

Test name: POLICY AND PROCEDURE**Question 1 of 55**

Our mission is to lead people to become mostly devoted followers of Christ.

- A) True
- B) False

Question 2 of 55

The Berean Bible Class is required to attend from all Staff and leaders at Anewchurch.

- A) True
- B) False

Question 3 of 55

Office hours are set by the Pastor for all employees. Exceptions to the schedule must be approved in writing.

- A) True
- B) False

Question 4 of 55

I can park anywhere I choose, "first come, first choose"

- A) True
- B) False

Question 5 of 55

Our building is a public facility and can be used by any community group as long as they fill out the forms.

- A) True
- B) False

Question 6 of 55

Our church calendar is posted on the website.

- A) True
- B) False

Question 7 of 55

There are over 100 documents on the church website for reference and policies, most are found at "Anewchurch.tv/ About us/ Resources"

- A) True
- B) False

Question 8 of 55

Oklahoma employees are "at will" and not under a contract. Either party may terminate the job at any time.

- A) True
- B) False

Question 9 of 55

Policies are subject to change, but employees are obligated to read and understand the Policy and Procedure manual. Referring to it when in doubt is always the best idea.

- A) True
- B) False

Question 10 of 55

I am required to be on time and work every hour that I am scheduled. Responsible people come early and stay late if necessary, Irresponsible employees come in late and leave early.

- A) True
- B) False

Question 11 of 55

I am **NOT** responsible to find solutions if there are any problems or good reasons my tasks can not be completed. That's my supervisors problem.

- A) True
- B) False

Question 12 of 55

I should be able to tell a joke, and take a joke. Appropriate humor is a healthy dynamic in the work place.

- A) True
- B) False

Question 13 of 55

It is not important if our programs or ministries are relevant to the modern culture.

- A) True
- B) False

Question 14 of 55

I do not have to be teachable if I am an expert in my field. I should not be corrected by my supervisor.

- A) True
- B) False

Question 15 of 55

Humility is one of our key behavioral values.

- A) True
- B) False

Question 16 of 55

Being flexible is essential. Change is constant in a growing workplace.

- A) True
- B) False

Question 17 of 55

If I am corrected, I should ask other employees and staff about their opinion in order to defend my position.

- A) True
- B) False

Question 18 of 55

I have a right to take off from work for all "legal" holidays and get paid. They are the same at every job.

- A) True
- B) False

Question 19 of 55

All volunteers and employees are subject to random and scheduled background checks.

- A) True
- B) False

Question 20 of 55

It is not everyone's responsibility to open or close the building properly. The janitor is responsible to take care of these things.

- A) True
- B) False

Question 21 of 55

If I disagree with this church's doctrine, or the Pastors interpretation of the Bible, it is my duty to speak out to others.

- A) True
- B) False

Question 22 of 55

I may need to make sacrifices, or change my priorities to perform my duties.

- A) True
- B) False

Question 23 of 55

If I am passive or complacent about my job, others will have to "take up the slack" around me. This will have consequences in relationships.

- A) True
- B) False

Question 24 of 55

We are passionate about including people and welcoming everyone at this church.

- A) True
- B) False

Question 25 of 55

Leaders must set good boundaries with each other.

- A) True

- B) False

Question 26 of 55

There is zero tolerance for drug or alcohol abuse.

- A) True
 B) False

Question 27 of 55

I am responsible to keep all church business confidential and only discuss finances and personal information with my supervisor.

- A) True
 B) False

Question 28 of 55

Most employees, and Leaders should help maintain clean facilities. Some employees are too busy.

- A) True
 B) False

Question 29 of 55

We are allowed to dress casually but it's OK to be immodest if it looks good.

- A) True
 B) False

Question 30 of 55

All employees and leaders should be nice to visitors or church members in the office. If we need to talk to people, the tasks can be put off indefinitely.

- A) True

- B) False

Question 31 of 55

If I have a dispute about policy or expectations, I should discuss it with my peers.

- A) True
 B) False

Question 32 of 55

Taking problems to my supervisor is not a good idea, they have enough to do.

- A) True
 B) False

Question 33 of 55

If I have a problem with anyone, the Bible says to go to the person and appeal directly and immediately. If it can not be fixed, then I take it to an elder.

- A) True
 B) False

Question 34 of 55

Resolving conflict is not that big of a deal.

- A) True
 B) False

Question 35 of 55

If I do not resolve conflict correctly, the team will be dysfunctional and we will not trust each other.

- A) True
 B) False

Question 36 of 55

I will be fired for gossip if I participate.

- A) True
- B) False

Question 37 of 55

Sometimes I may not agree with someone, but I can still work towards common goals if I have the right attitude.

- A) True
- B) False

Question 38 of 55

I am only accountable to God for my behavior, not to people.

- A) True
- B) False

Question 39 of 55

Any inappropriate behavior in the church or the workplace will be addressed .

- A) True
- B) False

Question 40 of 55

As a leader, employee, or staff member, counseling with, or spending time alone with people of the opposite sex is inappropriate.

- A) True
- B) False

Question 41 of 55

A "conflict of interest" is anything that could detract from the best interest of the church. My personal interests should come second.

- A) True
- B) False

Question 42 of 55

I am required to check in by email and calling the Pastor every single day while I am scheduled for work.

- A) True
- B) False

Question 43 of 55

Every expense must be documented and receipts scanned and emailed for proper accounting.

- A) True
- B) False

Question 44 of 55

If I spend money on a project without written approval, I may not be reimbursed.

- A) True
- B) False

Question 45 of 55

Some projects or special events may require me to work extra hours when needed. I may be laid off if I choose not to work when asked.

- A) True
- B) False

Question 46 of 55

Harassment will not be tolerated in any way by anyone. Every person should feel safe with every one around them.

- A) True
- B) False

Question 47 of 55

I must be teachable and find ways to learn new things, including software and technology.

- A) True
- B) False

Question 48 of 55

I will ask for a review in writing at 30 days, 60 days and 90 days. It is necessary for me to grow and get better at what I do.

- A) True
- B) False

Question 49 of 55

My attitude is usually my responsibility. I can not blame others for a lack of my integrity or character, unless it is their fault.

- A) True
- B) False

Question 50 of 55

It is my responsibility to "log in" my time sheet online. Payment delays are not normal, but can happen due to low church offerings. Employee payroll is the priority of the church over other accounts payable.

- A) True
- B) False

Question 51 of 55

Being solution focused and self aware are mandatory. My weaknesses should be discussed without a defensive posture from me.

- A) True
- B) False

Question 52 of 55

No Employee or volunteer shall move, arrange, paint, or otherwise alter the arrangement of any property of Anew Church without permission in writing. This includes desks, bookshelves, cabinets, printers, cables, media equip, computers, chairs or tables.

- A) True
- B) False

Question 53 of 55

I do not have to give a 2 week notice if I am mad and need to resign.

- A) True
- B) False

Question 54 of 55

If I am irresponsible or negligent with church vehicles or property, I will have to pay the deductible on an insurance claim in the case of an accident.

- A) True
- B) False

Question 55 of 55

If I have a personality conflict, I should talk directly to the Pastor. If he can not resolve it or I believe he is the cause, I should clarify my thoughts in writing and appeal wisely in private.

- A) True
- B) False