

SUBJ: Employee Ministry Benefit

DATE: November 11, 2015

#### POLICY

The employee ministry benefit promotes the mission and values of Moody Global Ministries by encouraging employees to minister to others on a missions trip or ministry project (i.e. any trip or event sponsored by a church or faith-based organization to minister to orphans, teach English summer camps, human trafficking, inner city outreach, etc.).

The benefit provides up to five (5) consecutive days paid time off to employees that have been employed full time with Moody for a minimum of two (2) years. This time off is in addition to allotted vacation time, and must receive manager approval.

#### PROCEDURE

The criteria for to receive the ministry benefit:

- Employees that have been employed at Moody for at least two (2) years full time at the time of the project
- Mission trips and ministry projects must be aligned with Moody's mission to equip people with the truth of God's Word
- The employee's manager must approve the time off

#### Application and Award:

Up to ten (10) ministry awards will be granted each calendar year to ten (10) employees. Employees should submit approved applications (Human Resources home page) to Human Resources between November 1 and December 1 of each year. A committee will review applications and select up to ten (10) ministry projects. Applicants and their managers will be notified in January whether or not their ministry project was selected.