

EMPLOYEE HANDBOOK

2026–2027 SCHOOL YEAR



Legacy Ministry College's mission is to make disciples of the nations with academic excellence and Holy Ghost power!

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TABLE OF CONTENTS

1. Welcome	3
2. Purpose of This Handbook	4
3. Name, History, & Emblem	6
4. Mission Statement	8
5. Institutional Objectives	10
6. Institutional Values	12
7. Faith Statement	14
8. Institutional Integrity	17
9. Governance & Structure	19
10. Employment Policies	21
11. Work Expectations	23
12. Conduct and Ethics	25
13. Compensation & Leave	27
14. Safety & Operations	29
15. Discipline & Separation	31
16. Acknowledgments	33

1 | WELCOME

Colossians 3:23–24, “And whatsoever ye do, do it heartily, as to the Lord, and not unto men; knowing that of the Lord ye shall receive the reward of the inheritance: for ye serve the Lord Christ.”

With gratitude to God, Legacy Ministry College welcomes every member of its staff community. Staff members play an essential role in life, witness, order, and effectiveness of the institution. Whether working in administration, student services, finance, records, technology, communications, or executive support, each staff member contributes directly to the fulfillment of the College’s mission.

Legacy Ministry College is a Christ-centered, Spirit-filled institution devoted to raising up biblically grounded, spiritually mature, and ministry-ready leaders. While faculty members carry primary instructional responsibilities, staff members help sustain the institutional structure through which teaching, discipleship, mentoring, student support, and organizational excellence can flourish. For that reason, staff service at LMC is not merely functional; it is ministry.

The College seeks to foster a work environment marked by integrity, order, humility, prayer, excellence, and Christian love. Staff members are expected to support the mission of the institution, respect its leadership, perform assigned duties diligently, and uphold the testimony of Jesus Christ through faithful conduct. Every office, process, communication, and service point should reflect the character of a Christian institution committed to truth and to the formation of future leaders.

This handbook has been prepared to help staff members understand the identity of the institution, the theological commitments of the College, and the standards that guide staff service. It is designed to provide both orientation and alignment. It explains who the College is, what it believes, what it aims to accomplish, and how staff members participate in those aims through faithful service, responsible stewardship, and professional conduct.

Because LMC understands higher education as a ministry calling, staff members should regard their work as part of a shared Kingdom assignment. The receptionist who answers questions with grace, the administrator who protects institutional order, the records officer who handles information with care, the technology worker who supports instruction, and the financial officer who stewards resources honestly all contribute to the discipleship mission of the College. Their labor strengthens the whole institution.

The College also recognizes that staff members need clarity, support, and consistency in order to serve well. A healthy institution does not rely upon assumptions alone. It communicates expectations plainly, honors proper lines of authority, and seeks to cultivate unity around a shared purpose. This handbook therefore serves as a framework for common understanding so that staff members can work confidently and faithfully within the life of the College.

Legacy Ministry College desires that every staff member demonstrate Christian maturity, respect for institutional authority, and a sincere commitment to the mission of the College. When staff service is carried out with competence and godly character, the result is more than administrative efficiency. The result is a stable, trustworthy, and Spirit-honoring environment in which students can grow, faculty can teach, and the gospel witness of the institution can be strengthened.

2 | PURPOSE OF THIS HANDBOOK

This staff handbook explains the institutional commitments, expectations, and guiding standards that apply to staff members serving at Legacy Ministry College. It is intended to give a clear picture of the College's identity and to provide a practical framework for work, conduct, accountability, and cooperation within a Christ-centered academic environment.

The handbook should be read together with applicable job descriptions, employment agreements where used, official policies adopted by the College, and supervisory guidance provided by institutional leadership. The handbook does not attempt to describe every situation that may arise in the life of the institution. Rather, it establishes the general standards and principles by which the College expects staff service to be carried out.

HOW THIS HANDBOOK FUNCTIONS

First, this handbook serves as an institutional alignment document. It communicates the faith, mission, values, and objectives of Legacy Ministry College so that staff members understand the larger purpose they are serving. TRACS and other quality-assurance processes expect institutional publications to present these foundational commitments clearly and consistently. This handbook therefore helps ensure that staff members are informed participants in the identity and direction of the institution.

Second, this handbook serves as a conduct and expectations guide. Staff members are responsible to read, understand, and follow its provisions. Service at the College indicates a willingness to uphold these standards and to perform assigned responsibilities in a way that reflects honesty, dependability, respect, and Christian character. Ignorance of a policy does not remove responsibility for compliance.

Third, this handbook serves as a continuity document. Christian institutions can suffer when practices are informal, undocumented, or dependent upon oral tradition alone. By recording expectations in writing, the College strengthens consistency across departments, supports orderly onboarding, and provides a common reference point when questions arise about staff roles, conduct, or institutional priorities.

Fourth, this handbook serves as an accountability tool. Supervisors may use its principles, along with position-specific job descriptions, to evaluate whether staff members are fulfilling their responsibilities faithfully. In this way, the handbook supports not only orientation, but also performance review, coaching, correction, and growth.

How Staff Members Should Use This Handbook

- Read the handbook in full at the beginning of employment or service and return to it whenever questions arise.
- Use the section headings to locate information related to institutional identity, mission alignment, conduct expectations, and theological commitments.
- Understand that the handbook is not merely administrative. It is intended to strengthen unity, preserve institutional integrity, and support a Christ-centered workplace culture.
- Recognize that written policies do not replace wisdom, maturity, prayer, or biblical accountability. They are meant to support the health, order, and mission of the College.

INTERPRETATION AND REVISION

The College reserves the authority to interpret, apply, and revise this handbook as needed in order to support institutional effectiveness, legal compliance, and mission fidelity. The Board, President, or other designated leadership may issue clarifications or adopt additional procedures consistent with the principles outlined here. Staff members are expected to comply with official updates when they are communicated.

Nothing in this handbook should be understood to weaken the College's doctrinal identity, Christian expectations, or institutional authority. Legacy Ministry College remains committed to operating as a religious institution whose beliefs and practices are shaped by Scripture, historic Christian faith, and its Pentecostal convictions. Staff service is therefore understood within that distinctly Christian context.

3 | NAME, HISTORY, & EMBLEM OF LMC

NAME & HISTORY

In the summer of 2021, God led the pastoral leadership of Metro Praise International Church in Chicago to join together with ministry leaders from around the United States in establishing what is now known as Legacy Ministry College. This union was born out of a shared conviction that the Church must intentionally raise up biblically grounded, spiritually mature, and ministry-ready leaders for the present and future work of the gospel.

What began as a burden among pastors and leaders developed into a collaborative effort to create an institution devoted to discipleship, evangelism, theological training, and practical ministry preparation. From its earliest days, the College sought to combine sound academic standards with Holy Spirit dependence, thereby resisting the false choice between rigorous learning and living spiritual power.

The name Legacy Ministry College reflects the vision and values upon which the institution was founded. It was inspired by the faithful men and women of Hebrews 11, whose lives of obedience and perseverance continue to testify to the power of faith in God. Their witness, together with the testimony of faithful believers throughout church history, forms the legacy described in Scripture as a great cloud of witnesses. LMC desires to honor that heritage by equipping students, leaders, faculty, and staff to serve in such a way that they too leave behind a faithful legacy for future generations.

Legacy Ministry College therefore exists not merely as an academic institution, but as a Christ-centered training community committed to the development of the whole person. Its purpose is to prepare students intellectually, spiritually, morally, and practically for lives of service in the Kingdom of God. The College aims to cultivate disciples who can handle Scripture faithfully, proclaim the gospel boldly, serve the local church fruitfully, and lead with integrity in a changing world.

For staff members, the history of the institution matters because it explains the kind of work community they have joined. LMC was not founded simply to provide coursework. It was founded to help form ministers, leaders, and faithful servants. That means institutional support functions are part of a larger spiritual and educational mission. Staff members should understand their daily work in light of that founding purpose.

THE SIGNIFICANCE OF THE COLLEGE NAME

The word Legacy points to transmission across generations. Christian institutions serve not only the present moment, but also the future Church. Through careful stewardship, faithful teaching, orderly administration, and spiritual conviction, LMC seeks to pass on sound doctrine, practical wisdom, and Kingdom vision to those who will serve in years to come.

The word Ministry emphasizes that the College is oriented toward service in Christ's Kingdom. Although the institution functions in the higher-education sphere, it understands education as a servant of the gospel rather than as an end in itself. Knowledge is pursued not for pride or prestige, but for faithful obedience, effective ministry, and the glory of God.

The word College affirms the institution's commitment to structured learning, institutional order, and recognized standards of academic quality. Legacy Ministry College therefore seeks to operate in a manner that is both spiritually alive and administratively responsible. Staff members play an essential role in protecting that balance.

LMC EMBLEM

The Legacy Ministry College emblem represents the foundational convictions and ministry vision of the institution. Each feature of the emblem has been intentionally designed to reflect the College's commitment to Christ, Scripture, the power of the Holy Spirit, and the training of faithful ministers for the work of the Kingdom.

At the center of the emblem is the Cross of Jesus Christ, signifying that Christ is central to all that the College believes, teaches, and practices. The cross serves as a constant reminder that all true Christian education and ministry must remain rooted in the gospel of Jesus Christ.

The Bible represents the Word of God as the foundation of all truth. Legacy Ministry College affirms the authority, sufficiency, and reliability of Scripture for doctrine, instruction, correction, and ministry preparation. All academic and spiritual formation at the College is grounded in biblical truth.

The flame symbolizes the fire and power of the Holy Spirit. It reflects the College's belief that effective ministry requires not only knowledge, but also spiritual life, holiness, and divine empowerment. The Holy Spirit remains essential to the work of transformation, calling, and service.

The hammer signifies the power of God's Word to build His Kingdom, shape lives, and establish what is true and lasting. It represents strength, conviction, and the active work of biblical ministry in the world.

The sword symbolizes the Word of God as the believer's spiritual weapon against sin, error, and the forces of darkness. It reflects the College's commitment to preparing students and leaders to defend, proclaim, and apply God's truth faithfully and courageously.

Together, these symbols express the mission of Legacy Ministry College: to form Christ-centered, biblically grounded, Spirit-empowered, and ministry-ready servants who will leave a faithful legacy for Jesus Christ. Staff members help embody that mission by ensuring that the institution's witness is supported by order, service, integrity, and faithful stewardship.

Together, these symbols express the mission of Legacy Ministry College: to equip students to be Christ-centered, biblically grounded, Spirit-empowered, and ministry-ready so that they may leave a faithful legacy for Jesus Christ.



4 | MISSION STATEMENT

LMC'S MISSION STATEMENT

Legacy Ministry College's mission is to make disciples of the nations with academic excellence and Holy Ghost power!

ACADEMIC EXCELLENCE & HOLY GHOST POWER

Legacy Ministry College exists to make disciples of the nations through academic excellence and Holy Ghost power. This mission reflects the College's commitment to the Great Commission of Jesus Christ, who commanded His followers to preach the gospel, teach all nations, and form obedient disciples. LMC understands that command not as a distant ideal, but as a present and continuing responsibility.

The phrase make disciples of the nations emphasizes that Christian higher education must remain oriented toward the mission of Christ. The College is not content merely to provide information. It seeks transformation, formation, and commissioning. Students should leave the institution better equipped to know Christ, serve His Church, communicate His truth, and obey His commands in every sphere of life.

The phrase academic excellence expresses the College's belief that faithful ministry requires more than sincerity or zeal alone. Students must be taught to read carefully, think clearly, reason biblically, communicate effectively, and serve responsibly. For this reason, Legacy Ministry College seeks to pursue recognized standards of educational quality in curriculum, teaching, assessment, student support, records, and institutional effectiveness.

The phrase Holy Ghost power expresses the College's Pentecostal conviction that Christian ministry cannot be sustained by human ability alone. The gospel is not merely a subject to be studied; it is a life to be lived and a message to be proclaimed in the power of the Spirit. LMC therefore desires to maintain an institutional culture where prayer, holiness, spiritual gifts, gospel boldness, and dependence upon God remain central.

These two commitments—academic excellence and Holy Ghost power—must not be set against one another. LMC rejects the idea that spiritual vitality excuses carelessness, and it likewise rejects the idea that academic sophistication can replace the power of God. The College aims to unite disciplined thought with spiritual fervor so that students and staff alike learn to serve Christ with heart, mind, soul, and strength.

WHAT MISSION MEANS FOR STAFF

Staff members contribute to this mission by helping maintain the systems, structures, and services that make Christian higher education possible. The work of the office is never disconnected from the work of discipleship. Accurate communication, faithful recordkeeping, timely support, proper stewardship, and courteous service all help sustain the educational environment in which students are formed.

For that reason, staff members are expected to evaluate their work not merely by efficiency, but also by mission alignment. A task may be administrative in form, yet still spiritual in significance. When staff members answer inquiries truthfully, process requests promptly, guard confidential information carefully, and serve students graciously, they are strengthening the institutional witness of the College.

Mission alignment also calls staff members to work cooperatively across departments. Because the College's purpose is larger than any one office, staff members should seek unity, communication, and mutual support rather than territorialism or fragmentation. Every department should ask how its work contributes to the disciple-making mission of LMC.

Ultimately, the mission statement provides a standard by which the College evaluates programs, services, priorities, and resource decisions. It reminds the institution that all its operations must be ordered toward faithful Christian formation. Staff members who understand and embrace this mission become not merely employees or volunteers, but active participants in the educational ministry of the College.

5 | INSTITUTIONAL OBJECTIVES

In support of its Mission, Faith Statement, and Institutional Values, Legacy Ministry College has adopted the following Institutional Objectives:

1. Biblical and Theological Understanding

Students will demonstrate knowledge of Scripture, Christian doctrine, and sound biblical interpretation consistent with the College's Faith Statement.

Measure: Student achievement will be assessed through course learning outcomes, signature assignments, and graduating student evaluations in Bible and theology courses.

Staff Connection: Staff contribute by maintaining accurate academic records, supporting course delivery systems, communicating program requirements clearly, and helping preserve institutional consistency in published materials.

2. Spiritual Formation and Christian Character

Students will demonstrate growth in Christian maturity, personal holiness, servant leadership, and conduct consistent with biblical principles.

Measure: Student growth will be assessed through faculty evaluation, ministry participation, conduct records, and student self-assessment tools.

Staff Connection: Staff contribute by promoting a Christ-honoring culture, modeling professionalism and integrity, and responding to students in a manner consistent with the spiritual mission of the institution.

3. Ministry Preparation

Students will develop the knowledge, ministry skills, and practical competencies necessary for effective service in church, ministry, and faith-based leadership settings.

Measure: Student competency will be assessed through practicum/internship evaluations, ministry projects, and program-level outcome reviews.

Staff Connection: Staff contribute by helping coordinate practical training processes, maintaining required documentation, and supporting the smooth operation of ministry-related learning experiences.

4. Communication and Critical Thinking

Students will demonstrate the ability to think critically, communicate clearly, and apply biblical truth to contemporary life, ministry, and culture.

Measure: Student performance will be assessed through writing assignments, presentations, research projects, and rubric-based evaluation of analytical work.

Staff Connection: Staff contribute by supporting instructional systems, published communications, student access to academic resources, and an institutional culture that values truthfulness and clarity.

5. Academic Achievement and Persistence

Students will successfully progress through their programs through satisfactory academic performance, retention, and degree completion.

Measure: The College will track GPA, course completion, retention, graduation rates, and academic standing.

Staff Connection: Staff contribute by providing accurate advising support where assigned, clear communication about deadlines and requirements, timely records processing, and strong student-service practices.

6. Community Engagement and Service

Students will participate in ministry, service, discipleship, or community engagement opportunities that reflect Christian compassion and responsibility.

Measure: The College will assess student participation in ministry/service activities and the completion of required service-learning or ministry engagement components.

Staff Connection: Staff contribute by helping create systems that support service opportunities, student communication, and institutional partnerships when applicable.

7. Vocational Readiness and Lifelong Calling

Students will be prepared for ongoing service, vocational effectiveness, further education, or Christian leadership in their chosen field of calling.

Measure: The College will evaluate graduate placement in ministry/service roles, further educational pursuits, alumni feedback, and employer/ministry supervisor input where available.

Staff Connection: Staff contribute by protecting the integrity of credentials, supporting institutional reputation, and helping students experience an orderly and trustworthy educational environment.

6 | INSTITUTIONAL VALUES

Legacy Ministry College is guided by institutional values that shape its public witness, educational practice, workplace culture, and commitment to integrity. These values express the kind of institution the College seeks to be. They provide moral and strategic direction and help explain how the mission of the College is meant to be carried out in practice.

For staff members, institutional values are not abstract slogans. They are organizing commitments that should influence service, communication, decision-making, stewardship, and workplace conduct. Staff members are expected to support these values actively and to embody them faithfully in their areas of responsibility.

1. Pentecostal in Experience & Doctrine

LMC is committed to guarding and advancing its Spirit-filled Pentecostal heritage. The institution affirms the baptism in the Holy Spirit, with the initial physical evidence of speaking in other tongues and embraces the ongoing ministry of the gifts of the Holy Spirit for the edification of the Church and the advancement of the gospel. This value also includes the affirmation of women in ministry and instruction in the biblical understanding of ministry leadership. The fulfillment of Joel's prophecy, as proclaimed by Peter in Acts 2:16–21, remains central to the institution's understanding of this value.

Staff Application: For staff members, this value calls for respect toward the College's doctrinal identity and its Spirit-filled culture. Staff should not undermine, misrepresent, or treat lightly the Pentecostal commitments of the institution. Even where a staff role is administrative, service should be carried out in a way that honors the spiritual life of the College.

2. Excellent in Academics

LMC is committed to academic excellence in all of its educational programs and operations. The institution seeks to meet and exceed recognized expectations for quality in higher education as reflected through its accrediting standards and assessment practices. Like Daniel and his companions, who were distinguished in wisdom and understanding while serving faithfully in Babylon, the College desires that its students demonstrate both spiritual devotion and academic strength (Daniel 1:17).

Staff Application: For staff members, this value means accuracy, timeliness, reliability, careful communication, and faithful stewardship of institutional processes. Excellence in academics is strengthened when staff services are organized, records are dependable, information is truthful, and students receive competent support.

3. Practical in Training

LMC is committed to integrating classroom learning with active ministry practice. The institution seeks to prepare students not only through sound academic instruction, but also through meaningful engagement in ministry, leadership, and service. Faculty are expected to bring both academic preparation and practical ministry experience to their teaching. Staff members support this value by helping create systems, structures, and services that strengthen practical preparation and institutional effectiveness.

Staff Application: For staff members, this value means building systems that support real-world ministry

preparation. Offices should seek to serve students and faculty in ways that reinforce practical readiness rather than creating unnecessary confusion or barriers.

4. Committed in Spiritual & Personal Development

LMC is committed to the spiritual, personal, and ministerial development of its students and leaders. The institution desires to cultivate disciples who continue to grow in Christlike character, spiritual maturity, and faithful service. This commitment includes intentional development through spiritual disciplines, accountability, mentoring, and discipleship. Rooted in Jesus' teaching on the vine and the branches, the College affirms that lasting fruitfulness flows from abiding in Christ (John 15:1–17).

Staff Application: For staff members, this value calls for a workplace culture marked by teachability, humility, prayerfulness, and growth. Staff should demonstrate a willingness to receive corrections, improve practices, and serve others in a Christlike manner.

5. Biblical in Worldview

LMC is committed to forming students whose thinking, values, and manner of life are shaped by Scripture. In a rapidly changing culture, the institution seeks to remain faithful to biblical truth rather than cultural trends. The College affirms a Christian worldview that upholds the authority of Scripture, the sanctity of life, the integrity of the family, religious freedom, the centrality of Christ, and fidelity to historic Christian teaching. In this way, Legacy Ministry College seeks to renew minds and prepare students to engage the world with conviction, wisdom, and grace (1 Timothy 4:1–5).

Staff Application: For staff members, this value requires honesty in communication, moral seriousness in conduct, and faithfulness to the doctrinal and ethical commitments of the institution. Staff should understand that LMC's decisions are not grounded in cultural fashion, but in biblical conviction.

6. Free in Expense

LMC is committed to providing accessible higher education with minimal financial burden to students. The institution seeks to remove unnecessary barriers to Christian education and ministry preparation by maintaining a model that emphasizes generosity, stewardship, and affordability. While students may be responsible for limited costs such as books or technology fees, the College's aim is to provide education without requiring students to incur debt. This value reflects the institution's conviction that those who have freely received should also freely give (Matthew 10:8).

Staff Application: Staff Application: For staff members, this value requires the exercise of prudent stewardship, disciplined purchasing and budgeting practices, and a posture of service that honors the sacrificial generosity by which the institution is often sustained. Wastefulness, negligence, and poor stewardship are inconsistent with this commitment. It further includes a willingness, when necessary, to serve under reduced compensation or in a volunteer or pro bono capacity, with the understanding that no guarantee or promise of future compensation is implied.

7 | FAITH STATEMENT

Legacy Ministry College adheres to the evangelical Protestant tradition within higher education, as evidenced by its Statement of Faith. Rooted in the historic creeds and convictions of Christianity, this statement reflects the theological framework that shapes the identity, witness, and ministry commitments of the institution. The Faith Statement is communicated to prospective and enrolled students, faculty members, administrators, staff members, and board members through official publications of the College.

The Faith Statement is more than a formal declaration. It functions as a doctrinal foundation for institutional life. It helps define the theological boundaries within which teaching, service, policy, and public representation of the College are to take place. Staff members are therefore expected to understand, respect, and support the College's statement of faith in both word and conduct.

THE BIBLE

1. The Scriptures are inspired by God and declare His design and plan for mankind from Genesis to Revelation, 2 Timothy 3:16–17.

THE TRINITY

2. There is only one true God—revealed in three persons: the Father, Son, and Holy Spirit (commonly known as the Trinity), Matthew 28:19.

THE DEITY OF JESUS

3. The deity of the Lord Jesus Christ is affirmed; as God's Son, Jesus Christ is both fully human and fully divine, John 1:1, 14, 18.

SALVATION

4. Though originally good, man willingly fell to sin—ushering evil and death, both physical and spiritual, into the world, Romans 3:23.
5. Every person can have restored fellowship with God through faith in Jesus Christ, Romans 10:13.

TWO ORDINANCES

6. Water Baptism by immersion after repenting of one's sins and receiving Christ's gift of salvation, as a symbol of Christ's death, burial, and resurrection, Matthew 28:19.
7. Holy Communion (the Lord's Supper), as a symbolic remembrance of Christ's suffering and death for our salvation, Luke 22:19–22.

THE BAPTISM OF THE HOLY SPIRIT

8. The Baptism in the Holy Spirit is a special experience following salvation that empowers believers for witnessing and effective service, just as it did in New Testament times, Acts 2:4.
9. The initial physical evidence of the baptism in the Holy Spirit is speaking in tongues, as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles, Acts 19:6.

SANCTIFICATION

10. Sanctification initially occurs at salvation and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christ-like, 1 Corinthians 6:11.

THE CHURCH

11. The Church has a mission to seek and save all who are lost in sin. We believe the Church is the Body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption through the sacrificial death of His Son Jesus Christ, Matthew 16:18.
12. A divinely called and scripturally ordained leadership ministry serves the Church. The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, and to build up or edify the body of believers—the Church, 1 Timothy 3:1–16; Ephesians 4:11–12.

HEALING

13. Divine healing of the sick is a privilege for Christians today and is provided for in Christ's atonement, 1 Peter 2:24.

ESCHATOLOGY

14. The Blessed Hope and the Second Coming of Christ are affirmed as the future return of Jesus Christ for His Church, in which deceased believers will rise from their graves and living believers will be caught up together with them to meet the Lord in the air, followed by Christ's return to earth with His saints to establish His benevolent rule over the earth for 1,000 years, 1 Thessalonians 4:17; Revelation 20:6.
15. Final Judgment and the Eternal State are affirmed as the future judgment of those who have rejected Christ, resulting in eternal punishment in the lake of fire, and as the everlasting dwelling of the redeemed in the new heavens and new earth prepared by Christ.

STAFF RESPONSIBILITY REGARDING THE FAITH STATEMENT

Because Legacy Ministry College is a confessional Christian institution, staff members are expected to uphold the doctrinal identity of the College and to avoid representing the institution in a way that contradicts its theological commitments. This expectation applies to official communications, institutional service, and conduct that bears directly upon the witness of the College.

The College recognizes that staff members may bring diverse gifts, backgrounds, and experiences to their service. At the same time, institutional unity requires doctrinal clarity. The Faith Statement therefore serves as a cornerstone of LMC's public and internal identity, and staff members should regard it with seriousness, respect, and loyalty.

DOCTRINAL CLARITY AND INSTITUTIONAL UNITY

A confessional institution remains healthy when its official publications, instructional practices, and daily operations all point in the same doctrinal direction. For that reason, Legacy Ministry College expects its staff members to avoid confusion, mixed messaging, or informal representations that contradict the Faith Statement. Staff members who speak or act on behalf of the College should do so in a way that reflects the theological identity the institution publicly professes.

Doctrinal clarity also supports institutional trust. Students, donors, church partners, and accrediting bodies rightly expect the College to present itself honestly. When the institution says what it believes and then conducts its work in harmony with those beliefs, its witness is strengthened. Staff members serve that trust by handling communications, records, and institutional representation carefully and truthfully.

Institutional unity does not mean every staff member performs the same function, but it does require that all areas of service support the same foundational commitments. The College therefore seeks a staff culture in which doctrinal seriousness, mutual respect, and mission loyalty are visible in both attitude and practice.

In all of these matters, the Faith Statement stands as a public and internal testimony of what Legacy Ministry College believes. Staff members are expected to support that testimony faithfully as part of their service to the institution, to its students, and to the Lord Jesus Christ.

8 | INSTITUTIONAL INTEGRITY

Legacy Ministry College is committed to institutional integrity in every area of its life and witness. Institutional integrity means that the College seeks to present itself truthfully, govern itself responsibly, steward its resources faithfully, and align its publications, policies, practices, and public representations with its actual mission and operations.

Because Christian higher education is a public trust, LMC recognizes that integrity must extend beyond doctrinal fidelity to include honesty in administration, accuracy in communication, consistency in decision-making, and fairness in institutional processes. The College therefore seeks to ensure that its catalogs, handbooks, website, promotional materials, employment communications, and internal procedures accurately reflect its actual programs, expectations, and practices.

TRUTHFUL REPRESENTATION

LMC will seek to represent its academic programs, student services, tuition model, transfer practices, leadership structure, and institutional status in a truthful and responsible manner. No staff member may knowingly publish, circulate, or communicate misleading claims on behalf of the College regarding accreditation, academic offerings, employment authority, finances, or institutional outcomes.

Truthful representation also applies to interpersonal communication within the institution. Reports, assessments, personnel records, meeting minutes, reimbursement requests, attendance records, and student-related communications must be prepared accurately and in good faith. Deliberate dishonesty, falsification, concealment of material facts, or deceptive reporting undermines the mission of the College and may result in corrective action.

CONSISTENCY BETWEEN PUBLICATIONS AND PRACTICE

The College will strive to maintain consistency between what it publishes and what it actually does. Handbooks should match practice. Policies should be followed as written unless formally revised. Official statements should be communicated through appropriate channels and approved by authorized leadership.

When operational realities require policy revision, the College should revise the governing document rather than quietly operating outside of it. This practice protects staff members, students, leadership, and the institution itself by establishing a culture of accountability rather than confusion.

ACCOUNTABILITY AND STEWARDSHIP

All staff members share responsibility for the stewardship of the College's reputation, resources, records, and relationships. Institutional integrity is strengthened when staff members communicate clearly, ask questions before acting outside policy, document significant decisions carefully, and escalate concerns to appropriate supervision in a timely manner.

The College also affirms financial stewardship as a dimension of institutional integrity. Funds, reimbursements, purchasing processes, donor-related communications, and budget commitments must be handled with honesty, transparency, and internal accountability. Staff members entrusted with institutional assets are expected to use those assets only for legitimate College purposes.

CONFIDENTIALITY, FAIRNESS, AND DUE PROCESS

Integrity requires the College to handle confidential matters discreetly and to administer policies in a fair and consistent manner. While not every decision can be disclosed publicly, decisions should still be made responsibly, documented appropriately, and carried out through proper authority.

Where staff conduct, grievances, discipline, or policy compliance matters arise, the College should pursue a process that is biblically grounded, fair in spirit, and proportionate in response. Institutional integrity is not served by favoritism, secrecy, retaliation, or informal decision-making that bypasses appropriate oversight.

COMMITMENT TO IMPROVEMENT

LMC acknowledges that integrity includes the willingness to evaluate itself honestly and improve where needed. Accreditation review, assessment, policy review, and administrative feedback are not treated merely as external obligations; they are opportunities to strengthen the institution for the sake of long-term faithfulness and effectiveness.

Accordingly, staff members are expected to cooperate with institutional review processes, maintain accurate records, and support continuous improvement efforts. The aim is not bureaucratic complexity, but a Christ-honoring institution whose words and works remain aligned.

9 | GOVERNANCE & STRUCTURE

Legacy Ministry College is governed by its Board of Directors or Board of Trustees, which bears ultimate fiduciary and governing responsibility for the institution. The Board safeguards the College's mission, doctrinal commitments, institutional continuity, and long-term strategic direction. It also delegates operational authority to the President and other duly appointed leaders for the day-to-day administration of the College.

BOARD OVERSIGHT

The Board is responsible for matters such as institutional mission protection, policy-level governance, presidential accountability, major financial oversight, legal and fiduciary stewardship, and the preservation of the College's Christian identity. The Board does not ordinarily administer the daily functions of individual offices, but it does provide oversight for the health and direction of the institution as a whole.

EXECUTIVE LEADERSHIP

The President serves as the chief executive leader of the College and is responsible for the implementation of Board-approved direction, institutional leadership, public representation, and overall administration. The President may delegate operational responsibilities to vice presidents, deans, directors, and other appointed leaders, while remaining accountable for the institutional execution of the mission.

The Chief Academic Officer or equivalent academic leader oversees academic quality, instructional integrity, curriculum implementation, faculty coordination, and academic compliance. Other leaders may oversee student services, finance, operations, technology, communications, enrollment, or special initiatives according to the structure adopted by the College.

ADMINISTRATIVE STRUCTURE

Legacy Ministry College recognizes the importance of a clear administrative structure. Reporting lines should be communicated plainly so that staff members know who supervises them, where authority resides, and how institutional decisions are made. The College should maintain an organizational chart and current job descriptions for administrative, faculty, and staff roles.

Because LMC is a growing institution, some individuals may serve in multiple roles. In such cases, role distinctions should still be clarified in writing so that accountability, evaluation, and delegated authority remain clear.

Major administrative offices of the College may include, as applicable, the Office of the President, Academic Affairs, Student Services, Deans, Vice Presidents, Admissions, Registrar, Finance, Information Technology, Communications, and other areas established by the institution.

SUPERVISION AND DECISION-MAKING

Each staff member is expected to report to an identified supervisor and to follow the ordinary chain of communication and authority. Routine operational matters should generally be addressed at the lowest appropriate level before being elevated. Questions involving policy interpretation, significant personnel decisions, legal issues, financial commitments, or institutional risk should be referred to authorized leadership.

Healthy structure is not intended to create unnecessary distance but to preserve order, responsibility, and clarity. Staff members should support a culture in which leadership can lead, offices can function smoothly, and concerns can be resolved through the proper channels.

COMMITTEES, COLLABORATION, AND COMMUNICATION

The College may from time to time operate through committees, task forces, working groups, or cross-functional teams to advance planning, assessment, accreditation preparation, student support, institutional research, or strategic initiatives. Such collaborative structures exist to assist institutional work, but they do not replace formal authority unless such authority is expressly delegated.

Staff members are expected to communicate respectfully across departments and to contribute to institutional unity. Decisions affecting another office should be communicated in a timely and professional manner. The College values initiative and collaboration, but it also expects proper coordination with supervisors and relevant leadership.

JOB DESCRIPTIONS AND ROLE CLARITY

The College should maintain written job descriptions for administrators, faculty, and staff. These descriptions should normally identify title, reporting relationship, core duties, required qualifications, and key expectations. Job descriptions provide a basis for supervision, evaluation, and operational continuity.

Staff members may occasionally be asked to assist with additional tasks related to institutional needs, but temporary assistance should not be used to create ongoing role ambiguity. Where duties materially change, job descriptions and expectations should be updated accordingly.

10 | EMPLOYMENT POLICIES

Legacy Ministry College desires to maintain employment practices that are orderly, mission-consistent, lawful, and appropriate to a Christian institution of higher education. The College therefore adopts employment policies intended to support clarity in hiring, onboarding, role expectations, supervision, and personnel administration.

EMPLOYMENT RELATIONSHIP

Unless otherwise established by written contract or formal appointment, employment with the College is governed by the policies of the institution as adopted and revised from time to time. Nothing in this handbook should be interpreted to create a guaranteed term of employment unless specifically stated in an executed written agreement authorized by the College.

HIRING AND APPOINTMENT

The College seeks to hire staff members whose character, competence, and convictions support the mission of Legacy Ministry College. Hiring decisions may include application review, interviews, reference checks, background screening where appropriate, and mission or doctrinal alignment review for positions that materially affect institutional identity, student life, or public representation.

Appointments should be made through authorized institutional channels. No supervisor or staff member may independently promise employment terms, compensation arrangements, titles, or ongoing assignments apart from approved institutional process.

CLASSIFICATIONS AND STATUS

Staff positions may be classified by the College as full-time, part-time, temporary, seasonal, project-based, hourly, salaried, exempt, non-exempt, or otherwise designated as appropriate to the College's operational needs and applicable law. The College should communicate employment classification, basic reporting lines, and expected work arrangements at the time of hire or placement.

ONBOARDING AND ORIENTATION

New staff members should receive orientation to the mission of the College, applicable handbooks and policies, job expectations, reporting structure, relevant systems, confidentiality requirements, and any necessary compliance or safety procedures. Staff members are responsible for reading and acknowledge required institutional documents as directed.

PERSONNEL RECORDS

The College may maintain personnel records for each staff member, including employment documents, acknowledgments, compensation records, evaluations, disciplinary records, and other materials deemed appropriate by the institution. Staff members are expected to provide accurate information and to notify the College of relevant changes such as address, legal name, emergency contact, or eligibility information.

PERFORMANCE EVALUATION

Supervisors should periodically review staff performance in light of job descriptions, mission alignment, conduct, reliability, communication, initiative, and overall contribution to the institution. Evaluations are intended to promote growth, clarify expectations, strengthen accountability, and support healthy institutional performance.

PROFESSIONAL DEVELOPMENT AND TRAINING

The College may require or encourage training related to technology systems, student records, institutional procedures, safety, accreditation responsibilities, communication standards, or role-specific development. Staff members are expected to participate in required training and to pursue ongoing growth appropriate to their responsibilities.

NONDISCRIMINATION, HARASSMENT, AND RETALIATION

As a Christian institution, the College seeks to treat all persons with dignity while preserving its religious mission and doctrinal commitments. The College does not condone unlawful discrimination, harassment, or retaliation. Staff members should report concerns through the appropriate supervisory or administrative channels so that they may be addressed responsibly and promptly.

RESIGNATION & PROFESSIONAL TRANSITION

Staff members who choose to leave their position should make every effort to do so in a professional, orderly, and Christ-honoring manner. Whenever reasonably possible, staff members are expected to provide at least two weeks' written notice prior to their final day of service, unless a different period is required by role, agreement, or institutional need.

During the transition period, departing staff members are expected to work cooperatively with their supervisors, team members, and relevant institutional leadership to help ensure an orderly transfer of responsibilities. This may include completing current assignments, organizing files and records, documenting procedures, communicating essential information, and assisting in the handoff of ongoing projects or duties.

Legacy Ministry College values staff members who seek to leave in a manner that supports continuity, minimizes disruption, and contributes to the continued success of the position after their departure. Such conduct reflects professionalism, stewardship, and respect for the mission of the institution.

Staff members should understand that the way they separate from service may affect future institutional references, recommendations, or evaluations of prior service. A faithful and cooperative transition helps preserve goodwill, protects the institution's work, and strengthens the departing staff member's professional reputation.

CONFLICTS OF INTEREST

Staff members should avoid situations in which personal interests, family relationships, outside commitments, or financial benefits materially compromise or appear to compromise faithful service to the College. Potential conflicts should be disclosed to the appropriate supervisor or administrator so that they may be reviewed and addressed in a timely manner.

11 | WORK EXPECTATIONS

Staff members at Legacy Ministry College are expected to perform their responsibilities with diligence, timeliness, professionalism, and a spirit of Christian service. Work expectations exist not merely to maintain efficiency, but to protect trust, continuity, and the quality of service provided to students, faculty, fellow staff, and external partners.

WORK HOURS AND AVAILABILITY

The College will communicate expected work hours, schedules, office presence requirements, and availability standards according to the needs of each role. Staff members are expected to be punctual, dependable, and available during assigned working periods unless otherwise approved. Repeated lateness, avoidable absence, or chronic unresponsiveness may be treated as performance concerns.

ATTENDANCE AND COMMUNICATION

Staff members who are unable to report for work, will be late, or require schedule adjustment should notify the appropriate supervisor as soon as reasonably possible and in accordance with departmental expectations. Courtesy, timely communication, and responsible planning are part of professional conduct.

QUALITY OF WORK

All staff members are expected to produce work that is accurate, timely, respectful, and appropriate to the mission of the College. This includes attention to detail, follow-through, thoughtful communication, and a willingness to verify information before distribution. Because many staff roles affect students, records, or institutional reputation, seemingly small lapses can carry outsized consequences.

RESPONSIVENESS AND SERVICE

LMC values a service-oriented culture. Staff members should respond to institutional communications, student inquiries, departmental needs, and leadership requests in a timely and professional manner. Delayed responses, neglected tasks, or avoidable communication breakdowns hinder institutional effectiveness.

CONFIDENTIALITY AND RECORDS HANDLING

Staff members who handle student records, employee information, financial data, institutional plans, or other sensitive materials must do so with discretion and care. Confidential information should be accessed only for legitimate institutional purposes and shared only with those authorized to receive it.

TECHNOLOGY AND RESOURCE USE

College-owned systems, email accounts, data tools, software platforms, and other institutional resources should be used primarily for legitimate College purposes. Staff members are expected to exercise good judgment, protect passwords and data access, and avoid misuse of institutional technology or intellectual property.

MEETINGS, EVENTS, AND COMMUNITY LIFE

Staff members may be required to attend meetings, training sessions, institutional events, chapel gatherings, accreditation work sessions, or community functions as part of their responsibilities. Attendance expectations should be communicated reasonably, and staff members should prepare accordingly.

REMOTE AND FLEXIBLE WORK ARRANGEMENTS

Where remote, hybrid, or flexible arrangements are permitted, staff members remain responsible for maintaining productivity, confidentiality, responsiveness, and institutional professionalism. Such arrangements are privileges governed by institutional need and may be adjusted or discontinued by the College.

COOPERATION WITH ACCREDITATION AND ASSESSMENT

Because accreditation, assessment, and policy review are central to institutional health, staff members are expected to maintain organized records, respond to information requests, and support institutional reporting and improvement processes relevant to their roles.

12 | CONDUCT & ETHICS

Legacy Ministry College expects staff members to conduct themselves in a manner consistent with Christian faith, institutional mission, and professional responsibility. Conduct and ethics are not peripheral matters; they shape the credibility of the College, the health of its community, and the trust placed in its leadership and staff.

CHRISTIAN CHARACTER AND PROFESSIONAL WITNESS

Staff members should demonstrate honesty, humility, respect, self-control, reliability, and a commitment to edifying communication. Because LMC serves students in a Christ-centered setting, staff members are expected to reflect conduct that supports the spiritual and moral witness of the institution.

HONESTY AND TRUTHFUL DEALING

Dishonesty, misrepresentation, falsification of records, deceptive communication, misuse of authority, or concealment of material information is inconsistent with service at the College. Truthful dealing applies to communications with students, coworkers, supervisors, donors, and external bodies.

RESPECTFUL CONDUCT

Staff members are expected to treat others with dignity and respect, even in disagreement. Harsh, abusive, manipulative, threatening, discriminatory, or persistently disruptive behavior is contrary to the College's standards. Biblical correction and institutional accountability should be pursued without personal hostility or retaliation.

BOUNDARIES, HARASSMENT, AND MISCONDUCT

The College does not condone sexual misconduct, harassment, coercion, bullying, or exploitative behavior. Staff members should maintain proper relational boundaries, exercise wisdom in communication, and avoid conduct that compromises safety, trust, or professional integrity.

CONFLICT OF INTEREST AND PERSONAL GAIN

Staff members must not use institutional positions, information, time, or resources for improper personal advantage. Outside employment, business relationships, family-connected transactions, or vendor arrangements that create actual or perceived conflicts should be disclosed and reviewed appropriately.

SOCIAL MEDIA AND PUBLIC COMMUNICATION

Because staff members may be associated publicly with the College, they should exercise wisdom and restraint in social media activity and public communication. No staff member may present personal opinions as official College positions without authorization. Public statements made on behalf of the College should be accurate, charitable, and approved through the appropriate channels when required.

SUBSTANCE ABUSE, IMPAIRMENT, AND SAFETY-RELATED CONDUCT

Staff members are expected to perform their responsibilities free from impairment that endangers others, compromises judgment, or diminishes the integrity of the workplace. The College may address conduct involving illegal substances, abuse of lawful substances, or other impairment-related concerns in a manner consistent with its mission and applicable expectations.

USE OF INSTITUTIONAL PROPERTY

Institutional property, funds, systems, and equipment must be used responsibly. Theft, intentional damage, unauthorized removal, serious neglect, or misuse of college resources constitutes a conduct concern and may result in corrective action.

PROHIBITED CONDUCT

1. Sexual activity or sexual expression outside of heterosexual, monogamous marriage as understood by the institution.
2. Pornography, sexually explicit content, or conduct that normalizes sexual impurity.
3. Drunkenness, smoking, vaping, illegal drug use, or misuse of prescription drugs unless specifically approved in a lawful and documented medical context consistent with institutional policy.
4. The use, possession, distribution, promotion, or impairment associated with marijuana, cannabis, THC products, edibles, or related recreational substances, except where specifically reviewed and approved in a lawful and documented medical context consistent with institutional policy.
5. Dishonesty, theft, fraud, cheating, plagiarism, or withholding material truth in matters involving the institution.
6. Threats, intimidation, fighting, bullying, harassment, or outbursts that create fear or disorder.
7. Vulgarity, obscene joking, degrading speech, or communication that is abusive or corrupting.
8. Abuse, neglect, or endangerment of children or vulnerable persons.
9. Persistent disrespect toward authority, rebellion, or unwillingness to receive correction.
10. Promotion of doctrine in direct opposition to the school's stated beliefs in a disruptive or divisive way.
11. Gossip, slander, jealousy, bitterness, divisiveness, racism, or discriminatory conduct.
12. Provocative or inappropriate dress in contexts where the college requires professionalism, modesty, or ministry suitability.
13. Consumption or promotion of media that celebrates conduct the school clearly identifies as sinful or destructive.

DIGITAL CONDUCT

Students should assume that public online behavior affects their witness, their ministry credibility, and their relationship to the college. Posts, messages, images, or videos that clearly contradict the values of the institution demean others, spread falsehood, promote immorality, or damage the reputation of the college may be reviewed as conduct concerns.

REPORTING ETHICAL CONCERNS

When staff members become aware of serious ethical, financial, safety, compliance, or misconduct concerns, they should report those concerns to the appropriate supervisor, administrator, or designated authority. Good-faith reporting supports institutional integrity and should not be met with retaliation.

13 | COMPENSATION & LEAVE

Legacy Ministry College seeks to administer compensation and leave practices in a manner that is orderly, fair, and appropriate to the resources and mission of the institution. Because staffing arrangements may vary by role, funding, classification, and appointment structure, certain compensation and leave details may be governed by separate employment letters, payroll procedures, or institutional policies.

VOLUNTEER SERVICE STATUS

At this time, all staff positions at Legacy Ministry College are understood to be voluntary and uncompensated unless otherwise set forth in a separate written agreement approved by the institution. By accepting or continuing in a staff role, each individual acknowledges and agrees to serve without compensation and understands that no salary, wage, stipend, benefit, or other remuneration is promised, implied, or guaranteed.

Any future compensation or change in service status must be expressly authorized in writing by the College. No verbal statement, informal discussion, or expectation of future funding shall be construed as creating an obligation on the part of the institution to provide compensation.

Because this touches liability and employment classification, I'd want this section worded carefully with your overall structure before dropping it into the handbook.

COMPENSATION ADMINISTRATION

The College will communicate compensation arrangements through approved channels. No staff member is authorized to alter compensation terms, promise raises, or approve special pay arrangements outside institutional authority. Payroll timing, required documentation, and reporting expectations will be communicated by the College.

TIMEKEEPING AND PAYROLL DOCUMENTATION

Where required by role classification or payroll practice, staff members must submit accurate time records, hours worked, leave usage, or related documentation in a timely manner. Falsification or negligent inaccuracy in payroll documentation may result in corrective action.

BENEFITS

The College may provide certain benefits, allowances, or ministry-related support according to institutional policy, available resources, and role eligibility. Benefit offerings may be revised from time to time. Staff members are responsible for understanding the benefits for which they are eligible and to complete any required enrollment or reporting steps.

VACATION AND PERSONAL LEAVE

Eligible staff members may receive vacation or personal leave as determined by institutional policy or employment arrangement. Leave should ordinarily be requested in advance and approved through the appropriate supervisory process. The College may limit leave scheduling based on operational needs, peak seasons, and institutional responsibilities.

SICK LEAVE AND MEDICAL ABSENCE

Staff members who are ill or medically unable to perform their duties should notify the appropriate supervisor as soon as reasonably possible. The College may require documentation where appropriate and may administer extended absences under applicable policy, institutional discretion, and lawful requirements.

HOLIDAYS, MINISTRY EVENTS, AND SPECIAL SCHEDULES

The College may designate institutional holidays, breaks, reduced office periods, or special work schedules. Some roles may require staff presence or event support during periods when other employees are not scheduled. Supervisors should communicate such expectations clearly.

JURY DUTY, BEREAVEMENT, AND OTHER LEAVE CATEGORIES

The College may provide or recognize additional leave categories such as bereavement leave, jury duty leave, ministry conference leave, parental-related leave, or unpaid leave according to policy, role classification, and applicable requirements. Staff members should communicate such needs promptly and follow the designated approval process.

EXPENSES AND REIMBURSEMENT

Authorized institutional expenses may be reimbursed in accordance with approved procedures. Staff members should secure required approvals in advance where applicable, maintain receipts or documentation, and submit reimbursement requests accurately and on time. Reimbursement practices are part of financial stewardship and should be handled with care.

LEAVE ABUSE OR MISUSE

Misrepresentation of leave, repeated abuse of scheduling flexibility, failure to follow approval procedures, or misuse of reimbursement or payroll systems may result in disciplinary action.

14 | SAFETY & OPERATIONS

Legacy Ministry College desires to provide a safe, orderly, and well-managed environment for work, service, and institutional operations. Safety and operational standards exist to protect people, facilities, data, equipment, and institutional continuity.

WORKPLACE SAFETY

Staff members should exercise reasonable care in all workplace activities and immediately report unsafe conditions, accidents, injuries, or incidents to the appropriate supervisor or designated institutional contact. Safety concerns should never be ignored on the assumption that someone else will address them.

EMERGENCY PROCEDURES

The College may establish emergency procedures for medical incidents, severe weather, fire, security concerns, building evacuation, technology failure, or other unexpected events. Staff members are expected to become familiar with procedures relevant to their role and work location and to follow institutional direction during emergencies.

BUILDING USE, ACCESS, AND SECURITY

Keys, access credentials, alarm procedures, office spaces, and institutional equipment must be used responsibly. Unauthorized access, careless handling of security credentials, or failure to follow building procedures may jeopardize institutional safety and should be treated seriously.

DATA SECURITY AND INFORMATION PROTECTION

Operational safety includes the protection of digital systems and institutional information. Staff members should use secure passwords, protect confidential files, avoid unauthorized sharing of data, and report suspected breaches, phishing attempts, or unusual system activity promptly.

RECORDS MANAGEMENT

Departments should maintain records in an organized, secure, and accessible manner consistent with institutional policy and legal or accreditation-related obligations. Poor records handling can impair student service, financial accountability, personnel administration, and accreditation preparation.

OPERATIONAL CONTINUITY

The College depends on dependable systems, documented processes, and coordinated communication. Staff members should contribute to continuity by maintaining organized files, documenting essential procedures, preparing handoffs when absent, and avoiding unnecessary dependency on undocumented personal knowledge.

USE OF FACILITIES AND EQUIPMENT

Institutional equipment, meeting spaces, storage areas, technology resources, and communication tools should be used for legitimate College purposes and maintained with care. Damage, malfunction, or loss should be reported promptly.

REPORTING INCIDENTS AND OPERATIONAL CONCERNS

Accidents, injuries, security concerns, data incidents, property loss, policy breaches, and significant operational disruptions should be reported promptly through the appropriate channels. Timely reporting allows the College to respond responsibly and reduce ongoing risk.

15 | DISCIPLINE & SEPARATION

Legacy Ministry College desires to address personnel concerns in a manner that is truthful, fair, proportionate, and consistent with Christian integrity. Discipline is intended, where possible, to correct problems, clarify expectations, protect the institution, and restore healthy service. Some matters, however, may require immediate and serious action due to the nature of the conduct involved.

CORRECTIVE ACTION

Depending on the circumstances, corrective action may include coaching, verbal warning, written warning, performance improvement expectations, temporary reassignment, probationary review, suspension, or other action deemed appropriate by the College. The institution reserves discretion to determine the appropriate response based on the seriousness, pattern, and context of the issue.

GROUNDS FOR DISCIPLINARY RESPONSE

Disciplinary response may arise from matters such as insubordination, dishonesty, serious neglect of duty, chronic attendance problems, misuse of institutional resources, harassment, confidentiality breaches, safety violations, falsification of records, serious misconduct, or persistent failure to meet job expectations after notice and opportunity to improve.

SERIOUS MISCONDUCT

Certain conduct may justify immediate suspension or termination without progressive steps, including but not limited to theft, fraud, severe harassment, threats of violence, intentional record falsification, significant breach of confidentiality, substance-related impairment that endangers others, or other conduct that materially harms the College or its community.

DOCUMENTATION AND REVIEW

The College may document performance concerns, warnings, investigations, and disciplinary decisions in personnel records. Staff members may be asked to acknowledge receipt of disciplinary notices; such acknowledgment ordinarily confirms receipt rather than agreement.

RESIGNATION

Staff members who resign are expected to provide reasonable written notice unless circumstances prevent it or another arrangement is approved. During any notice period, staff members remain responsible to carry out their duties faithfully, document pending work, and support an orderly transition.

SEPARATION FROM EMPLOYMENT

Upon separation from employment or service, staff members must return institutional property, credentials, files, devices, records, keys, and other materials belonging to the College. Access to institutional systems may be modified or removed at the discretion of the College. The College may also conduct an exit review as appropriate.

NONRETALIATION AND ORDERLY PROCESS

Good-faith reporting of concerns, participation in reviews, or use of appropriate complaint channels should not result in retaliation. At the same time, the College expects all parties to avoid gossip, public accusation, and disorderly handling of personnel matters.

FINAL AUTHORITY

The College reserves the authority to determine the appropriate handling of disciplinary and separation matters in accordance with its mission, policies, governing authority, and applicable obligations.

16 | ACKNOWLEDGMENTS

Staff members may be asked to sign acknowledgments confirming receipt of this handbook and agreement to support the mission, policies, and expectations of Legacy Ministry College. Such acknowledgments help ensure clarity, accountability, and institutional continuity.

HANDBOOK RECEIPT ACKNOWLEDGMENT

I acknowledge that I have received or been given access to the Legacy Ministry College Staff Handbook. I understand that I am responsible to read it carefully and to conduct myself in accordance with the policies, expectations, and standards described therein.

MISSION, VALUES, AND FAITH ALIGNMENT

I understand that Legacy Ministry College is a Christ-centered institution and that its mission, Statement of Faith, Institutional Values, and related commitments are central to its identity. I agree to support the mission and work of the College in a manner consistent with my role and responsibilities.

POLICY COMPLIANCE

I understand that this handbook may be supplemented by job descriptions, employment letters, institutional procedures, and other official policies. I agree to comply with applicable institutional expectations and to seek clarification when needed.

HANDBOOK REVISION NOTICE

I understand that the College may revise, interpret, or update handbook provisions from time to time through appropriate institutional authority. I also understand that no unauthorized statement or informal communication supersedes the official policies of the College.