



Policies and Procedures Manual & Employee Handbook

Introduction

Elevate Community Ministries exists to provide affordable solutions that preserve dignity, strengthen families, and elevate the community through faith-based service and local partnership.

This Policies and Procedures Manual is intended to establish organizational standards, operational procedures, administrative controls, and employment-related policies necessary for the effective operation of Elevate Community Ministries.

The policies contained in this manual are designed to support accountability, consistency, legal compliance, stewardship of organizational resources, and effective ministry operations.

The following pages contain a general overview of procedures and policies established by Elevate Community Ministries (the organization) for its employees, as well as an explanation of certain benefits provided with this employment. While there are rules to follow, employees are also invited to recognize their participation in a servant role within the community. The organization hopes employees will find purpose in their work and positive relationships among coworkers.

It is important for each employee to read, understand, and become familiar with this handbook and to comply with the standards that have been established. Employees should direct any questions or requests for clarification to their Manager, the Executive Director, or Human Resources.

It is not possible for any handbook to anticipate every situation that may arise in the workplace or to address every possible question. As a result, Elevate Community Ministries reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision at any time, with or without notice, as it deems necessary or appropriate.

SECTION 1 — ORGANIZATIONAL GOVERNANCE

1.1 Organizational Structure

Elevate Community Ministries operates as a Michigan nonprofit corporation recognized as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

The organization is governed by its Board of Directors.

Day-to-day ministry operations are delegated to the Executive Director who in turns delegates to Ministry Directors, Managers, and designated administrative personnel.

1.2 Authority of the Board of Directors

The Board of Directors has ultimate fiduciary responsibility for the organization, including:

- Strategic oversight
- Financial oversight
- Executive leadership oversight
- Compliance and legal oversight
- Approval of annual budgets
- Approval of major contracts and commitments
- Risk management

1.3 Authority of Executive Leadership

Executive leadership is responsible for implementation of board-approved policies, operational management, staffing oversight, ministry administration, and organizational compliance.

1.4 Mission and Purpose

Elevate Community Ministries was established by individuals who care deeply for the needs of the community. The organization believes in providing affordable solutions that preserve client dignity while creating opportunities for life change.

Elevate Community Ministries serves as the parent organization supporting multiple community-focused programs and ministries, including:

- The Bridge Food Center
- Pivot Point Appliance & Laundromat

- His Hands Auto Repair & Dealership
- Journeys Coffeehouse
- Housing programs
- Youth programs
- Miscellaneous support services

The organization exists to remove barriers and provide opportunities so that individuals and families may elevate their lives with the help of God.

The organization operates exclusively for charitable and nonprofit purposes under Section 501(c)(3) of the Internal Revenue Code.

The organization's mission statement shall be reviewed periodically by leadership and the Board of Directors to ensure alignment with organizational goals and community needs.

1.5 Core Values

Elevate Community Ministries is guided by the following core values:

Dignity

Elevating lives through the preservation and honoring of human dignity in all interactions and services.

Affordability

Elevating lives by providing accessible and affordable solutions to meet community needs.

Partnership

Elevating the community through meaningful local involvement, collaboration, and shared responsibility in service.

Elevate Community Ministries is guided by the following principles:

- Treating all individuals with dignity and respect
- Demonstrating compassion and accountability
- Serving the community with integrity
- Supporting stewardship of organizational resources
- Providing hope and practical assistance
- Maintaining transparency and ethical operations
- Encouraging personal growth and life transformation

These values shall guide interactions with clients, employees, volunteers, donors, vendors, and community partners.

1.6 Faith-Based Organizational Statement

Elevate Community Ministries is a faith-based nonprofit organization motivated by Christian principles and a commitment to serving others.

The organization welcomes and serves individuals regardless of background, religion, race, gender, disability, or socioeconomic status.

Religious activities associated with ministry programs shall remain voluntary unless otherwise communicated as part of a specific ministry function.

1.7 Code of Ethics

All representatives of the organization are expected to:

- Act honestly and ethically
- Comply with all applicable laws and regulations
- Protect confidential information
- Use organizational resources responsibly
- Treat employees, volunteers, clients, donors, and community members respectfully

Harassment, discrimination, retaliation, fraud, theft, or misuse of funds are prohibited. *Refer to section 2.9.*

1.8 Conflict of Interest Policy

All board members, directors, officers, employees, and volunteers are expected to avoid situations involving conflicts between personal interests and organizational interests.

Individuals must:

- Disclose actual or potential conflicts of interest
- Refrain from participating in decisions where a conflict exists
- Complete annual conflict of interest disclosures

Examples of conflicts include:

- Financial interests in vendors or contractors
- Personal relationships affecting decision-making
- Acceptance of inappropriate gifts or compensation

The Board shall review disclosed conflicts and document actions taken.

Potential conflicts must be disclosed promptly to organizational leadership or the Board of Directors. *Refer to Appendix A.*

1.9 Whistleblower Policy

The organization encourages reporting of suspected:

- Fraud
- Financial misconduct
- Harassment
- Legal violations
- Safety concerns
- Ethical misconduct

Reports may be made to management, Human Resources, the Executive Director, or the Board Chair.

Retaliation against individuals making good-faith reports is prohibited.

1.10 Volunteers

Volunteers serve an important role in the mission and operations of Elevate Community Ministries.

The organization may require volunteer applications, interviews, reference checks, background & drug screenings, training, or signed agreements depending on the nature of the volunteer role.

Volunteers are expected to comply with applicable organizational policies relating to conduct, confidentiality, safety, and ministry standards.

1.11 Vehicle and Property Use

The organizations property, equipment, vehicles, tools, technology, and facilities are to be used primarily for approved ministry purposes.

Employees or volunteers operating ministry vehicles must maintain a valid driver's license and comply with all traffic laws and organizational safety requirements. A valid Motor Vehicular Report must be on file for all employees who regularly drive a company vehicle or operate heavy equipment.

1.12 Safety and Incident Reporting

Elevate Community Ministries is committed to maintaining a safe and healthy environment for employees, volunteers, clients, and visitors.

Accidents, injuries, unsafe conditions, security concerns, or ministry incidents must be reported immediately to a manager or designated leadership representative.

Incident documentation shall be maintained in accordance with organizational procedures.

1.13 Document Retention and Destruction

Organizational records shall be maintained in accordance with applicable legal, financial, tax, employment, and operational requirements.

Minimum retention periods:

Record Type	Retention Period
IRS filings and exemption records	Permanent
Audit reports	Permanent
Board minutes	Permanent
Personnel files	7 years after separation
Payroll records	7 years
Bank statements	7 years
Grant documentation	7 years after closeout
Contracts	7 years after expiration
Donor records	7 years

Records containing confidential or sensitive information shall be destroyed securely when retention periods expire.

1.14 Ministry Operations

Each ministry program operating under Elevate Community Ministries may establish additional procedures specific to its operational needs, client services, safety requirements, and program administration.

All ministry operations and procedures must comply with organizational policies, applicable laws, grant requirements, and ethical ministry standards.

1.15 Confidentiality and Data Protection

Employees and volunteers may have access to confidential organizational, donor, financial, ministry, employee, volunteer, or client information.

Confidential information may not be disclosed except as authorized for legitimate organizational purposes or as required by law.

1.16 Policy Review

This manual may be reviewed periodically and updated as necessary to reflect operational, legal, or organizational changes.

SECTION 2 — HUMAN RESOURCES POLICIES

Welcome to Elevate Community Ministries!

Elevate Community Ministries seeks to conduct all ministry operations in a manner consistent with its mission, values, and commitment to serving the community with integrity, dignity, affordability, and partnership.

As an employee of Elevate Community Ministries, you represent the organization both in your work life and in your personal life. We encourage all employees to be mindful of how their actions may be perceived by others as they live out their daily lives.

Our hope is that each employee will strive to live in a way that reflects integrity, respect, and a positive example of their relationship with God and alignment with Elevate's mission and values.

This manual is not intended to create a contract of employment, but rather to serve as an organizational reference for policy administration, operational consistency, accountability, and legal compliance.

2.1 Equal Employment Opportunity

The organization provides equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, or any other status protected by law.

2.2 Employment Classifications

Employees may be classified as one of the following:

Exempt Employees

Exempt employees are salaried employees who are exempt from overtime requirements under applicable federal and state wage laws.

Non-Exempt Employees

Non-exempt employees are eligible for overtime pay in accordance with applicable wage and hour laws.

Non-exempt classifications may include:

- Full-time employees are regularly scheduled to work the organization's standard full-time schedule and may be eligible for overtime and benefits offered by the organization.

- Part-time employees are those who work fewer than the standard full-time schedule and may receive limited or no benefits depending on organizational policy.
- Temporary employees are those hired for a specific period, project, seasonal need, or temporary assignment and no benefits are provided.

The organization reserves the right to modify employment classifications and schedules based on operational needs and applicable law.

2.3 At-Will Employment

Employment with the organization is at-will unless otherwise specified in a written agreement.

Either the employee or the organization may terminate employment at any time, with or without cause or notice, subject to applicable law.

2.4 Background Checks

Background checks & drug screening will be conducted for employees and volunteers as appropriate to the position.

The organization may conduct:

- Criminal background checks
- Reference checks
- Credential verification
- Driving record reviews

2.5 Drug and Alcohol Policy

Elevate Community Ministries maintains a drug-free and alcohol-free workplace.

The use, sale, transfer, possession, or being under the influence of alcohol, illegal drugs, or controlled substances is strictly prohibited while on duty, on ministry property, or while operating ministry vehicles or equipment.

In addition, employees are expected to conduct themselves in a manner outside of work that does not adversely affect the reputation, safety, operations, or interests of Elevate Community Ministries.

For purposes of this policy, “under the influence” is defined as any condition in which an employee is unable to perform job duties in a safe and productive manner, or is impaired physically or mentally in a way that poses a risk to the employee, coworkers, clients, the public, or ministry property.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

2.6 Employee Personnel Files

Personnel files shall be maintained for each employee.

Employees may review their personnel files in accordance with organizational procedures.

2.7 Attendance and Punctuality

It is important for employees to be present at the start of their scheduled workday and to promptly begin assigned duties. The effective operation of Elevate Community Ministries and its programs depends on employees being present and engaged in their roles as scheduled.

Other staff, volunteers, and the individuals served by the ministry rely on employees to be present at their assigned tasks at scheduled times so that services and operations can be carried out smoothly and effectively.

Employees are expected to contact their manager as soon as it is determined they will be unable to report to work as scheduled. In the case of an absence due to illness, employees are encouraged to notify their manager as early as possible, including the evening prior or before the scheduled start of the workday when feasible, to allow for appropriate staffing adjustments.

A tardy or absence is considered “excused” only when the employee provides timely notification and the reason is deemed compelling by the Manager or their designated representative. If advance notice is not possible due to physical or emergency circumstances, the employee must make contact at the earliest reasonable opportunity.

The Manager or their designee shall determine what constitutes a compelling reason for an absence or tardiness. A tardy or absence for a non-compelling reason, or failure to follow the required notification procedure, will be considered “unexcused.”

A consistent pattern of absence or tardiness, whether excused or unexcused, may result in corrective or disciplinary action, up to and including termination of employment.

An employee who fails to report to work or contact their manager for three (3) consecutive scheduled workdays may be considered to have abandoned their position and may be subject to termination.

2.8 Workplace Conduct

Employees and volunteers shall maintain professional conduct at all times.

Prohibited conduct includes:

- Harassment
- Threats or violence
- Theft
- Fraud
- Insubordination
- Possession of illegal drugs or alcohol misuse
- Falsification of records

2.9 Anti-Harassment Policy

Elevate Community Ministries strictly prohibits harassment of any kind, including sexual harassment, workplace harassment, and hazing.

Harassment includes unwelcome verbal, physical, visual, or written conduct that creates an intimidating, hostile, or offensive work environment or that interferes with an individual's work performance.

Engaging in any form of harassment or from conditioning employment decisions (including promotions, wages, scheduling, or continued employment) on the provision of favors of any kind, including sexual favors is strictly prohibited. Any such conduct may result in disciplinary action, up to and including termination of employment.

Unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature between employees may also constitute sexual harassment and will not be tolerated.

Reporting Procedure

Employees who believe they are experiencing or have witnessed harassment should report the matter immediately. Reports may be made to:

- The employee's direct Manager; or
- The Executive Director; or
- Human Resources

If the complaint involves the employee's Manager, the report should be made directly to the Executive Director or Human Resources.

Employees are encouraged to report harassment without fear of retaliation. Retaliation against any individual who reports harassment or participates in an investigation is strictly prohibited.

Investigation and Response

All reports of harassment will be taken seriously and will be promptly and thoroughly investigated. The organization will review the totality of the circumstances, including the nature of the conduct and the context in which it occurred.

Employees who file complaints will be treated fairly and respectfully throughout the process.

If a violation of this policy is confirmed, the organization will take appropriate corrective and/or disciplinary action, up to and including termination of employment.

Employees are also encouraged to report any witnessed incidents of harassment to management.

2.10 Personal Appearance Policy

An employee's personal appearance reflects not only on the individual but also on Elevate Community Ministries and its programs.

Employees are expected to maintain a clean, neat, and professional appearance while at work or when representing the organization.

All employees are expected to take pride in their appearance and to present a positive, business-like image consistent with the ministry's values and the nature of their role.

Dress and grooming standards may vary depending on job duties, safety requirements, and program environment, and may be further defined by department or Manager direction. Compensation and Payroll Payroll shall be processed according to established payroll schedules.

2.11 Lost Items Policy

Employees are discouraged from bringing large sums of money, expensive jewelry, or other valuable personal items to work.

Elevate Community Ministries is not responsible for the loss, theft, damage, or destruction of personal property brought onto ministry premises or used during work activities.

Any personal belongings found on ministry property should be turned in immediately to the employee's Manager or designated management representative for proper handling and attempt to return to the rightful owner.

2.12 Smoking Policy

Smoking, vaping, and the use of tobacco or marijuana products of any kind are prohibited inside all Elevate Community Ministries buildings.

It is also prohibited in areas immediately adjacent to all building entrances, exits, windows, and designated ministry facilities.

Employees must comply with all posted signage and designated tobacco smoking areas, if any are established by the organization in accordance with applicable law and facility guidelines.

2.13 Employee Parking Policy

Employees who park on ministry property or surrounding areas do so at their own risk.

Elevate Community Ministries is not responsible for theft, loss, or damage to any vehicles parked on or near ministry property.

The organization is also not responsible for any personal property left inside vehicles that is lost, stolen, damaged, or destroyed.

Employees are encouraged to lock their vehicles and secure personal belongings at all times while on ministry premises.

2.14 Progressive Discipline Policy

Elevate Community Ministries utilizes a progressive discipline process to address employee performance, conduct, or policy violations in a fair and consistent manner.

The standard steps of progressive discipline are as follows:

1. Verbal Warning
2. Written Warning
3. Probationary Status
4. Final Step: Termination of Employment

The organization reserves the right to skip one or more steps depending on the severity of the issue, including but not limited to serious misconduct, policy violations, safety concerns, or legal violations.

Probationary status may include specific performance expectations, timelines for improvement, and increased Management oversight.

All disciplinary actions will be documented and maintained in the employee's personnel file.

Nothing in this policy alters the at-will nature of employment with Elevate Community Ministries.

Grievance Procedure

Elevate Community Ministries recognizes that employees may occasionally become dissatisfied with workplace practices, policies, or other work-related situations. The organization encourages timely, respectful, and reasonable resolution of concerns.

The following steps are provided as a guideline for addressing grievances, and are intended to reflect biblical principles of reconciliation, including the Matthew 18 model, while maintaining organizational accountability:

Step 1: Direct Manager Discussion

The employee should first bring the matter verbally to their direct Manager. If the employee is uncomfortable doing so alone, they may request the presence of the Executive Director or a Human Resources representative.

Step 2: Leadership Review

If the grievance is not resolved at the Management level, the matter should be escalated to the Executive Director and/or a member of the Board of Directors for review and discussion.

Step 3: Written Grievance

If the concern remains unresolved, the employee must submit the grievance in writing to the Chair of the Board of Directors. The Chair (or designee) will convene a meeting with the employee to review and discuss the matter.

Step 4: Board Review

If the grievance is still not resolved, the issue may be presented to the full Board of Directors for final review and determination.

The organization will make a good-faith effort to address all grievances in a fair, timely, and respectful manner. All grievance proceedings will be handled with appropriate confidentiality to the extent possible while still allowing for proper investigation and resolution.

2.15 Mileage Reimbursement

When employees are required to use their personal vehicle for approved organizational business, mileage will be reimbursed at the applicable standard mileage rate established by the Internal Revenue Service (IRS).

Mileage must be documented with dates, destinations, purpose of travel, and total miles driven, and must be submitted in accordance with organizational reimbursement procedures.

Mileage incurred for commuting between an employee's home and regular work location is not reimbursable unless otherwise required by law or approved by management in advance.

2.16 Payroll Timekeeping Records

Hourly (non-exempt) employees are required to accurately record all hours worked using the designated timekeeping kiosk provided by the organization. Employees are responsible for clocking in and out at the start and end of each shift, as well as for any meal or break periods as required by policy.

Employees must clock out for all breaks and/or lunch periods.

If an employee fails to clock in or out, the employee must promptly notify their manager and submit a time correction request. Time records will be reviewed and approved based on available documentation, Manager verification, and operational records.

The organization will make a good-faith effort to ensure employees are paid for all hours actually worked in accordance with applicable wage and hour laws. Failure to properly record time may result in corrective action but will not, by itself, result in non-payment for verified work performed.

If an employee's time cannot be fully verified due to missing time records, the employee may be paid based on scheduled shift hours unless additional time worked is confirmed by Managers approval or supporting documentation.

Only authorized personnel may approve:

- Wage changes
- Bonuses
- Payroll adjustments
- Overtime

Falsification of time records is prohibited.

2.17 Overtime

Non-exempt employees must obtain Manager approval before working overtime.

Overtime compensation will be paid to non-exempt employees for all hours worked in excess of 40 hours in a seven-day workweek. The overtime rate of pay is one and one-half (1.5) times the employee's regular hourly rate of pay.

Overtime is to be worked only when approved by the Manager. Unauthorized overtime may result in corrective action but will not result in non-payment for hours actually worked.

Overtime shall be compensated in accordance with federal and state law.

Exempt employees are not eligible for overtime pay.

2.18 Leave Policies

The organization may provide:

- Sick
- Vacation
- Holidays
- Bereavement
- Jury duty
- Military
- Personal
- Workers Compensation

Sick Leave

All employee classifications are eligible to earn paid sick leave.

Paid sick leave accrues at a rate of 1 hour for every 30 hours worked.

Employees may accrue and carry over unused sick leave from one calendar year to the next; however, accrued sick leave shall not exceed a maximum balance of 72 hours at any time.

Sick leave may be used for:

- Personal illness or injury
- Medical appointments
- Caring for eligible family members as permitted by law
- Other qualifying purposes under applicable law

The organization may require reasonable notice for foreseeable absences and documentation for extended absences consistent with applicable law.

Vacation

Vacation benefits are available to full-time employees regularly scheduled to work 30 or more hours per week.

For Non-Exempt Full-Time Employees

Eligible non-exempt full-time employees earn vacation leave at a rate of 1 hour for every 30 hours worked.

Vacation accrual for non-exempt employees shall not exceed a maximum balance of 72 hours at any time.

Unused vacation time may carry over from one calendar year to the next; however, total accrued vacation shall not exceed 72 hours.

For Exempt Salaried Employees

Eligible exempt salaried employees receive vacation hours annually every January 1st.

Annual vacation allotments are based on completed years of service as follows:

Years of Service	Annual Vacation Hours
Years 1–2	80 hours
Years 3–5	120 hours
Years 6–10	160 hours
10+ years	200 hours

Exempt salaried employees do not carry over vacation hours from year to year.

During the first year of employment, vacation for exempt salaried employees will be prorated based on the employee's date of hire and the number of months remaining in the calendar year.

Holiday Pay

Holiday pay is provided only to exempt salaried employees.

Eligible exempt salaried employees receive paid holiday time for the following holidays:

Holiday	Holiday Pay
New Year's Day	8 hours
Memorial Day	8 hours
Independence Day (July 4th) or approved floating holiday	8 hours
Labor Day	8 hours
Thanksgiving Day	8 hours
Day After Thanksgiving	8 hours
Good Friday	4 hours
Employee Birthday	8 hours

Holiday pay is subject to active employment status and compliance with organizational attendance expectations.

Employees who work on a designated holiday shall be compensated at their regular rate of pay. Holiday pay does not create eligibility for premium pay, overtime premium beyond legal requirements, or additional holiday compensation unless otherwise approved by management or required by law.

Holiday Observance Guidelines

The following general provisions apply to holiday pay and observance:

- Holidays will be observed on the calendar day designated by Elevate Community Ministries for observance.
- When a holiday falls on a Saturday, it will be observed on the preceding Friday.
- When a holiday falls on a Sunday, it will be observed on the following Monday.
- If a holiday occurs during an employee's scheduled vacation or approved sick leave, the day will be recorded and paid as holiday time rather than vacation or sick leave.

Bereavement

Time off with pay for all employees is available in the event of a death in your family.

If death should occur in your immediate family (spouse, child, parent, parent-in-law, son-in-law, daughter-in-law) up to five days may be approved to attend the funeral. Additional leave may be granted for extenuating circumstances upon approval from your manager.

If there is a death of a close relative (grandparent, brother, brother-in-law, sister, sister-in-law), up to three days will be approved. An additional leave of up to two days may be granted for extenuating circumstances (such as extensive travel requirements, defined as 300 miles one way) upon approval from your supervisor.

Jury Duty

Jury Duty is a leave of absence provided for employees summoned to serve on a jury.

Employees will be granted a paid leave of absence for required jury service.

Upon completion of jury duty, employees must provide a Verification of Attendance Form to the organization.

Employees who are excused from jury duty for part of the day, or are released early, are expected to report to work when it is practical to do so.

Employees are not required to forfeit any court stipend or jury duty compensation received from the court system.

Military Leave

Military Leave is a leave of absence for required active duty, training, or reserve military service.

The organization complies with all applicable federal and Michigan state laws governing military service leave, including USERRA (Uniformed Services Employment Rights Act).

Eligible employees will be granted military leave and will be reinstated to employment in accordance with applicable law upon completion of service, subject to legal requirements and eligibility conditions.

Personal Leave

Personal Leave is a leave of absence for a compelling personal reason. Personal Leave is generally unpaid unless otherwise approved by management.

Requests for Personal Leave must be submitted in writing to the employee's direct supervisor and the Executive Director for approval.

Approval of Personal Leave is discretionary and will be based on operational needs, staffing requirements, and the nature of the request.

Workers' Compensation Leave

Workers' Compensation Leave is a leave of absence resulting from a work-related injury.

The organization complies with all applicable state and federal laws regarding workers' compensation and workplace injury leave.

Employees must report any work-related injury to their supervisor as soon as it occurs, or as soon as it is reasonably possible.

Employees on leave due to a work-related injury will have their situation reviewed on an individual basis by their supervisor or Executive Director. A release to work must be provided from a physician prior to reporting back to work.

Management shall maintain current leave administration procedures.

2.19 Layoff

When organizational conditions, funding changes, program restructuring, or other operational needs require a reduction in workforce, Elevate Community Ministries may implement layoffs at its sole discretion.

The organization will determine which positions and employees are affected based on operational needs, program requirements, funding availability, and overall ministry priorities.

Affected employees will be notified at the earliest reasonable opportunity to allow for an orderly and professional transition.

Layoffs do not constitute disciplinary action and may be temporary or permanent depending on organizational needs at the time.

2.20 Resignation

When an employee voluntarily resigns from employment with Elevate Community Ministries, a two (2) week notice of intent to resign is generally desired but not required.

Employees are encouraged to provide written notice of resignation, which should include:

- Reason for leaving (optional but encouraged)
- Intended last day of work
- Forwarding address or contact information for future communication
- Employee signature and date

This notice assists the organization in planning for staffing coverage and transition of responsibilities.

2.21 Termination

The employment relationship between Elevate Community Ministries and its employees (excluding contracted workers) is at-will in nature. An employee may be discharged with or without prior notice.

This means that employment is for an indefinite period of time and does not constitute a contract of employment for any specific duration.

Employees are free to resign from employment at any time, with or without notice, as they determine appropriate.

Similarly, the organization may terminate the employment relationship at any time, with or without cause or advance notice, in accordance with applicable federal and Michigan state law.

This at-will relationship cannot be modified except by a written agreement signed by authorized leadership of the organization.

2.22 Exit Interview

An exit interview may be conducted with the employee following resignation or termination of employment. The interview may be conducted by a member of the appropriate Ministry Director, Executive Director, and/or Human Resources.

The purpose of the exit interview is to:

- Clarify, as necessary, the circumstances surrounding the employee's departure
- Review any accrued benefits eligible for payout, if applicable
- Discuss final pay details and separation procedures
- Obtain feedback regarding the employee's experience with the organization

Participation in an exit interview may be requested but is generally voluntary unless otherwise required by organizational procedure or legal compliance needs.

SECTION 3 — FINANCIAL CONTROL POLICIES

3.1 Financial Stewardship

Elevate Community Ministries is committed to responsible stewardship of all financial resources entrusted to the organization.

The organization shall maintain appropriate accounting systems, internal controls, segregation of duties where practical, and financial oversight procedures designed to safeguard organizational assets.

3.2 Banking and Financial Transactions

All organizational bank accounts shall be established under the legal name of the organization and approved by authorized leadership.

Checks, electronic payments, and financial transactions must be approved in accordance with established authorization procedures.

3.3 Financial Reporting

Financial reports shall be prepared on a regular basis and provided to executive leadership and the Board of Directors for oversight and review.

3.4 Purchasing Authority

Purchases made on behalf of Elevate Community Ministries must support approved ministry operations and organizational purposes.

Employees may only make purchases within the limits of their assigned authority.

3.5 Expense Documentation

All reimbursement requests and organizational expenses must include appropriate supporting documentation, including receipts, invoices, and business purpose.

3.6 Approval Levels

The organization may establish separate approval thresholds for Managers, directors, executive leadership, and the Board of Directors.

3.7 Donation Handling and Contributions

Elevate Community Ministries may accept charitable contributions, grants, gifts, and in-kind donations consistent with its mission and legal nonprofit status.

All donations shall be properly recorded and acknowledged in accordance with IRS requirements and organizational accounting procedures.

Restricted donations shall be used only for their designated purpose unless otherwise authorized by the donor or permitted by law.

Appendix A — Annual Conflict of Interest Disclosure Form

Annual Conflict of Interest Disclosure Statement

Employee Name: _____

Position/Department: _____

Date: _____

Elevate Community Ministries is committed to maintaining the highest standards of integrity, stewardship, and ethical conduct. Employees are expected to avoid actual or perceived conflicts between personal interests and the interests of the organization.

A conflict of interest may exist when an employee, or a member of the employee's immediate family, has a financial interest, business relationship, or personal interest that could improperly influence, or appear to influence, decisions made on behalf of Elevate Community Ministries.

Please answer the following questions:

1. Do you currently have any financial interest or ownership in any business, organization, or vendor that does business with Elevate Community Ministries?

☐ Yes ☐ No

If yes, please explain:

2. Do you or any immediate family member currently receive compensation, gifts, commissions, referral fees, or other benefits from any organization or individual doing business with Elevate Community Ministries?

☐ Yes ☐ No

If yes, please explain:

3. Are you aware of any personal, financial, or business relationship that could create an actual or perceived conflict of interest with your responsibilities at Elevate Community Ministries?

☐ Yes ☐ No

If yes, please explain:

4. Have you received and reviewed the Conflict-of-Interest Policy contained in the Elevate Community Ministries Policies and Procedures Manual?

☐ Yes ☐ No

Employee Certification

I certify that the information provided above is true and complete to the best of my knowledge. I agree to promptly disclose any future actual or potential conflicts of interest that may arise during my employment or service with Elevate Community Ministries.

Employee Signature: _____

Date: _____

Reviewed By: _____

Date Reviewed: _____