



BEREAN BAPTIST CHURCH AND ACADEMY
Fayetteville, NC 28314



**Employee Statement of Acknowledgement
Receipt of Employee Handbook Form**

This statement is to acknowledge that I have received a copy of the Ministry's Employee Handbook or that it has been made available to me as a resource on the church's website www.bbcfnc.org. I understand that the handbook provides guidelines and summary information about the ministry's personnel policies and procedures concerning employment, compensation, workplace guidelines, benefits, performance standards, and salary and wage administration. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the guidelines that have been established.

I further understand that the Administration reserves the right to modify, supplement, rescind, or revise any of these guidelines from time to time, with or without notice, as they deem necessary or appropriate.

I also acknowledge that my employment may be terminated at any time with or without cause or advance notice, and that this employment "at will" relationship will remain in effect throughout my employment with the ministry unless it is specifically modified by an express written agreement signed by me and the Executive Pastor and/or the Senior Pastor. I further acknowledge that this "at will" relationship may not be modified by any oral or implied agreement.

I further understand and acknowledge that this Employee Handbook and any parts of its contents in no way, shape or form create any contract of employment.

Employee Name (please print)

Employee Signature

Date

This form will be filed in the employee's personnel file