

**The River Church
Policies and Procedures Manual**

**Policies and Procedures Manual
Employee/ Paid Staff Acknowledgement Receipt**

Attestation:

The content, requirements, and expectations within the attached **The River Church Policy and Procedure Manual** have been verbally presented to me. Additionally, I have read the manual carefully and in its entirety, and agree to abide by all guidelines established therein. Additional policies and information may be implemented by The River at any given time. The Manual does not serve as an employment agreement or guarantee. I recognize that I am an “at-will” employee and I or The River can terminate employment at any time for any reason with or without notice, regardless of my length of employment. The status of my “at-will” employment can only be changed through written agreement of me and the Senior Pastor. No employee, minister, leader, volunteer or other representative of The River can make any promises, oral agreements or statements, or representations that are inconsistent with this Acknowledgment. I understand that should I have any question(s), to consult my immediate ministry leader.

Signature of this form shall validate the above attestation regarding **The River Church Policy and Procedure Manual**. Upon signature, please submit to Ministry Leader.

Name of Department: _____
(Please Print Clearly)

Signature: _____

Printed Name: _____
(Please Print Clearly)

Date: _____

Designation (Please Check One): Employee Paid Staff Contractor

Employee/ Paid Staff - Please Do Not Complete Below This Line

I hereby attest that **The River Church Policy and Procedure Manual** has been distributed and discussed with the above team member. This Acknowledgement Receipt has been received by me for submission to Executive Pastoral Leader.

Manager Signature: _____

Printed Name: _____
(Please Print Clearly)

Date: _____