

## Acknowledgement of Receipt

I acknowledge that I have received a copy of the Lutheran Church of Hope Personnel Policy Manual dated: \_\_\_\_\_ I understand that this manual replaces any and all prior verbal and written communications regarding Lutheran Church of Hope's working conditions, policies, procedures, appeal processes, and benefits.

I understand that if I have questions or concerns at any time about the manual or the Standards of Conduct, I will consult my immediate supervisor, my supervisor's leader or a member of the Senior Leadership Team (Senior Pastor, Chief Ministry Officer or Chief Operations Officer) for clarification.

I also acknowledge that the handbook contains an employment-at-will provision that states:

- Either Lutheran Church of Hope or I can terminate my employment relationship at any time, with or without cause, and with or without notice;
- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other Lutheran Church of Hope documents, or in any verbal statements to the contrary; and
- That no one except a member of the Senior Leadership Team can enter into any differing employment relationship, contract, or agreement. To be enforceable, any such out-of-the-ordinary relationship, contract, or agreement must be in writing, signed by a member of the Senior Leadership Team and in the staff member file.

Finally, I understand that the contents of this personnel policy manual are simply policies and guidelines, not a contract or implied contract with staff members. The contents of the personnel policy manual may change at any time.

Please read this manual, the Staff Covenant and the Staff Standards of Relational Integrity carefully to understand these conditions of employment before you sign this document.

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Staff member Signature

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Date

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Staff member Name (Please Print)