

EMPLOYEE HANDBOOK

UPDATED: JANUARY 2018



FREEDOM
CHURCH

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WELCOME

Welcome to Freedom Church. When a person accepts a position at Freedom Church, they are not only accepting employment, but also a commitment to the Core Values and Mission of Freedom Church. Our desire is that through our common interests and dedication to Christ, we can and will, “lead people into a new life of freedom in Jesus.”

We have developed a unique culture of trust, excellence, innovation, and commitment to the vision God has entrusted us with, and you are on this team because we believe that you, your skills, and your knowledge will help us continue to advance that vision.

GENERAL INFORMATION

This handbook is intended to inform you of our practices, benefits, and policies regarding employment at Freedom Church. This is written as a general guide and not as a detailed explanation of every rule and policy.

This handbook is not a contract. It is an ever-evolving document that we we reserve the right to change, delete, and add to at any time. Any changes that do occur will be appropriately communicated to all employees.

VISION

To lead people into a new life of freedom in Jesus.

MISSION

Know God - Find Freedom - Discover Purpose - Make a Difference

CORE VALUES

We keep Jesus the main thing.

We do life together.

We add value to the world around us.

We believe in the next generation.

We live with urgency.

METHODS

1. Weekend Services
2. Small Groups
3. Next Generation
4. Conferences
5. Outreach
6. Growth Track
7. Dream Team

STAFF CORE VALUES

We love well

We love what we do

We push leaders to the front

We lead leaders

We are always getting better

We are teachable

We are loyal

We sacrifice

We leave it better than we found it

We don't take ourselves too seriously

LEADERSHIP CODE

“An elder must be blameless, faithful to his wife, a man whose children believe and are not open to the charge of being wild and disobedient. Since an overseer manages God’s household, he must be blameless - not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather, he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it.” Titus 1:6-9 (NIV)

Leadership within the Church is a high honor and comes with a heavy responsibility. Though we remain imperfect, God still uses people just like you and me to set the example of Godliness and Christ-like perseverance, to those He has placed under our leadership. As a leader charged with helping to execute the vision and values of Freedom Church, and based on the leadership qualifications laid out in Titus 1 (and 1 Timothy 3), we ask and entrust you to help us lead the people of Freedom Church in the following ways:

- 1. Live a blameless life** - A life of integrity and authenticity that gives no cause to question your character. Let who you are in public and private be the same person, fully led by His spirit.
- 2. Be faithful to your spouse** - Your marriage is the ultimate example of God’s love for His Church and next to God is your greatest relationship.
- 3. Manage your home and children well** - Your home is where your leadership is valued most and should be led with intentionality.
- 4. Be self-controlled** - Followers of Jesus are called to live lives of self-control, so even more so we as leaders cannot allow anger or any other emotion to lead us.
- 5. Avoid alcohol** - Though drinking alcohol is not a sin, we ask that as you lead people in this season at Freedom Church you abstain from it altogether in order to avoid this potential stumbling block for others. (1 Cor. 8:9-10)
- 6. Hold and model a biblical view of money** - Money is a tool and we are called to be good stewards of what God has trusted us with. We lead by example in tithing, giving, saving, and trusting God in this area.
- 7. Be kind and hospitable to all people** - People were attracted to Jesus because he loved people right where they were. Be nice to people. Be as kind to people as God is with you.
- 8. Pursue Holiness** - Run from all that the Bible clearly defines as sin and all things that hold you back from becoming the person God is calling you to be. Always becoming more like Jesus.
- 9. Pursue self-discipline** - Be self-aware enough to know where your shortcomings are and self-controlled enough to discipline yourself in order to get better in that area.
- 10. Hold firmly to the message and mission of Jesus personally and be willing**

and able to support it in public - Know God and make Him known. Live out the Great Commission in every environment you can.

11. Uphold and fully support the statement of faith, vision, values, staff core values, and culture of Freedom Church - This is who we are, how we behave, and what we are trying to accomplish.

12. Support and honor all levels of leadership within Freedom Church - Remember that public honor leads to private leverage. Honor is our language.

If any of these areas are currently or become an issue in your life, we trust we will be invited into walking with you through this and you can trust that you will be met with grace. Should any area require excessive time and energy to be overcome, a person may need to be temporarily removed from leadership, but not without a clear plan to restoration.

This is not a mandate for us to be perfect or better than those we lead. That is not how Jesus led. Jesus just called people to a higher way of living. Jesus pushed people to the capacity of their human potential, despite their personal shortcomings. Our job as leaders is not just to be authentic with our humanity, but that our walk with God would inspire those we have the privilege to lead.

GENERAL OFFICE INFORMATION

OFFICE HOURS

Hours may vary dependent upon position, however the standard church office hours are 9 AM to 4 PM Mondays through Thursdays. Sundays are considered a work day unless otherwise noted in an individual job description.

DRESS CODE

Employees are expected to dress appropriately and professionally in a manner that upholds the integrity of Freedom Church. All employees should dress in relation to the people with whom they interact. For some, this may at times require professional dress, and for others this may mean casual, but always sharp. Cleanliness, good personal hygiene, and grooming are required.

HOUSEKEEPING

Employees are expected to share the responsibility of keeping the facilities clean and neat at all times. Please report any problems in this regard to the executive administrator.

OFFICE SUPPLIES AND EQUIPMENT

Freedom Church copiers, printers, phones, and other supplies and equipment should only be used for ministry-related purposes and not for personal use unless otherwise approved.

SECURITY

Effective security measures are a benefit to both the staff and the church as a whole. All employees should guard keys, door codes, and alarm codes with care and report lost or stolen keys immediately. Copying keys and giving keys or codes to other individuals is prohibited. For full details regarding keys and alarm codes, see the Key Holder Form on the staff page of the website.

EMPLOYEE RECORDS

All employees will have a personnel file maintained by the Business Director. This file, which is property of Freedom Church, will contain documentation related to employment, including but not limited to: background information, completed background checks, authorization to release background information, payroll information, performance reviews, correspondence related to your employment, and attendance records, etc. Employees should report any change of address, phone number, or other personal information to the Business Director in order to maintain accurate files.

SOLICITATIONS AND FUNDRAISING

We believe that God provides financial resources for the ministries of the church through tithes and offerings of members and attendees. Therefore, Freedom Church employees should not engage in fundraising activities for Freedom Church programs, events, or ministries through soliciting cash or non-cash contributions.

PURCHASING AND PERSONAL REIMBURSEMENTS

Employees of Freedom Church may be issued a church credit card. Purchases on a church card must adhere to departmental budgets as laid out by the Lead Pastor and Board of Directors, and each employee is fully responsible for any purchases made on their card. Personal expenses should never be made using a church-issued credit card and use of Freedom Church's tax-exempt status for personal purchases is a serious offense. For further information regarding church credit cards, see the Freedom Church Cardholder Agreement on the staff page of the website.

ALL HANDS ON DECK

Occasionally, employees may be asked to volunteer additional hours for special services or community events. This is typically due to holidays or anticipated church events when attendance is expected to be high or volunteer turnout is expected to reduce. It is expected that employees will make every effort to participate in these events. However, participation is not required and these events are unpaid. Employees may not volunteer in a capacity in which they are compensated.

INCIDENT REPORTING

For accidents on Freedom Church premises to persons not employed by Freedom

Church, every reasonable and prudent effort should be made to assist persons injured on the church premises. The Lead Pastor should be notified promptly. For anyone 17 years of age or under, every effort should be made to contact the parents with notification on the incident. A full report of the incident by all witnesses should be obtained promptly, along with their names and contact information. Team members should not make any statements or discuss the accident and/or injury with anyone except their immediate supervisor and/or the Lead Pastor.

PERSONAL AFFAIRS

Employees are expected to behave in a manner consistent with employment in a local church. Each employee is expected to conduct his/her personal affairs so that there can be no opportunity for unfavorable reflection upon themselves or Freedom Church. Personal behavior such as mode of dress, language, treatment of others, and financial dealings must be consistent with our Core Values, Staff Core Values, and Leadership Code. Employee's personal behavior must line up with scripture, as it is also a reflection of the God we serve.

EMPLOYMENT PRE-REQUISITES

APPLICATION FOR EMPLOYMENT

Freedom Church is an equal opportunity employer and all applicants are considered without regard to race, sex, national origin, age, marital status, veteran status, or disability. As a religious organization, Freedom Church has the right to hire in accordance with our religious beliefs. All employees of Freedom Church must be Christian, and as such, must consistently seek to live by biblical standards, and agree to live by our Core Values and Staff Code as stated on page two of this handbook. Employees also must fully support our essential beliefs, as described on the Freedom Church web site, and must commit to partner with Freedom Church through regular tithing.

BACKGROUND SCREENING

Any offer of employment is contingent upon passing a national background check. Applicants with a high potential for an offer of employment will complete the Authorization for Release of Background Information at the time of application. Release of information and the conducted screen will be kept in the employee's personnel file. Freedom Church reserves the right to run additional checks on staff in time intervals deemed appropriate by the Business Department.

EMPLOYMENT POLICIES & PROCEDURES

POINTS OF ACCOUNTABILITY

With irregular hours and tasks that need to be done, we know that the potential for two

members of the opposite sex to be working in the office together alone is inevitable. In order to protect the integrity of all employees and anyone else in the building, the following points of accountability are to be followed.

1. The outside door is to be unlocked anytime there are two or more people of the opposite sex in the building.
2. Two members of the opposite sex should never be in an interior office alone with the door closed without a third person present in the offices.
3. Employees of Freedom Church are not permitted to counsel someone of the opposite sex, or any person under the age of 18, without a third person present in the building.
4. Married staff members should not be alone with the opposite sex.
5. Married staff members should not ride in vehicles alone with the opposite sex.
6. Be careful in answering emails, instant messages, cards, or letters from the opposite sex.
7. Do not discuss personal marital issues with a person of the opposite sex.

HARASSMENT POLICY

Freedom Church strives to maintain a working environment that is free from any and all forms of harassment. Freedom Church will not tolerate harassment of an employee by anyone. Harassment is defined as any conduct that interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment. Foul or offensive language, jokes or gestures, inappropriate pictures/posters, and disrespectful or demeaning references to or about employees, managers, or members of Freedom Church are all examples of harassment.

Sexual harassment, specifically, is illegal and prohibited by Freedom Church and involves:

- Making unwelcome sexual advances, requests for sexual favors, or making other verbal or physical conduct of a sexual nature a condition of employment
- Making submission to or rejection of such conduct a basis for making employment decisions
- Creating an intimidating, offensive, or hostile working environment by such conduct.

Other forms of harassment include creating an intimidating, offensive, or hostile working environment based upon an employee's race, national origin, gender, age, veteran status, or disability. Such conduct can include racial or ethnic slurs, insults, jokes, etc. and is prohibited.

Any employee who believes he or she has been subjected to harassment or observes

harassment in violation of this policy must report the incident to their supervisor or Lead Pastor.

Complaints of harassment are kept confidential except to the extent necessary to properly investigate them. All reports of harassment will be fully investigated, and where it is determined that harassment behavior has occurred, disciplinary action will be taken, up to and including termination.

INTELLECTUAL PROPERTY

Any employee at Freedom Church who participates in the creation of copyrightable works, including new ideas or 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 and ownership of Freedom Church; which are made with Freedom Church resources including the compensation for time.

All right, title, and interest in and to all copyrightable works created within the context of employment with Freedom Church belong to Freedom Church. Creative works used or intended to be used by Freedom Church, or creative works created with Freedom Church resources, will be assumed to have been created within the context of employment, and with Freedom Church resources and compensation, unless specifically stated to Freedom Church in writing at the outset of the creation of the work that it is being created outside of the context of employment with Freedom Church, and is not being created with any Freedom Church resources.

CONFLICTS OF INTEREST

Employees are prohibited from engaging in any activity that constitutes a conflict of interest. A conflict of interest includes any activity or transaction that is not in the best interests of Freedom Church, or from which a team member receives personal benefit for having conducted the activity or transaction on behalf of Freedom Church.

In the event that a team member or their family are offered any personal gifts of cash or material items from any member or attendee, or other person or organization related to Freedom Church, he/she should report such gifts to the Lead Team if it is suspected that the gift has been given with any impure motives or desire for influence with that employee or Freedom Church. It may be required for such gifts to be denied or turned over to Freedom Church.

MEDIA COMMUNICATION

There may be times when newspaper, radio, or television representatives will approach Freedom Church about interviews. Please refer them to the Lead Pastor. If approached unannounced for an interview, be honest, positive and respectful, and try to guide them to the proper people. Under all circumstances, a positive, open

relationship with the media should be portrayed.

CONFIDENTIALITY

Employees may receive information about Freedom Church and its employees, volunteers, contractors, and agents that is confidential in nature. This might include, but is not limited to, financial activities, compensation and benefits, giving records, business plans, and leadership decisions. Team members will not communicate such information in any way to a third party, and will not use such information in any way that is not directly connected with the duties and responsibilities of their position at Freedom Church.

Employees may disclose confidential information to the extent required by court or administrative agency order, but only after having provided Freedom Church with sufficient notice of such order and an opportunity for Freedom Church to contest the order in its entirety or otherwise limit the scope of such order.

These obligations are ongoing and, unless expressed in writing, will survive the termination of employment with Freedom Church.

STATUS OF EMPLOYMENT

Each employee's status of employment has two factors. The first describes their position status (either pastoral, executive, or support) and the second describes their pay status (exempt (salary), non-exempt (salary) non-exempt (hourly)).

PASTORAL STAFF - Pastoral staff are high-level leaders responsible for the spiritual direction of the church and who also oversee various departments of the church by leading and supervising other employees and volunteers.

Pastoral staff positions can be either part-time or full-time positions. This is a fully benefited status of employment.

EXECUTIVE STAFF - Executive staff are high level leaders responsible for overseeing various departments of the church by leading and supervising other employees and volunteers. Executive staff positions can be either part-time or full-time positions. This is a fully benefited status of employment.

SUPPORT STAFF - Support staff are mainly task-oriented employees, but may also have the responsibility of leading other employees and volunteers. They may be either part-time or full-time. This is a non-benefited classification unless otherwise noted.

EXEMPT (SALARY) - An exempt salary employee is an employee who is exempt from overtime requirements as laid out by the Fair Labor Standards Act (FLSA). They are paid a predetermined amount each pay period that does not vary based on actual hours worked.

NON-EXEMPT (SALARY) - A non-exempt salary employee is an employee who is not exempt from overtime requirements as laid out by the FLSA, however they are compensated a predetermined and consistent amount each pay period that

does not vary based on actual hours worked. Non-exempt salary employees are not permitted to work more than 40 hours in a workweek (Monday at 12:00 AM - Sunday at 11:59 PM).

NON-EXEMPT (HOURLY) - A non-exempt hourly employee is an employee who is not exempt from overtime requirements as laid out by the FLSA. They are paid an hourly rate for work performed.

INTRODUCTORY PERIOD

All employees will initially be placed on a probationary status for a period of 90 days, during which time performance on and reaction to the job will be observed.

Evaluations will be conducted at 90 days to ensure new team members receive coaching and guidance. A team member may be dismissed at any time during the probationary period if it is determined that the team member is not suited for the position.

PERFORMANCE REVIEWS

All executive and pastoral employees will have an annual performance evaluation each February for those hired prior to October 1st. The evaluation period is the preceding calendar year.

TERMINATION OF EMPLOYMENT

It is the desire of Freedom Church that all employees are successful in their positions. However, Freedom Church recognizes that the State of Indiana is an “at will” state and either the employee or Freedom Church may terminate the employment relationship for any reason or for no reason at any time with or without notice.

Voluntary resignations require the minimum of a two-week written notice. Voluntary resignations involve participation in an exit interview with a member of the Business Department. Employees are expected to return keys, credit cards, and any property of Freedom Church at the time of the exit interview.

COMPENSATION AND BENEFITS

COMPENSATION DETERMINATION

The Compensation Committee of Freedom Church shall determine the salary for the Lead Pastor and any employee related to the Lead Pastor. The Lead Pastor shall determine initial salaries as well as any changes in salaries for all other employees.

COMPENSATION DISTRIBUTION

Paychecks are normally distributed every other Friday via check or direct deposit. Delivery of funds may be delayed or altered due to holidays.

CELL PHONE REIMBURSEMENT

We understand that frequent communication among staff is required to efficiently carry out our vision. Therefore, executive staff, and at times, other individuals at the discretion of the Lead Pastor, will be issued monthly reimbursement checks for personal cell phones. The exact amount is dependent on the position and will be detailed in each job offer.

WELLNESS BENEFIT

Scripture tells us that both our spiritual and physical health is important. Therefore Freedom Church will reimburse executive staff, and at times, other individuals at the discretion of the Lead Pastor, for a health club membership at a rate of \$4,00 per visit up to the cost of the membership, not to exceed a monthly maximum of \$60.00. In order to receive the reimbursement, initial documentation showing the monthly cost of the membership is required, and a monthly attendance report from the gym must be turned in with a reimbursement form by the 10th of the month in order to receive reimbursement for the previous month.

COUNSELING

Freedom Church will provide financial assistance to cover a staff member's remaining cost of mental health counseling after any applicable health insurance payments at the rates listed below. Financial assistance beyond the number of visits listed is not guaranteed, but will be considered by the lead pastor on a case-by-case basis. This benefit resets annually on January 1st.

Pastoral staff - sessions 1-4: 100%, sessions 5-8: 50%

Lead staff - sessions 1-2: 100%, sessions 3-4: 50%

Staff - session 1: 100%, session 2: 50%

ATTENDANCE AND TIME OFF

Freedom Church expects employees to be at work, on time, as scheduled. Excellent attendance is a presumed standard. If for any reason an employee is unable to report to work, he or she is expected to notify his or her supervisor as early as possible. In the event of a predictable all-day absence (vacations, conferences, etc.) employees are expected to advise their supervisor with as much notice as possible. Excessive absenteeism or tardiness is a serious offense. If an employee exhibits unexcused excessive tardiness or absenteeism, corrective action will be taken.

HOLIDAYS

All executive and pastoral staff will receive the following paid holidays each year:

New Year's Day*

Day after Easter

Memorial Day

Labor Day
Day before Thanksgiving
Thanksgiving
Christmas Day*
Day after Christmas*
New Year's Eve*

*If one of these paid holidays falls on a Sunday AND church services are NOT cancelled, executive and pastoral staff will receive one day of compensatory leave to use at their discretion subject to their supervisor's approval.

Due to the Lebanon parade, the 4th of July is considered a workday. However, executive and pastoral staff will receive one day of compensatory leave to use at their discretion subject to their supervisor's approval.

Support employees are not granted paid holidays off, but may reschedule their work so that they may be absent from their job on the holiday.

BEREAVEMENT

All executive and pastoral employees are eligible for bereavement leave to provide time for mourning after the loss of an immediate family member. The employee's immediate supervisor authorizes the use of bereavement leave. An eligible employee may take up to three days of paid leave for a death in the immediate family (spouse, child, mother, father, sister, brother, mother and father-in-law, brother and sister-in-law, grandparents and grandparents-in-law). If additional time is needed, available PTO time may be taken with supervisory approval.

JURY DUTY

When an executive or pastoral staff member is called for jury duty or subpoenaed to serve as a court witness, time off with regular salary will be granted for workdays during which the employee continues on jury duty, not to exceed four weeks without special authorization from the Lead Pastor. The employee shall retain any payment received as a juror.

MATERNITY LEAVE

Freedom Church is aware that pregnancy and caring for a newborn or newly adopted child may cause difficulties for an employee in relation with their job duties. Therefore, Freedom Church offers executive and pastoral staff mothers of newborn or newly adopted children up to six weeks of paid maternity leave. Employees may begin maternity leave prior to the expected birth. Any additional time beyond six weeks must be approved by the Lead Pastor.

PATERNITY LEAVE

Executive and pastoral staff who are fathers of newborn or adopted children will be

granted up to one week of paid paternity leave. Any additional days must be approved by the Lead Pastor.

PAID TIME OFF (PTO)

In order to give our best and live a well-balanced life, we recognize that all employees need to take time off for rest and rejuvenation. We also believe that employees should be able to take responsibility for managing their own time, and therefore have adopted an unlimited PTO policy for exempt (salary) employees.

- Instead of accruing and tracking PTO, each employee has, within reason, an unlimited number of PTO days each year.
- Use of PTO is still subject to approval by a supervisor, as having several staff members out of the office during the same time period can create difficulties during certain times of the year.
- Employees will not “accrue” vacation days under this policy, therefore no compensation will be given for any unused vacation time upon voluntary or involuntary termination of employment.
- If an employee’s performance declines significantly due to abuse of this policy, Freedom Church reserves the right to review the employee’s use of this policy and determine if discipline or termination is appropriate.
- No differentiation is made between sick days, vacation days, and personal days, except for the leave policies previously described (bereavement, jury duty, maternity leave, and paternity leave).
- PTO requests should be made one month prior to the requested dates by submitting a PTO Request Form to the business department.
- Employees are encouraged to use PTO, and a minimum of one week of PTO must be taken each year.
- PTO should not be used to permanently change assigned work schedules.
- Additional approval by the Lead Pastor must be obtained for PTO requests exceeding two consecutive weeks.

BLACKOUT DATES

In the office days preceding certain church events, PTO days may not be used without special approval by the Lead Pastor. These dates are considered blackout dates. The events include Good Friday, Easter, the men’s, women’s, and kid’s conferences, the 4th of July, Serve Day, and Christmas Eve.

For the events themselves, employees are expected to make every possible effort to be in attendance, as the effort required to successfully execute them is substantial. If an employee is unable to attend one of these events, prior notice must be given and approval must be obtained from the Lead Pastor. For specific details on blackout dates, a yearly office calendar will be distributed to all employees each January and available on the staff page of the website.

ADDITIONAL POLICIES

21 DAYS OF PRAYER & FIRST SUNDAY PRAYER

Staff members are encouraged to participate in corporate times of prayer. The exception is for staff with a lot of scheduled office hours or those who have responsibilities at home with children. Please keep in mind that we are leaders of Freedom Church and therefore, we are being watched. Our participation at prayer should be a time to worship and pray and thereby lead the Church by example.

SMALL GROUP LEADERSHIP

Freedom Church is a church of small groups and every employee is a leader. Therefore, each employee is required to join or lead a small group during the spring and fall semesters. Employees are allowed to break during the summer semester so that they can be refreshed and prepared for the fall.

SOCIAL MEDIA GUIDELINES

YOUR PERSONAL PRESENCE ON THE WEB

Blogs, Facebook, Twitter, etc. are an incredible way to share your faith journey, get to know other ministry leaders, learn, chronicle your life, and generally connect with people you wouldn't otherwise. As we work together to lead people to become fully devoted followers of Christ, here are a few tips to keep in mind while we navigate the ins and outs of the online world:

You're amongst friends—sometimes. As much as your blog, Twitter stream, Facebook page, etc. might feel like your cozy home on the Internet where friends stop by to catch up, it's really a public space. People can land on your page from a Google search and read just one post completely out of any other context. And that content? It lives on forever in Google, long after you've forgotten about it. So, think of your web space less like a family room and more like your front yard.

Spread news, don't break it. It's great (and helpful) when we can use our personal web spaces to share the great things God is doing at Freedom Church. But it's not cool to get the news out there before the time or in a different place than we've strategically planned. Make sure what you talk about is ready for public consumption. If we've talked about it from the stage or online, you're good.

Detract? Distract? Neither. Most of us know what's going to detract from the mission of Freedom Church and stay far away from that territory. But you'll also want to be on the lookout for things that unintentionally distract from the mission. You might post about something that is 100% accurate and true to our beliefs that can still draw unwanted attention to the church and take substantial time to manage and explain. If

you're in doubt, you're surrounded with strong leaders who'll be happy to help you figure out whether something falls into that gray area.

Ask questions. If you want to spur conversation about a topic, think about open-ended posts and questions, not opinions.

Be smart. From a legal perspective, you're responsible for what's on your personal web space, so make sure you follow copyright rules and any other relevant laws. Be particularly mindful of video and music clips. And when it comes to Freedom Church content, a good rule of thumb is "point, don't post," meaning that it's better to link to the content on our established communication channels rather than posting it on your blog or site.

Disclaimers or not, you represent. Yes, a disclaimer is a good idea. But even with that, what you say in your tweets, on your blog, and on your Facebook page is just as much of a reflection of the church as what you do in your personal life. A few things that will help with that: don't link to your personal site from Freedom Church communication, and don't speak on behalf of the church.

You've got backup. If a member of the press contacts you regarding content on your blog or web space, we're here to help. Make sure your first step is to contact the Business Director.

When in doubt, go positive. Whether you're responding to a snarky comment, frustrated with a vendor, or trying to decide if you should write about something that's bothering you, you'll never regret taking the high road (and sometimes that road is not saying anything at all).

