

Introduction 12Stone® Church Policies and Procedures establish official policy and protocol for the day to day operations of the Church and its campuses. Adhering to these policies and procedures will help to alleviate ambiguity and promote consistency within the different ministry areas of the Church.

Purpose The policies and procedures established by the leadership and under the authority of the management, the LBA, and the Audit Committee are guidelines that regulate the Church's actions and direct the staff and the activities of the Church.

General Guidance

1. Each of the policies have been drafted and approved for submission as part of the Church's policies and procedures handbook under the authority of the management team, the LBA, and/or the Audit Committee.
2. Any and all revisions to the policies will be approved by the individual(s) responsible for that particular section prior to posting on the 12Stone® Church intranet site.
3. All employees are responsible for reading and following the guidance set forth by the policies and procedures. As part of the new employee orientation, the employee is given the acknowledgement form to affirm they read and agree to abide by the policies and procedures.
4. When new policies and procedures are added or changed, an All Staff e-mail will be sent out to notify the staff of their responsibility to read the new/updated policy.