

STAFF HANDBOOK RECEIPT

I, _____, (staff member) acknowledge receipt of a copy of the Staff Handbook. I understand that this Staff Handbook describes important information about my employment with First Baptist Church of Windsor. I further understand that I am responsible for reading, understanding, and complying with the contents of this Staff Handbook, and that I should consult my supervisor or the business manager regarding any questions about the content of this Staff Handbook or any questions about my employment that are not answered in the handbook.

I have entered into my working relationship with First Baptist Church of Windsor voluntarily and acknowledge that there is no specified length of service. Accordingly, either First Baptist Church of Windsor or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. I understand that no representations made or information distributed by any representative of First Baptist Church of Windsor shall be considered to alter the at-will status of my service.

I further understand that this Staff Handbook is not a contract of employment nor a legal document, and nothing contained herein creates a contract between First Baptist Church of Windsor and me. First Baptist Church of Windsor may revise the information contained in this Staff Handbook to supercede, modify, or eliminate existing policies.

Finally, I understand that this Staff Handbook is First Baptist Church of Windsor's property that must be returned to the ministry when I leave my service with First Baptist Church of Windsor.

STAFF MEMBER'S NAME (printed): _____

STAFF MEMBER'S SIGNATURE: _____

DATE RECEIVED: _____