



Cord of 3
Counseling Services, Inc.

419 MAIN STREET
BLACKSHEAR GA 31516

EMPLOYEE

2025 HANDBOOK



*AND IF ONE PREVAIL AGAINST HIM, TWO SHALL WITHSTAND HIM;
AND A THREEFOLD CORD IS NOT QUICKLY BROKEN.*

ECC. 4:12



Clay Gill

Executive Director

Welcome Message

I am thankful to be a part of an organization whose focus is on following the leadership of the Holy Spirit in the work that God has called us to. Cord of 3 began in 2004 with a vision of being a center that works to protect and preserve the God-ordained institution of the family. From the beginning we have worked diligently to be a ministry of high integrity following God's design for the family. We have also been intentional in being a good steward of the finances God has blessed us with.

We have provided counseling, discipleship, and training to countless families over the past 20 years. In the process, we have been blessed to be a part of many stories of reconciliation, deliverance, healing, growth, and change that God has used as a testimony of His love and His purposes. We have learned many lessons as counselors and as a ministry that has helped us to grow stronger.

Company Overview

Cord of 3 is a professional mental health counseling agency offering comprehensive Christian clinical services. Our team of professional, experienced therapists works with families and individuals of all ages and backgrounds. It is our belief that the best counseling is not based on steps or techniques in search of answers, but rather on a process that helps identify where lies and false beliefs have dictated our choices and emotional responses to life events. Our therapists, then, create a therapeutic process built on truth as defined by God and walk alongside our clients in their emotional brokenness.

Our Mission

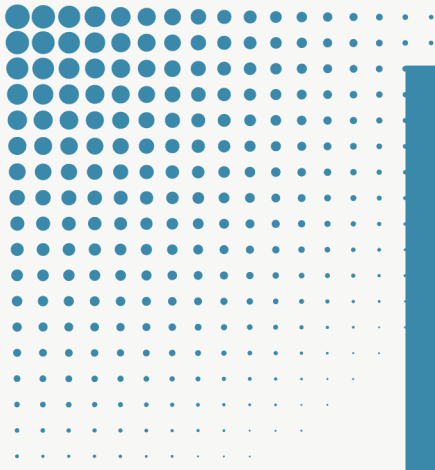
It is the mission of Cord of 3 to provide Christ-centered services to protect and preserve the God-ordained institution of the family.

The Goals

2024 is a Celebration Year. We are celebrating that we are **“More than Conquerors”** through Christ who has blessed us with 20 Years of speaking TRUTH and life into brokenness.

Conquerors Romans 8:31





Our Values

01 We are Biblically Grounded

We are rooted in scripture.

Colossians 2:6-7 (KJV)

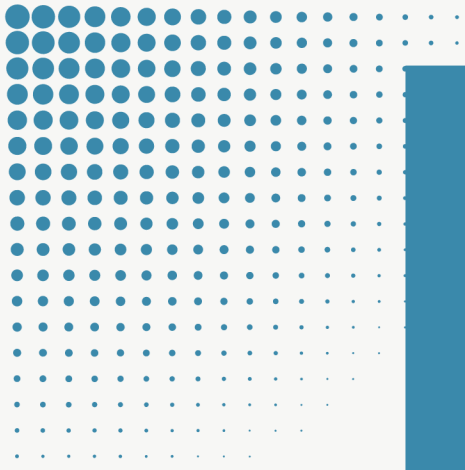
As ye have therefore received Christ Jesus the Lord, [so] walk ye in him: Rooted and built up in him, and stablished in the faith, as ye have been taught, abounding therein with thanksgiving.

02 We are Relationally Focused

Our connection with God and one another guides everything. We pursue loving relationships with one another. We believe life change happens in community where we strengthen each other to grow and become more like Christ.

03 We are Mission Minded

We care deeply about fulfilling the mission God has called us to here at Cord of 3: to impact, protect, and preserve the emotional and spiritual health of the family.



Our Values ... continued

04 We are Committed

We are committed to Christ, His Kingdom and His people.

05 We are Integrity Driven

We believe that we can build on no other foundation than Jesus Christ, and, as we build on this foundation, the work we do will have the integrity to produce the fruit God intends.

06 We are Excellence Oriented

Our only measure of success is the standard of Excellence as set forth by Jesus Christ in the examples He set for us.

Meet The Team



Rebecca Bourquine

Professional Counselor

My husband and I have been married for 19 years. We homeschool our three children, who thankfully, share our love of gardening. When not busy with school or the garden, we spend time either with wonderful friends or playing games at home.



Tracy Crews

Professional Counselor

I am married to my wife Lisa and together we are raising our 8 kids in Waycross. We enjoy outdoor activities such as camping, hiking and soccer.



Ralph Edwards

Professional Counselor

I have been a Licensed Counselor since 2004 working in my own private practice as well as working in the school system as a counselor at the high school and middle school for a total of 17 years. I also enjoy spending time at the beach. Most importantly I enjoy spending time with my family.



Clay Gill

Executive Director

I married Doris in 2000 and we now have 3 wonderful children: Rance, Eli, and Callie. I love being with my family and working with God's people.

Meet The Team



Leslie Lanier

Executive Administrative Assistant

I am the mother of two children, Logan (a counselor at Co3) and Drew (a senior in college). I am an active member at WPBC. In my spare time, I enjoy spending time with my family and friends, playing board games, cooking, doing projects for church, and dabbling in floral arrangements.



Logan Lanier

Professional Counselor

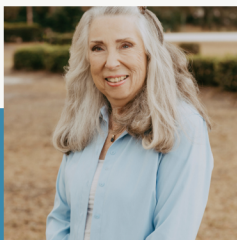
I am an active member at Waycross Primitive Baptist Church. During time off, I spend time with family, friends, and my horse, Solomon. I enjoy traveling to new places, competing in Ranch Riding, and trail riding.



Alyssa Manges

Professional Counselor

I am a member of Alma First Church of the Nazarene, where I serve and work in worship ministry. In my free time, I love spending time with my family and friends. I also enjoy reading and am passionate about music. I am married to Austin Manges.



Sharon Moore

Administrative Assistant

Wife, mother, and grandmother.....blessed in every way! Blessed to be on staff at Cord of Three Counseling Services, Inc.

Meet The Team



April Mitchell

Director of Advancement

I have been married to Mack Mitchell for 26 years. We have three boys, Ethan-21, Cody-19, and Noah-13. I grew up in Blackshear, moved away for a time, and came back home in 1999. I enjoy spending time with my family, reading, scrapbooking, and gardening/canning.



Raye Morgan

Professional Counselor

I am married with three wonderful children. I am a Georgia native, but I have just moved to Blackshear from Berthoud, Colorado. I enjoy time outdoors especially camping or at the beach.



Nicole Wilkerson

Professional Counselor

I am an active member at Alma Church of God. I chose to practice in a Christian Counseling setting because I believe the only way to find true healing and freedom is through Christ.



Stacie Norman

Professional Counselor

I am the wife to John and mother to three children: Micah, Mikaela, and Rachel. I worship at Covenant Church in Douglas, GA. For fun, I enjoy camping, reading, puzzles, and crafts.

Meet The Team



Brandy Ricketson

Accountant

I am a wife to Rick. We just celebrated our 18th wedding anniversary. We have three children. Tatum, our daughter, Sam, our middle child, and our youngest, Layne, is 10. We love spending time as a family playing board games, watching movies, and playing outdoors.



Tim Ritchie

Director of Strategic Relationships

I have been married to my wife, Wendy Ritchie for 38 years. Our children and grandchildren: Craig & Jessica Ritchie, London & Leah; Chad & Kristen Ritchie, Hannah, Rachel, Andrew and #4 is on the way. I am a member of First Baptist Church in Vidalia.



Brooke Russell

Professional Counselor

Jordan and I have been married for nine years. He is a great man of God and I am thankful for him. We have three sweet boys: Eli, David Grey and Titus. In the midst of raising three boys, I don't have much time for hobbies but I enjoy spending time with my family.



Kati Tolbert

Administrative Assistant

I am from and live in Pierce County. I am a member of Bridge Church and am thankful to have the opportunity to grow and serve there as well, locally and internationally, in missions. In my free time, I enjoy reading, photography, and spending time with friends and family.



Tia Tyson

Clinical Counselor

I have been married to my high school sweetheart, Allen for 29 years. We have four adult children: Jasmine, Sarah, Allen and Sha'kayla and one granddaughter, Taylor Lilliana.

Meet The Team



Austin Manges

Pastoral Counselor

I am married to Alyssa Manges, who is an LPC here at Cord of 3. I love working out, drinking coffee, playing games (video games, board games, sports), eating anything with sugar, and hanging with family and friends. I'm also a youth pastor, so I love working with teens.



Felicia Peach

Clinical Counselor

I have been married for ten years in April. My husband, Barry, and I have six children together. Two of our children, we adopted. Outside of work, I love to spend time with my family, workout, relax at the beach, and hang out with the youth at church. We are very involved at church. We attend Zion Hill Free Will Baptist Church and have been members there for about 9 years

Interns

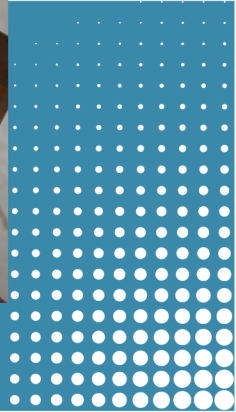
Rebekah Sapp

Rebekah will be finishing up her internship with Cord of 3 in the spring of 2025.

Caleb Singletary

Caleb begins his practicum experience with Cord of 3 in January 2025.





Equal Employment



Employees are directed to bring any violation of this policy to the immediate attention of their supervisor or Cord of Three Executive Director. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

It is the policy of Cord of Three to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, national origin, disability, or veteran status. As a Christian agency, though, Cord of Three does reserve the right to screen employees on the basis of our statement of faith. We expect all employees to agree to and abide within our statement of faith. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The Executive Director of Cord of Three and all managerial personnel are committed to this policy and its enforcement.



Statement of Faith

As a Christian agency, Cord of 3 does reserve the right to screen employees on the basis of our statement of faith. We expect all employees to agree to and abide by our statement of faith.



God the Father, Son and the Holy Spirit

We believe in one true and living God: The Father, Son, and Holy Spirit; that these Three are One, and are harmoniously equal in infinite power, wisdom, justice, holiness, mercy, love, and truth.



Man's Condition

We believe that God created man good, able to stand but liable to fall, and that man fell from this pure estate and brought himself under condemnation and death and that man is wholly unable to deliver himself from this condition.



Christ's Redemption

We believe that God was in Christ and that by the sacrifice of Jesus, all whom God chose unto salvation were forever redeemed from the curse of the law and made righteous in Him.



God's Election

We believe that God chose a people unto salvation or eternal life and that this choice was eternal, particular, and unconditional.



The New Birth

We believe that all who were redeemed by the Son, will in time be effectually called by the Holy Spirit, "Born Again", and made partakers of the Divine nature.

Statement of Faith

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God's Assurance

We believe that all who are regenerated (effectually called) will be finally saved not one can be finally lost.



The Resurrection

We believe that the bodies of all men will be resurrected from the grave and that the joys of the righteous will be eternal and that the punishment of the wicked everlasting.



Christian Obedience

We believe that all who are called of God, are under obligation to do good works, and that in keeping of His Commandments, there is great reward.



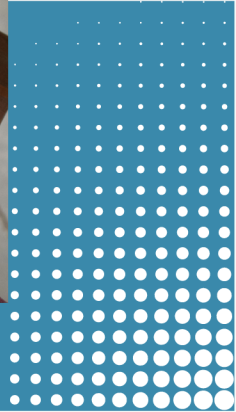
The Pillar & Ground

We believe that the Church is the highest ecclesiastical authority on earth, subject alone under God for all her acts and that her form of government is congregational, each member having an equal voice in all her acts. Each employee MUST be an active member of a local conservative Bible believing church. The Executive Director is the sole discretionary decision maker on what constitutes a conservative Bible believing church.



God's Word

We believe the scriptures of the Old and New Testaments (of which we consider the King James Translation to be the best) to be the inspired word of God. And that they alone are to govern God's People both in faith and practice.



Staff Workdays



Throughout the year, we have mandatory Supervision Days. You have been provided with a 2025 Work Calendar. Leslie has taken the time to highlight on your calendar the Supervision days. Make sure that you arrange your schedule to be at those meetings.

January 31, 9am - 2pm

February 28, 9am - 2pm

March 28, 9am - 2pm

April 25, 9am - 2pm

July 25, 9am - 2pm

August 29, 9am - 2pm

October 31, 9am - 2pm

Official Holidays for 2025

January 1 - New Year's Day

April 18 - Good Friday

July 4 - Independence Day

September 22 - Golf Trnmnt Rest Day **

November 26, 27, 28 - Thanksgiving

December 24 -26 - Christmas Break

December 31 - New Year's Eve

** This day is a rest day IF you worked at the event.





Appearance

The Khaki Code

Workplace Dress

To present a business-like, professional image to our clients and the public, all employees are required to wear appropriate clothing on the job.

For the business office, business casual dress is appropriate.

Employees should be neatly groomed and clothes should be clean and in good repair.

Leisure clothes such as cut-offs or halter tops are not acceptable attire for the business office.

“Wearing Khaki’s is next to godliness”

Compensation

A workman is worthy of his hire. We want to make sure that you get compensated for everything that you do. Please follow these guidelines to make sure you are paid in a timely manner.

Travel

Cord of 3 follows the state reimbursement rate of \$0.66 per mile. You need to record your travel on the approved Cord of 3 travel forms making sure to fill out all areas of the travel form. Failure to completely fill out the form may delay payment. You must submit the form to Clay by the 15th in order to receive payment in the same month that you submit the form.

Reimbursement

Should you make a purchase that you need to be reimbursed for, you must use the Purchase order form that is found under the staff resources section of the Cord of 3 website. Make sure that you clearly identify what the purchase was for so that we can maintain accurate accounting records. These forms are due by the 15th in order to be reimbursed in the month that you submit the form.

Pimsy Calendar

For clinical staff, you must keep your Pimsy Calendar up to date and accurate with the appropriate “billing code” on the calendar appointments in order for it to show up on your timesheet. This is your responsibility to make sure that this is accurate for the month prior to the 15th of each month.





Sick Leave



Cord of Three provides its Full Time employees with 3 sick days each year. Employees must use all sick leave in the calendar year in which it is granted. It should be scheduled on the SAL calendar in your Pimsy account and approved by Cord of Three Executive Director using the online form on the agency website. **Any unused sick leave will be carried into the next calendar year.** Employees can “bank” their sick leave for other employees at the discretion of the Executive Director and approval of the Board of Directors.

If you would like to bank a sick day for other employees, you must notify Clay Gill by January 31st of each year to let him know how many of your personal sick days you would like to contribute. The banked sick hours never expire.



Personal Leave

Cord of Three may, at its discretion, grant an employee a leave of absence without pay when sufficient personal reasons necessitate such a leave. However, employees are not eligible for a personal leave of absence until they have been continuously employed as full-time employees of Cord of Three for 12 months.

Cord of Three may require an employee to provide documentation, such as a doctor's certification of illness or disability, supporting the employee's need for a leave of absence, and Cord of Three may periodically require the employee to provide such supporting documentation on basis during the leave of absence. Prior to or upon an employee's return to work from a leave of absence, Cord of Three may also require the employee to provide documentation establishing the employee's ability to return to work.

Cord of Three reserves the right to determine the duration of the leave of absence, but no leave of absence shall exceed 12 weeks. If an employee fails to return to work immediately after his or her leave of absence expires, the employee will be considered to have voluntarily resigned his or her position with Cord of Three.

Leaves of absence will be without pay except that employees may be required to use any accrued paid time off during a leave. While on a leave of absence, employees will not accrue additional paid time off.

Because operations sometimes require that vacant positions be filled, a leave of absence does not guarantee that the job will be available when the employee returns from a leave. Cord of Three will, however, make an effort to place you in your previous position or a comparable job which you are qualified to perform. If no such position is available, you may be eligible for rehire as a new employee if you apply for an available position for which you are qualified and if your prior work history warrants your rehire.



Cord of Three will provide up to 40 hours of paid bereavement leave for an employee upon the death of an immediate family member. For purposes of this policy, "immediate family" is defined as the employee's spouse, siblings, children, or any other relative who resides in the employee's household.

Employees should direct all requests for Bereavement Leave to the Executive Director.

While on Bereavement Leave, an employee will be paid at straight time for the hours the employee was scheduled to work on the days missed.



Bereavement Leave



maternity
leave



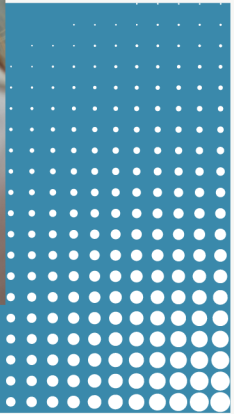
Maternity Leave



Cord of Three will provide up to 40 hours of paid maternity leave for an employee. Employees are not eligible for maternity leave until they have been continuously employed as full-time employees of Cord of Three for 12 months.

The employee may take an extended leave (up to 12 weeks) should they so desire. If an employee desires a longer leave of absence, this may be granted after a discussion with the Executive Director. At a minimum, it may be granted without payment.





Time Bank

When your time off has been used and there is an additional need for paid time off, Cord of 3 will have a time bank that employees can apply to take advantage of. Each employee can contribute time from their sick leave or vacation days to support other staff when there is a need. You will contribute your hours by January 31 of each year. That time bank will be managed by the administrative office and the form to apply for the use of time out of the time bank can be accessed through the agency website.



The following reasons apply to paid time off when an employee is using time from the time bank: sickness, bereavement, maternity, and other situations as determined by the committee.

A committee made up of Cord of 3 employees will determine the approval of any request for time off through the time bank. The committee will be composed of 3 individuals: the Executive Director, and one support staff and one clinical staff member. These members will be appointed at the discretion of the Executive Director.

CO3 Hospitality

Cord of 3 wants to make sure that we recognize the needs and ever-changing situations of our staff. As a result, we have a hospitality committee that recognizes certain life-changing events in the lives of our employees. If you want to participate in the hospitality fund the cost is \$50 annually (Cord of 3 will match) and is due by January 31st of each year. This is voluntary, you do not have to participate. The guidelines for hospitality are:

1 Guidelines

This money will cover gifts and paper goods for the following for the Cord of 3 staff and the staff of Bridge: Graduations, Weddings, New Babies, Pastor Appreciation, Boss's Day, Administrative Professional's, etc...

2 Bereavement

For Bereavement of an immediate family member, Cord of 3 will cover flowers and food for one meal for the family.

3 Birthdays

For Birthdays, we will honor each with a gift of \$15 value.

4 Special Celebrations

Food for special celebrations will be organized by one of the staff members and all other staff may be asked to bring a dish.



C03 Hospitality

Cord of 3 wants to make sure that we recognize the needs and ever-changing situations of our staff. As a result, we have a hospitality committee that recognizes certain life-changing events in the lives of our employees. If you want to participate in the hospitality fund the cost is \$50 annually (Cord of 3 will match) and is due by January 31st of each year. This is voluntary, you do not have to participate. The guidelines for hospitality are:

5

Staff Breakfast

At the staff breakfast each year, Cord of 3 will provide the gifts to recognize years in service at every 5-year mark.

6

Sick Bank

Of the 10 vacation days and 3 sick days that full time staff receive, you can gift those to the Cord of 3 "Time Bank" for needs that might arise through the course of the year (sickness, maternity, bereavement, etc...).



Employee Handbook Acknowledgment

I have received the current Cord of Three employee handbook and have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents will be answered by the Office Manager or his or her designated representative upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that Cord of Three reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

I further understand that all employees of Cord of Three, regardless of their classification or position, are employed on an at-will basis, and their employment is terminable at the will of the employee or Cord of Three at any time, with or without cause, and with or without notice. I have also been informed and understand that no officer, agent, representative, or employee of Cord of Three has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis and nothing contained in the policies, procedures, handbooks, or any other documents of Cord of Three shall in any way create an express or implied contract of employment or an employment relationship other than one on an at-will basis.

This handbook is Cord of Three property and must be returned upon separation.

Signature

Date

Employee Name: Printed

I agree with the Statement of Faith outlined in this manual:

Signature

Date

I have no medical issues that would interfere with my job.

Signature

Date