nominee shall not vote on his or her own nomination.
2. Voting shall continue until the requisite number of nominees, each with a two-thirds approval, emerge. Each time a vote is taken, a Cabinet member may cast only one vote.
3. Between votes, the Cabinet may continue to deliberate to gain consensus. During deliberations, the nominees shall not be present.

J. Convention Voting Procedures

1. Each nominee shall have (a) demonstrated faithfulness to Foursquare mission, doctrine, and polity as set forth in the Articles, these Bylaws, and the "Declaration of Faith"; (b) a proven ability to understand, appreciate, and lead within the Foursquare movement; (c) a reputation as a person of maturity, integrity, and good moral character; (d) a proven pastoral heart, Foursquare missions vision, evangelistic fervor, and servant leadership; and (e) a record of long-term and proven ministry, and shall have exemplified those core values that have characterized the spirit of the Foursquare family. Names of the nominees so nominated shall be made known to each Foursquare church located in the United States of America and to the members described in Bylaw Article V, Sections 5.5 A. and B. at least 45 days prior to convention. Names of the nominees so nominated shall be presented to the members authorized to vote at the convention or by absentee ballot for written or electronic balloting. Ballots shall be counted by an independent accounting firm selected by the corporate secretary and vote tabulation results reported to the corporate secretary. If a second ballot is required to select from among three nominees, the nominee receiving the least number of votes on the initial ballot shall not appear on the second ballot. A ballot that is illegible, does not indicate a selection, or by write-in indicates a person not nominated by the Cabinet, or not received within the allotted time, shall not be counted as a "vote cast." The corporate secretary shall inform the candidates of the result of the vote privately, before it is announced publicly. The public announcement shall not include the number of votes received. Election results shall be announced to the convention body in the first evening service of the convention after the results are known.
2. On the first full day of convention a business session shall be convened for the express purpose of electing a president from among the candidates nominated by the Cabinet. The Cabinet's nominees for the office of president shall be presented to the convention body. The Board shall have discretion to vary from time to time the

format for presenting the nominees to the convention provided that in each election the nominees have an opportunity to address the convention and the voters in attendance at the convention have opportunity to pose questions to the nominees regarding any topic relevant to doctrine, practice, the Foursquare movement or the office of president. However, nominees shall not be questioned about personal matters since such matters were already reviewed in the Cabinet's nominating deliberations.

3. When the presentation and interview of the nominees has been completed, the names of the nominees so nominated shall be presented to the authorized voters at the convention or registered as absentee voters for written or electronic balloting. Ballots shall be counted by an independent accounting firm selected by the corporate secretary and vote tabulation results reported to the corporate secretary. If a second ballot is required to select from among three nominees, the nominee receiving the least number of votes on the initial ballot shall not appear on the second ballot. A ballot that is illegible, does not indicate a selection, or by write-in indicates a person not nominated by the Cabinet, or not received within the allotted time, shall not be counted as a "vote cast." The corporate secretary shall inform the candidates of the result of the vote privately, before it is announced publicly. The public announcement shall not include the number of votes received. Election results shall be announced to the convention body in the first evening service of the convention after the results are known.
4. The nominee receiving a majority of the votes cast shall be deemed president-elect. An oath of office shall be administered to the president-elect on the last evening of convention. The president-elect shall take office as president on the first day of the fourth month following the close of the convention. The term of president shall be for the ensuing five years and until a successor shall be duly elected and qualified.
5. In the event that the president, in the year before the final year of the president's term of office, gives advance written notice to the Cabinet before it meets of his or her willingness to be considered for a second term of office, the Cabinet may choose to recommend to the convention that it ratify the president for a second term of office at the following convention by written ratification ballot. The Cabinet may or may not choose to recommend to the convention that it ratify the president for a second term of office at the following convention by written ratification ballot. A recommendation by the Cabinet to the convention that the president be ratified for a second term requires a two-thirds approval vote of the Cabinet. The president shall be ratified for a second term of office by vote of 75 percent (75%) of the votes cast at convention including authorized absentee votes cast. If the president is ratified for a second term in the final year of the president's first term, no presidential selection process will be conducted.

- K. **President-elect.** When a president in the year before the final year of the president's term of office, gives advance written notice to the Cabinet before it meets of his or her unwillingness to be considered for a second term of office, or when a president is serving a second term of office, the process for selecting a president-elect shall be done in the fourth year of the president's term rather than the final year. This will result in the

president-elect being determined more than a year before the president-elect takes office as president.

The board shall determine, with the consent of the president-elect, the length of the term for serving in a compensated role as president-elect. The term shall conclude on the day the president-elect is to take office as president and shall not exceed 12 months. The board shall also determine the appropriate compensation for serving as a president-elect. The president-elect shall:

1. Accomplish an orderly transition from current responsibilities
2. Learn and become oriented to the role and responsibilities of the office of president,
3. Serve as a nonvoting participant on the Board and all Board committees.

7.1.3 President's Term Limit. No person may serve more than two consecutive terms of office as president. Upon leaving office, the outgoing president may be appointed by the Board to another place of service in the International Church of the Foursquare Gospel. The Board shall determine compensation protocols to guide, inform, and assist the transition of a president leaving office.

7.1.4 Removal. If, during a president's term of office, the Board decides that a president is failing to function in the best interests of this corporation, the Board shall have the power to call a meeting of the Cabinet to seek a satisfactory solution. The Cabinet, by majority vote, shall recommend action to the Board, which may include removing the president from office. If the Board, on the recommendation of the Cabinet, votes to remove the person holding the office of president from that office, the procedures set forth in these Bylaws shall be followed to select a new president.

7.1.5 Selection of Interim President. When the office of president has or will become vacant due to resignation, retirement, death, or for any other reason, the Board shall select one of its voting members to serve as interim president; this person shall serve until the next president is selected in the manner herein set forth and approved. The Board shall make its selection of interim president using a process substantially similar to the process stated in Article VII, Section 7.1.2 ("Procedures for Selecting the President"). A special meeting of the Board will be called to begin the selection process. Prior to the meeting the directors will review the Bylaws and prepare spiritually. At the meeting nominations for the person to serve as interim president will be received. Thereafter a review committee will be formed to review the qualifications of the nominees and interview them. Nominees are excluded from serving on the review committee. At a subsequent Board meeting the review committee will present its recommendations and the Board will vote to select an interim president. Nominees shall recuse themselves from deliberations and from voting. The person receiving the most votes shall be designated as the interim president. The Board will endeavor to complete this process as expeditiously as possible.

The person chosen to serve as interim president may not be considered as a candidate for selection of the next president unless approved as a candidate by three-fourth's approval of the Cabinet in its selection process.

If the nominee selection process for a new president cannot be reasonably completed by the next regular convention, the Board may delay the convention vote to an interim convention or to the following regular convention thereafter. The Board-appointed interim president will continue to

serve, with ratification at the next regular convention, until a president-elect takes office. If the interim president is not ratified by the convention body, the Board shall select from its own members another interim president to serve until a president-elect takes office.

7.2 OTHER EXECUTIVE OFFICERS. The offices of vice presidents, secretary, assistant secretary, and treasurer shall be filled by appointment of the Board. These officers shall serve at the pleasure of the Board and until their respective successors are duly appointed and installed. The installation of a new officer shall terminate the appointment of the previous officeholder, who shall deliver all books, papers, electronic data, and documents to the successor so installed.

7.2.1 Vice Presidents. In the temporary absence or disability of the president, the Board shall designate a vice president to perform all the duties of the president as president pro tempore and when so acting shall have all the powers of and be subject to all the restrictions upon the president. The vice president designated as president pro tempore shall have such other powers and perform such other duties as from time to time may be prescribed by the Board. In other respects, a vice president shall have such duties as may be assigned to him or her by the president and/or the Board.

7.2.2 Secretary. The secretary shall

- A. Perform the usual and ordinary duties of secretary of a religious corporation.
- B. Attest to the signatures of corporate officers when necessary.
- C. Maintain accurate minutes of all conventions and Board meetings.
- D. Register the qualified voters, as defined in these Bylaws, at each convention.
- E. Tally and report the results of the written votes at each convention.
- F. Maintain custody and care of the corporate seal, minutes, records, books, documents, and communications; give oversight to the procedures for storage, preservation, and retrieval of all corporate records, minutes, books, documents and communications, except the books of account which are required to be kept in the treasurer's custody.
- G. Receive and preserve all reports rendered to the corporation by its officers and committee chairpersons for the period of time established by the Board.
- H. Perform other duties not inconsistent with the office which the president or Board may require.
- I. Maintain records of all ordained or licensed personnel.

7.2.3 Assistant Secretary. The assistant secretary shall perform the duties of secretary in the absence or disability of the secretary and shall assist the secretary as requested.

7.2.4 Treasurer. The treasurer shall

- A. Keep and maintain or cause to be kept and maintained adequate and correct accounts of the financial transactions of the corporation.
- B. Deposit all moneys and other valuables of the corporation in the name and to the credit of the corporation with such depositories as may be designated by the Board.
- C. Disburse the funds of the corporation as directed by the Board.
- D. Render each year a report of the corporation's financial operations and condition as of December 31 of the prior year.
- E. Prepare monthly reports of the corporate financial operations for the president and Board.
- F. Report to the Board, as requested, transactions performed as treasurer.
- G. Be bonded with a surety company, if deemed advantageous by the Board.

ARTICLE VIII

General Officers

All general officers shall be chosen from among ordained Foursquare ministers who are in full compliance with the Articles and these Bylaws and who have demonstrated spiritual leadership and ability to perform the duties of the offices to which they are appointed. They shall be appointed by and serve at the pleasure of the president and the Board.

8.1 GENERAL SUPERVISOR

8.1.1 Selection. The person selected as the general supervisor shall have a record of long-term commitment and service to the International Church of the Foursquare Gospel.

8.1.2 Powers and Duties. The general supervisor shall

- A. Supervise the activities of the national church of the International Church of the Foursquare Gospel in all 50 states of the United States.
- B. Recommend personnel to the Board for appointment to the office of district supervisor.
- C. Be in direct charge of the activities of all district supervisors and shall be devoted to the health and growth of Foursquare churches throughout the districts in furtherance of the objectives and purposes of the International Church of the Foursquare Gospel. In the event any office of district supervisor becomes vacant, the general supervisor shall assume the responsibilities of such office until the Board appoints a replacement.
- D. Keep the Board informed of conditions throughout the churches.
- E. Be responsible for the national church office and its ministries.

- F. Be responsible for resolving problems concerning churches or ministers that might adversely affect this corporation. The general supervisor shall inform the president and the Board of all problems that could have an adverse effect on the corporation.
- G. As directed by the president, oversee the compliance of Foursquare churches in the United States with laws, rules, and regulations applicable to this corporation.
- H. Provide the district supervisors with operational guidelines for the district offices and the divisional superintendents.

8.2 DISTRICT SUPERVISORS

- 8.2.1 **Selection.** District supervisors shall be chosen for their interest in the expansion of the Foursquare movement. They shall be accountable to the president and general supervisor, serving five-year terms over their districts as designated by the Board. The general supervisor shall review annually the performances of the district supervisors; biennially the general supervisor's review shall include evaluations by the senior pastors of the supervisors' respective districts.

Reappointment of a district supervisor by the Board shall be subject to the recommendation of the general supervisor. Removal of a district supervisor shall be pursuant to Bylaw Article VIII, Section 8.2.3.

- 8.2.2 **Powers and Duties.** The district supervisors shall

- A. Devote themselves to the strengthening and multiplication of Foursquare churches within their respective districts in accordance with the Articles and these Bylaws. Their duties shall include but are not limited to the following:
 - 1. Providing and promoting continuing leadership development opportunities for Foursquare ministers
 - 2. Fostering relationships and accountability among Foursquare ministers
 - 3. Encouraging the effectiveness and spiritual health of local churches and ministers
 - 4. Promoting church starts and church growth
 - 5. Strategically investing budgeted funds to achieve church starts and growth
 - 6. Recommending minister personnel to the Board for pastoral appointments
 - 7. Assisting the Board in resolving church or minister related crises and disputes
 - 8. Assisting the Board in administrative functions
 - 9. Assuring sound doctrine and practice in Foursquare churches