



eastview

Leadership Residency Handbook

Updated 12.16.2018

ABOUT THIS HANDBOOK

The purpose of this handbook is to facilitate reference and application of Eastview's policies and procedures for the Ministry Partner role. Changes may be made from time to time to the policies and procedures contained in this handbook without prior written or oral notice to the resident. Obviously, no handbook can address every situation that could possibly arise. The policies and procedures contained in the handbook apply to all residents unless otherwise stated. All notice, reports, disclosures, and other requests a resident is required by this Manual to make shall be in writing to be effective.

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Eastview Leadership Residency Program Overview:

What a Residency at Eastview is:

- equipping future Kingdom workers for the local church and parachurch organizations
- expanding the influence of Eastview and her leaders
- leveraging existing partnerships for the purposes of "equipping the saints"
- expanding on a "leadership pipeline" that resources Kingdom ministries

What Residency is not:

- an internship
 - Interns are academically required, monitored by an academic institution, and short term. Internships often lack meaningful experience and bi-lateral commitment.
- a Ministry Partnership
 - "Ministry partners" at Eastview Christian Church are long term volunteers with no current expectation or aspiration of vocational ministry.
- a way to get "cheap labor"
 - Residents will be requiring a great deal of investment of our Eastview's time, talent, training and empowerment. Residents also provide meaningful assistance in significant ministries.
- a competitor to Bible college (teaching vs. training)
 - The bible colleges emphasize accredited teaching, while Eastview's Residency Program emphasizes practical training. The two work together for the holistic preparation of future ministry professionals.

Building Blocks of this Residency Program:

- 1) **Specialized Ministry Experience:** Residents will have a variety of "generalist" ministry training modules. These modules will be taught with the entire cohort in mind. Additionally, residents will have an opportunity to "specialize" in the following ministry areas:
 - a. Children's Ministries
 - b. Student Ministries
 - c. Young Adult Ministries
 - d. Preaching
 - e. Worship
 - f. Involvement / Guest Services
 - g. Small Groups
 - h. Communications
 - i. Local Outreach
 - j. Global Outreach

- k. Sports Outreach
 - l. Tech (A/V)
- 2) **Mentoring Relationships:** For each area of specialization, there will be a “mentor” (typically the director of the department) who you will shadow in the majority of departmental meetings. Additionally, there will be monthly 1-1 meetings for assignments and professional development. Performance reviews will also be conducted at 90 days and 180 days.
 - 3) **Spiritual Formation:** Every resident will be a part of two spiritual formation retreats. Additionally, there will be a monthly check in with our Pastor of Spiritual Formation.
 - 4) **General Ministry Training:** Residents will work through 6 Core Competency Trainings with or parallel to our staff training in these areas. Additionally, residents will participate in onboarding processes, First Steps, and weekly ministry proficiency training (Tuesday nights).
 - 5) **Academic Advancement:**
 - a. Residents will complete 4 core MA classes through Moody Bible Institute while in this year-long program, positioning them well for the completion of the MA in Ministry Studies (12 credit hrs.).
 - b. Residents will also gain 6 hours of accredited course work from the weekly training modules during the residency.
 - c. Residents will also be encouraged to complete the remaining course work to complete their MA upon completion of the residency (36 hours total).
 - d. Residents can enter with 9 hours of advanced standing and transfer up to 18 hours from another accredited seminary or Christian grad school.
 - 6) **Monthly Stipend:** All approved residents will receive a \$400/mo. stipend that may be used to cover monthly expenses, travel to a partnering church, or to subsidize the cost of tuition at Moody Bible Institute.
 - 7) **Monthly Projects:** Each resident will have monthly projects (interdepartmental or departmental) that advance the ministry of Eastview Christian Church. These will be assigned in the 3rd – 11th month of the internship.
 - 8) **Affirmation of Calling:** Each resident who completes the program will be certified by Eastview, recommended by Eastview, and (in some cases) ordained by Eastview.
 - 9) **Launching Kingdom Workers:** The residency program will promote graduates (via website, networking and word of mouth) for open positions around the country in their area of training.

Who is the target audience?

- Adults who are sensing a call from secular work to vocational ministry
- Ministry partners who are sensing a call to full time ministry (at Eastview or elsewhere)

- Bible school and seminary graduates who desire more experience before entering into full time ministry
- Those affiliated with Eastview and those beyond Eastview’s circle of influence (referrals from Moody and CCV in particular).

What are the requirements of the potential Resident?

- a thorough application process
- attend / complete First Steps
- serving in a department on our Eastview staff (10-15 hrs/wk)
- attending Eastview worship services weekly
- attending weekly cohort training (Thursday nights)
- traveling to a strategic Eastview partner's ministry for service project / exposure to another ministry model (typically 7-10 days)

Following the agreement, the new resident will be added to a database of Eastview Residents (current and graduates). Throughout the residency, there will be a 90 day and 180 day “performance review” as directed by the supervising pastor. Any discontinuance of this partnership, by either side, should be reported to the Executive Pastor of Ministry Development in a timely manner. Upon discontinuance, the resident’s swipe card, email address and access to work groups will be discontinued along with their participation in all programming and recognition in the residency database. Finally, an exit interview will be performed by the Executive Pastor of Ministry Development or his delegate.

Eastview Vision

“A fearless church of Christ followers whose ridiculous love and dangerous witness are irresistible.”

All Ministry Partners are expected to live out Eastview’s vision statement and focus their ministry efforts toward its advancement on the staff as well as among the church congregation and community. The Biblical references below establish the foundation of the key principles.

A Fearless Church

- Matthew 16:18* *...on this rock I will build my church, and the gates of Hades will not overcome it.*
- Romans 8:37-39 *...in all things we are more than conquerors...nothing will be able to separate us from the love of God that is in Christ Jesus our Lord.*
- John 14:27 Do not let your hearts be troubled and do not be afraid.
- John 16:33 In this world you will have trouble. But take heart! I have overcome the world.
- Hebrews 13:6 The Lord is my helper; I will not be afraid. (Psalm 118:6-7)
- John 4:18 There is no fear in love. But perfect love drives out fear.
- Acts 4:13 When they saw the courage of Peter and John...they took note that these men had been with Jesus.
- I Corinthians 3:12 Therefore, since we have such hope, we are very bold.
- II Corinthians 4:8 *...we are hard pressed, but not crushed; perplexed, but not in despair; persecuted, but not abandoned; struck down, but not destroyed.*

Of Christ Followers

- Acts 11:26* *The disciples were first called Christians at Antioch.*
- John 1:43 Follow me.
- John 21:22 You must follow me.
- Matthew 16:24 If anyone would come after me, he must deny himself and take up his cross and follow me.
- John 10:4 His sheep follow him because they know his voice.
- John 8:12 I am the light of the world. Whoever follows me will never walk in darkness but will have the light of life.
- Acts 14:22 *...strengthening the disciples and encouraging them to remain true to the faith.*

Whose Ridiculous Love

- John 13:35 *By this will all men know that you are my disciples, if you love one another.*
- Luke 14:13 When you give a banquet, invite the poor, cripple, lame, and blind...they cannot repay you...
- Matthew 5:44 But I tell you: Love your enemies and pray for those who persecute you.
- James 2:5-9 If you really keep the royal law found in Scripture, 'Love your neighbor as yourself' you are doing right. But if you show favoritism, you sin...
- I John 3:11-18 ...we should love one another...we know that we have passed from death to life, because we love our brothers...let us not love with words or tongue but with actions and in truth.
- John 13:3 By this will all men know that you are my disciples, if you love one another.
- I Cor 13:1-3 ...if I have not love, I am nothing.
- Philippians 2:3-5 ...in humility consider others better than yourselves.
- II Cor 5:13-14 ...if we are out of our minds...Christ's love compels us.

And Dangerous Witness

- Acts 4:20 & 29 *We cannot help speaking about what we have seen and heard. Now, Lord, consider their threats and enable your servants to speak your word with great boldness.*
- Acts 1:8 But you will receive power when the Holy Spirit comes on you...and you will be my witnesses...to the ends of the earth.
- I Cor 1:23-24 But we preach Christ crucified: a stumbling block to the Jews and foolishness to the Gentiles, but to those whom God has called...Christ, the power of God and the wisdom of God.
- I Cor 5:14-16 For Christ's love compels us, because we are convinced that one died for all...so from now on we regard no one from a worldly point of view.
- Ephesians 6:19-20 Pray also for me...so that I will fearlessly make known the mystery of the gospel, for which I am an ambassador in chains.

Are Irresistible

- Acts 5:11-14 No one else dared join them...nevertheless, more and more men and women believed in the Lord and were added to their number.
- Acts 11:21 The Lord's hand was with them, and a great number of people believed and turned to the Lord.
- Acts 13:44 On the next Sabbath almost the whole city gathered to hear the word of the Lord.
- Acts 19:17-20 In this way the word of the Lord spread widely and grew in power.
- Luke 21:14-15 I will give you words and wisdom that none of your adversaries will be able to resist or contradict.

Strategic Values & Spiritual Expectations

Eastview believes that the following eight strategic values and spiritual expectations are Biblically grounded and critical to the church achieving its vision. All Ministry Partners are expected to follow and model these values and expectations among the staff, congregation, and community.

1) We depend on God through continual prayer (we pray).

We make Monday staff prayer time a top priority.

We spend more time praying privately than we do publicly.

2) We know God by preaching and teaching His word (we spend time in God's word).

We are characterized by daily bible intake.

3) We grow in God in intimate, authentic, Christ centered community (we do community).

We make it a priority to participate in a small group.

4) We honor God by giving generously to His church (we give).

We give back to God through our tithes and offerings at Eastview.

We lead by example in our participation in the annual Expanding Ministry Offering.

5) We join God by serving his church and community (we serve).

We encourage our staff to participate in church wide outreach events like Imagine and The Serve Project.

We equip the church to carry out the ministry. (We develop teams vs. doing it alone)

6) We share God by telling our faith story to those around us (we speak).

We're characterized as ambassadors of Christ in our community.

7) We pursue God through intentional spiritual growth steps (we value spiritual formation).

We make our staff spiritual retreats a top priority.

We take our personal spiritual growth and formation seriously...recognizing no one drifts towards maturity.

8) We obey God by taking his message to strategic cross-cultural locations (we're missional).

We encourage our staff to serve alongside our Global partners on a mission trip.

Statement of Faith

As a religious institution, Eastview Christian Church operates from an established statement of faith. The vision and core values of the church are a practical application of these fundamental beliefs established from Biblical truths by the Board of Elders and Executive Team. All Ministry Partners are expected to align themselves with this statement of faith and hold true to these convictions.

How we Know God...

God can be known because He wants to be known. It is within His nature to know us, and He has hard-wired us to want to know Him by setting eternity in our hearts (Ecclesiastes 3:11). Many people know a great deal about God without really knowing Him intimately and deeply. ***There are three fundamental ways we can come to know God.***

- 1) ***God reveals Himself to people everywhere through observing His general revelation through creation.*** General revelation suggests that God reveals Himself in a very generic way through what He has created. Psalm 19:1 says, “The heavens declare the glory of God; the skies proclaim the work of his hands.” The Apostle Paul echoes that view in Romans 1:20, “For since the creation of the world God’s invisible qualities – His eternal power and divine nature – have been clearly seen, being understood from what has been made so that men are without excuse.” So, we can know God generally through looking long and hard at what God has created.
- 2) ***We can know God more concretely by exploring His written Word, the Bible,*** and receiving it as the Holy Spirit teaches and enables us to understand it and live it out. The Bible is God speaking His truth to us in human words. Through the Bible, we hear God’s articulate voice as we intentionally take time to know to Scripture. Through the Bible, we hear God’s articulate voice as we take the intentional time to listen to Scripture read, preached, and taught; as we read it for ourselves, study it, memorize it, meditate upon it, and obey it.
- 3) ***We come to know God by embracing His special revelation, the Living Word, Jesus Christ.*** General revelation is helpful and true, but it is insufficient to bring us to the place where we can know that God put on flesh, lived among us, loved us, died for us on a cross for our sins, and triumphantly rose again. This third way of knowing God comes through looking carefully, respectfully, and obediently at the life of Jesus (John 1:1&12-14).

Who God is...

God is one being in three persons – God the Father, God the Son, and God the Holy Spirit (Mt. 28:19; Acts 2:38-39; and 2 Cor. 13:14), co-existing in perfect community and harmony. All of creation finds its source in Him (Gen. 1:1; Job 41:11; Ps. 50:10-12; Jn. 1:1-2; and Rev. 4:11). He is all knowing, all powerful, everywhere, and exists eternally (Exo. 3:14-15; Ps. 90:1-6; Isa. 40:13-14; 66:1; Rom. 11:33-36; and 1 Tim. 6:15-16). He holds everything together and is in the process of redeeming everything (Col. 1:17 and Rom. 8:19-22). God loves us and longs for us to be in relationship with Him (1 Jn. 1:3).

Who Jesus is...

Jesus is “God in the flesh.” He existed in the beginning with God (Jn. 1:1 & 14). He was born of a virgin, lived without sin, died for our sin, rose again, and is Savior and Lord (Mt. 1:18-20; Lk. 2:11&52; 23:23-24; 23:53; Heb. 5:8-9; 1 Cor. 15:1-4; and Col. 1:15-20). He, alone, makes salvation possible (Acts 4:12). He ascended into heaven where He is now our high priest, intercessor, head of the Church, and has all authority in heaven and on earth (Mt. 28:18; Acts 1:9; Rom. 8:34; Col. 1:18; and Heb. 4:14-5:10). He will return for a second time, gathering His followers, and judging those who have rejected Him (Mk. 13:32-37; Acts 1:9-11; Tit. 2:13; and Heb. 9:27-28).

Who the Holy Spirit is...

The Holy Spirit is the active presence of God in the world, always seeking to glorify Jesus (John 16:13-15). He lives individually within those who believe in Jesus and corporately amongst all believers who comprise the Church (1 Cor. 6:19 & 3:16-17). He convicts people of sin, righteousness, and pending judgment (John 16:5-15). He is our Comforter, Guide, Teacher, and Helper, equipping us with spiritual gifts for service and building up the church body. He transforms us into the likeness of Jesus when we cooperate with Him. (Jn. 14:15-17; 15:25-26; Acts 1:8; Rom. 8:1ff; 1 Cor. 12:1-11; and 2 Cor. 3:18).

What the Bible is...

The Bible contains both the Old and New Testaments. It is the uniquely inspired Word of God (2 Tim. 3:14-17 and 2 Pet. 1:15-21) and is without error or contradiction in its original form. It is the rule of faith and practice for Christians. It is through Scripture that we know God's will and Christ's authority. The Bible accomplishes all that God intends for it to accomplish (Isa. 55:10-11; Jer. 20:9; and Heb. 4:12).

Who People are...

God specifically and directly created human beings in His image (Imago Dei). Human life is sacred, beginning at conception. Therefore, each person should be loved, nurtured, protected, and developed. God wonderfully and immutably creates each person as a male or female. These two distinct and complementary biological genders reflect the image and nature of God (Gen 1:26-27). Throughout scripture, the husband-wife relationship illustrates the covenant relationship between Jesus Christ and His Church, the "Bride of Christ". It is our sincerely held belief that the term "marriage" has only one meaning; the uniting of one man and one woman in a single, exclusive union, delineated in scripture (Gen 2:18-25).

What Sin is...

We define all truth and all sin as God does in His written word, the Bible. All people are precious in His sight, but our disobedience to God (sin) separates us from Him (Isa. 53:6; 64:6-7; Rom. 3:23; 5:12-21; 6:23; and 1 Jn. 1:8). Because God desperately and intimately loves all people, he offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Act 3:19-21, Rom 10:9-10, 1Cor 6:9-11).

What the Response to Salvation Is

Because of our sin, we need redemption. We cannot reconcile ourselves. Faith in Jesus, based on what He did for us at the cross, is the only way for people to be reconciled with God (Jn. 14:6; Acts 4:8-12; and Rom. 3:25-26). Salvation provided by Jesus is based on grace, and not merit (Eph. 2:8-9). God offers this salvation to every person and gives us the freedom to accept or reject His gift of redemption. (Jn. 3:16-18; 1 Tim. 2:3-4; and 2 Pet. 3:9) True Faith in Jesus is expressed by yielding and conforming our lifestyle to His will (repentance and obedience).

Faith and its expression is the response to salvation. The expression of faith is:

- Believe and Confess Jesus as Lord and Savior (Acts 16:31 and Rom. 10:9-10).
- Repent (Mt. 4:17 and Acts 3:19).
- Baptism by immersion (Mt. 3:13-17 and Acts 2:38-41).
- Grow in Christ (2 Cor. 10:15; Eph. 4:16; 1 Pet. 2:2; and 2 Pet. 3:18).

What the Church is...

The Church is the community of believers throughout the world. We act as the body of Christ on earth and are His Bride. (Eph. 4:4-6; 5:22-33; Rom. 12:4-5; 1 Cor. 12:12-30; and 1 Tim. 3:15). People are added to the church upon their surrender, by faith, to Jesus. In addition, when anyone is added to Christ's Church, he or she becomes a part of the priesthood of all believers, effectively making every Jesus-follower a serving minister in and through the church (1 Pet. 2:9-10).

The Church's supreme mission is to make disciples (Mt. 28:18-20). Its cultural mandate is to care for the world God has created (Gen. 1:26 and 2:15) and to love all people (John 15:12), thereby making the local church the hope of the world.

Membership at Eastview Christian Church is extended to anyone who is a member of Christ's church. To preserve the function and integrity of Eastview Christian Church as the local body of Christ, and provide a biblical role model to her members and the community, all Ministry Partners of Eastview Christian Church and those who serve as volunteers, agree to and abide by all tenants of our Statement of Faith (Matt 5:16, Phil 2:14-16, I Thess. 5:22).

Final Authority for matters of Belief and Conduct...

Eastview's statement of faith does not exhaust the extent of our biblical beliefs. The Bible itself, as the inspired and infallible word of God, speaks with final authority concerning truth, morality and the proper conduct of man. It is the sole and final source of all that we believe. For purposes of Eastview's faith, doctrine, practice, policy and discipline, our Elder Leadership Team is Eastview's final interpretative authority on the Bible's meaning and application.

Resident Guidelines & Expectations

PERSONAL APPEARANCE

Your appearance reflects not only on you as an individual, but your walk with Christ and on the church as well. We expect you to take pride in your appearance, dressing appropriately and modestly and striving to achieve a positive image so you may represent Christ and the Church well.

2 Corinthians 6:3 says, “We put no stumbling block in anyone’s path, so that our ministry will not be discredited.”

ALCOHOL, TOBACCO, AND DRUG USE

Eastview is committed to be a drug-free, healthy, and safe workplace. When a Ministry Partner is volunteering in a ministry capacity he or she is required to be in a mental and physical condition that will allow them to perform their job satisfactorily. That means no Ministry Partner can use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on the church campus.

Ministry Partners may use legally prescribed drugs while volunteering if it doesn’t impair their ability to do work effectively and safely without endangering themselves or others. Violation may result in discontinuation of the Ministry Partner relationship. Ministry Partners should always follow the directions of their physician concerning the use and restrictions of prescribed medications. Any questions concerning this policy should be discussed with an Ministry Partner’s pastoral director.

Smoking or other tobacco use is not permitted in the church building or near entrance or exits. Ministry Partners who feel the necessity to use tobacco products, should do so off campus.

Off campus it is permissible to consume alcoholic beverages in a Biblically appropriate way. Failure to do so could result in disciplinary action or even termination. At no time is the use of illegal drugs permitted off campus.

PERSONAL SOCIAL MEDIA ACCOUNTS

As we are called to season all our speech with “salt” (Matthew 5:13-15) so Ministry Partners are also called to be “salt” and “light with our digital communications on personal accounts. What is said in the digital space can reflect poorly or positively on Eastview even when Ministry Partners are using their own channels of social media. Therefore, Eastview requires all Ministry Partners to use great care and conduct themselves “above reproach” online. Violations of code and conduct online can result in discontinuation of the Ministry Partner relationship.

CONFIDENTIALITY

Your volunteering at Eastview constitutes your agreement never to disclose information of a sensitive or personal nature which may or may not be included in the list below. Confidential information includes, but is not limited to, the following:

- Personal information about members or attendees received through counseling, private conversations, or hospital updates
- Ministry Area data
- Financial or donor information
- Passwords and security codes
- Pending projects and proposals

If you improperly use or disclose confidential church information, you will be subject to disciplinary action, up to and including termination of the Ministry Partner relationship and legal action.

HARASSMENT

Every volunteer should be able to work in an environment free from any form of unlawful discrimination or harassment. Eastview prohibits all forms of harassment, including sexual harassment.

Sexual harassment includes:

- Unwelcome sexual advances.
- Requests for sexual favors.

Verbal or physical conduct of a sexual nature that is intended to or interferes with a person's work performance, or that is intended to or creates an intimidating, hostile, or offensive work environment.

Eastview prohibits sexual and other harassment of all Staff and Ministry Partners, whether by supervisor, co-worker or volunteer and of its Staff or Ministry Partners towards members or guests. It does not matter whether the harasser and the person to whom the harassment is directed are of the same or of the opposite sex, or of the same or of a different race.

Sexual harassment also encompasses other actions that create a hostile, offensive, or intimidating work environment. Such actions can include, for example: inappropriate or overly familiar touching; sexual innuendoes; obscene gestures; jokes and remarks of a sexual nature, especially where exposure to such conduct has the purpose or effect of substantially interfering with an individual's work performance or ability to do her/his job. Similarly, racial harassment can include jokes and remarks of a racial nature, especially where exposure to such conduct has the purpose or effect of substantially interfering with an individual's work performance or ability to do her/his job.

Sexual harassment and other types of harassment are a form of misconduct that undermines the integrity of the employment relationship and are incompatible with the values, traditions, and purposes of Eastview Christian Church.

Complaint Procedure

Any complaints should be reported immediately. If you are uncomfortable or otherwise reluctant to report complaint to your ministry area, you can report the event to the next highest or another level of management, including to appropriate Elder Leadership Team members.

Confidential Investigation

All complaints of harassment will be investigated promptly and thoroughly. Complaints will be treated confidentially to the extent possible in conducting a thorough and fair investigation as outlined in our Performance Feedback and Coaching document.

If the investigation confirms the validity of your complaint, prompt remedial action will be taken to stop the harassing conduct and prevent it from recurring. Remedial action may consist of disciplinary action against the harasser.

No Retaliation

Eastview will not tolerate retaliation or discrimination against any person who complains, in good faith, about conduct that she or he believes to be harassment.

CHILD ABUSE

Eastview supports and maintains an environment free of child abuse and neglect. Child abuse and neglect include physical or mental injury, sexual abuse, negligent treatment, or maltreatment. Sexual abuse is defined as the use, persuasion, or coercion of any child to engage in any sexually explicit conduct (or any simulation of such conduct) for producing any visual depiction of such conduct or rape, molestation, prostitution, or incest with children. It is against the law and against Eastview's policy for any Ministry Partner, male or female, to physically, sexually, or mentally abuse or neglect any child.

Eastview reserves the right to refuse attendance, to dismiss or to exclude from affiliation with Eastview any Ministry Partner who is or has been convicted of child abuse or neglect of any child.

Eastview will neither condone nor tolerate:

- Infliction of physically abusive behavior or bodily injury upon any child.
- Physical neglect of children, including failure to provide adequate safety measures, care and supervision in relation to church activities.
- Emotional mistreatment of children, including verbal abuse and/or verbal attacks.

All complaints of child abuse or neglect of a child will be reported to an executive pastor for immediate response.

Whistle Blower Policy

This policy is intended to encourage paid staff, volunteers and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

- The Whistleblower should promptly report the suspected or actual event to his/her supervisor. This procedure should follow Matthew 18:15-17.
- If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her ministry area, then the Whistleblower could report the event to the next highest or another level of management, including to appropriate Elder Leadership Team members.
- The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the church.
- A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of Ministry Partner relationship, or other legal means to protect the reputation of the church.
- Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Ministry Partner status.
- Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
- Supervisors, managers and/or Elder Team members who receive the reports must promptly act to investigate and/or resolve the issue. The Whistleblower shall receive a response within five

business days of the initial report, regarding the investigation, disposition or resolution of the issue.

- The identity of the Whistleblower, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

MINISTRY EXPENSE AND REIMBURSEMENT

Ministry budgets are approved by the Executive Team and administered by each Ministry area. No Ministry Partner should initiate purchases or spend ministry money without the expressed approval of the Ministry Area Director. This includes internal requests through Communications, Graphics, Video, Building Services or IT as well as external expenditures.

Ministry funds may not be used for personal non-ministry related expenses. Ministry spending is subject to the budget limitations for the specific ministry. In general, ministry expenses should not be paid through personal means and then submitted for reimbursement.

Ministry Partners should not use staff issued Eastview credit cards. Ministry Partners can pick up pre-paid orders or utilize the Eastview charge accounts at Sam's Club, Hobby Lobby or Walmart as well as direct bill businesses such as Avanti's. Again, these charges should have prior approval from the Ministry Area Director.

TRAVEL AND MEETINGS

Ministry Partners should not be expected to travel outside the local area for ministry purposes and should not participate in trips that involve overnight stays. If a meeting is to take place between unrelated member of the opposite sex, it must be in the open and public. If utilizing an enclosed office space, there must be visibility into the room to protect the Ministry Partner and the person attending the meeting.

INTELLECTUAL PROPERTY

Any Ministry Partner at Eastview Christian Church who participates in the creation of copyrightable works, including new ideas, concepts, musical or dramatic or literary materials, content and visible elements of a web page, art work and graphics, video materials, computer programs, and other creative works of every kind and nature will be doing so for the sole benefit of and ownership of Eastview Christian Church.

COMMUNICATIONS

Internal

Internal communications between a Ministry Partner and other staff or ministry partners should be limited to ministry and operational purposes. Email and communications tools should not be used for solicitations or purposes that do not advance the Vision of Eastview. Ministry Partners should be selective about using "Reply All" in response to all staff emails. Replies should be sent only to those individuals who require inclusion or will benefit directly from the response.

External

External communications to volunteers and members of Eastview should be professional and reflect the message of the gospel and the Vision of Eastview. Solicitation for personal purposes using Eastview branding or resources is never permitted. Direct correspondence with the entire congregation and public media sources is limited to specific executive and communications staff members. Please refer to the Media Policy for additional procedures and limitations.

INCIDENT REPORTS

An “incident” refers to a loss/damage to church property, loss/damage to personal property, criminal or an injury involving staff or visitor (occurring on the church grounds or participating in a church activity). Download and print the Incident Report form, located on the P drive under Receptionist forms. You or your supervising director are required to complete an incident report at the time of the occurrence and submit it to Human Resources.

INCLEMENT WEATHER

When there are conditions (weather or otherwise) that would lead an Ministry Partner to believe Eastview may not be maintaining its normal office hours, they should check for an all staff/ministry partner email from the executive team. If no email is noted, communicate with your ministry area to determine activities for the day. Eastview trusts and expects Ministry Partners to always use their best judgment in deciding if roads are safe to drive on regardless of whether the offices are officially closed.

USING CHURCH RESOURCES

Church resources should only be used for official church business and not for personal reasons. Examples would include supplies, postage, printing, and copying as well as other resources. In exceptional circumstances, Ministry Partners that use church resources for personal purposes must immediately reimburse Eastview for the full cost of such resources. Questions regarding the cost of church resources and personal reimbursement should be directed to the Pastor of Finance.

COMPUTER AND NETWORK USE

The Eastview computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political material, pornographic text or images, or any other unauthorized materials. Ministry Partners may not use the computer network to display, store, or send (using e-mail or any other form of electronic communication such as bulletin boards, chat rooms, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials must notify his/her ministry director immediately. No material can be downloaded to an Eastview computer without permission from the Pastor of IT.

Illegal Copying

Network users may not illegally copy material protected under copyright law or make that material available to others for copying. Ministry Partners are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. Ministry Partners may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Pastor of IT.

Communication of Proprietary Information

Unless expressly authorized by the Executive Leadership Team to do so, every user is prohibited from sending, transmitting, or otherwise distributing proprietary information, data or other confidential information belonging to Eastview. Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties.

Accessing the Internet

To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to the Eastview network must do so through an approved Internet firewall or other security device. Excessive surfing the web for personal reasons is to be avoided.

Frivolous Use

Computer resources are not unlimited. Network bandwidth and memory have finite limits, and all users connected to the network have a responsibility to conserve these resources. Therefore, users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include but are not limited to: sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-ministry-related uses of the Internet.

Virus detection

Files obtained from sources outside of Eastview, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services, files attached to e-mail, and files provided by customers or vendors may contain dangerous computer viruses that may damage the Eastview computer network. Users must not download files from the Internet, open suspicious e-mail attachments from outsiders, or use disks from non-Eastview sources without first checking for viruses. If you suspect that a virus has been introduced into the Eastview network, notify the network administrator immediately.

No Expectation of Privacy

Ministry Partners are provided network and Internet access to assist them solely in the performance of their duties. Ministry Partners should have no expectation of privacy in anything they create, store, send or receive using Eastview computer equipment. The computer network is the property of Eastview and may be used only for Eastview purposes.

Monitoring of Computer and Internet

Eastview reserves the right to monitor and log onto all aspects of its computer system including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

Blocking Sites with Inappropriate Content

Eastview reserves the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate.

Physical Security

Ministry Partners are expected to take reasonable measures to protect computers, data, and the network, from unauthorized access. This means properly guarding passwords, locking doors as appropriate, and being aware of non-Staff members using Eastview resources (computers). Desktop computers are for Ministry Partner use only.

Network Security

The IT Department has taken every precaution to protect our network and its data from purposeful or accidental damage or destruction. The key element in that security model is your login name and password. Each login name/password combination gives different and specific rights and permissions to access network resources to each user (e.g. you have different access rights than another Ministry Partner might). Therefore, sharing your login name or password with anyone (including staff members or other Ministry Partners) is strictly prohibited. Allowing someone to use your computer logged on as you (e.g. you let them sit down at your computer without you logging off) is also prohibited.

Appropriate Use

Computers, like most other things, are tools that can be abused. When attached to the Internet, as our computers are, abuse can be very counter-productive, embarrassing to Eastview, or even illegal. Internet access is primarily for work, but there are valid reasons for personal use. Specifically, we all have reasons to reach out to other people -- personal contact is part of our work. Some appropriate usage guidelines:

- Limit use of non-business email lists, especially joke lists.
- In general, limit forwarding of non-business email.
- Whenever possible, distribute links, not documents.
- Internal email list names (such as Church Staff) need to be protected.

Spam

At Eastview, we utilize a third-party service called Baracuda to help eliminate spam (aka junk mail, or UCE - Unsolicited Commercial Email) that has been coming into our email mailboxes. This isn't a 100% solution, but it helps. This anti-spam tool uses technology in two ways: first, it compares messages to a list of well-known spam sources and deletes any such messages before they ever come to you. Secondly, it does some examination of words and phrases within a message, and when "inappropriate" text is found, the message is quarantined and a replacement message is delivered, indicating the message was stripped. This word/phrase filtering covers the following broad categories: Profanity, Racial Discrimination, Sexual Discrimination, Hoaxes, Chain Mail, Viruses, and HTML Scripting.

Repairs and Maintenance of Computers

If you experience problems with your email, contact the IT Department immediately via the helpdesk. The Eastview IT Department, designated individuals, or approved vendors are the ONLY ones that can service any computer equipment that Eastview owns. You are in no way allowed to open computer cases, remove computer cards, install computer cards, remove or replace cables or other equipment from within or attached to any computer. If you have a problem, contact the IT Department and let them take care of it.

FACILITY ACCESS & USE

The building is currently open from 6:00 a.m. to 10:00 p.m. Monday through Sunday.

A Ministry Partner may receive a key to the Eastview building and an access card to the office area. Access cards and keys are given for use by the Ministry Partner only and should never be loaned out to anyone, including other members of Eastview. I.T. should be notified immediately of a lost or stolen access card.

The building is intended for Eastview ministry events and should not be used for personal use. Ministry Partners should use care and good stewardship in using the facilities and supplies of the church. Refer to the Building Use Policy for detailed information.