

CHRIST'S CHURCH OF THE VALLEY

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Staff Acknowledgement

I understand the Staff Policy Manual describes important information about CCV, its benefits, policies, best practices, procedures, and work rules. I further understand that I should consult my ministry area leader if I have any questions or issues that are not addressed in this manual.

I further understand that I became a CCV staff member voluntarily. I understand and acknowledge that there is no specified length to my employment at CCV and that my employment is "at will" unless otherwise specified in a written offer of employment. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advanced notice. I also understand and acknowledge that "at will" means that CCV may terminate my employment at any time, with or without cause or advanced notice, as long as federal or state laws are not broken.

I understand and acknowledge that there may be changes to the information in this manual. The only exception is that CCV will not change or cancel its employment-at-will policy. I understand that CCV may add new policies to this manual as well as replace, change, or cancel existing policies and procedures. I understand that I will be informed about any changes via the Management System document change process and that changes to this manual always require the approval of the Executive Pastor.

I understand and acknowledge that this Staff Policy Manual is not a contract of employment or a legal document. I have access to this manual at all times via the Management System document library and understand that it is my responsibility to read and follow the information contained in this manual, including any changes made to it.

Staff Member's Name (Printed): _____

Staff Member's Signature: _____

Date: _____