



# **LEADER GUIDE**

**for Fellowship Kids and Student Discipleship**

Updated August 2018

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The purpose of this manual is to outline leadership positions, processes, procedures, expectations, and guidelines for all Fellowship Kids and Student Discipleship ministries. James 3:1 states, “Not many of you should become teachers, my brothers, for you know that we who teach will be judged with greater strictness.” Jesus’ teaching in Matthew 18:6 gives this warning even greater significance for those who teach children, “Whoever causes one of these little ones who believe in me to stumble, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea.” Therefore, all leaders who serve with our children and students are held to high expectations and called to live above reproach for the sake of our children, students, families, and the Lord Jesus Christ.

## LEADERSHIP

**Associate Pastor for Family Ministry.** The Associate Pastor for Family Ministry oversees the ministries of Fellowship Kids and Student Discipleship. He serves under the oversight of the Senior Pastor and is accountable to the members of Fellowship Baptist Church. The following outlines the responsibilities of the Associate Pastor for Family Ministry:

- Equip parents to disciple their children at home.
- Engage parents in the discipleship of their children at the church.
- Equip the church to disciple children and students.
- Engage the church in discipling children and students through programs and events.
- Recruit, equip, and encourage directors, teachers, mentors, and volunteers.
- Lead, oversee, and shepherd ministry Lead Teams.
- Evangelize and disciple students through Bible-based programs, events, and teaching.
- Oversee the administration of Fellowship Kids and Student Discipleship.

**Council of Fathers.** The Council of Fathers consists of fathers who are members of Fellowship Baptist Church in good standing. The following outlines the leadership responsibilities of the Council of Fathers:

- Establish the vision for Fellowship Kids and Student Discipleship.
- Advise and consult on the curriculum and calendar.
- Advise and consult on leadership issues.
- Advise and consult on the annual budgets.

**Lead Teams.** Lead Teams plan and implement the vision of Fellowship Kids and Student Discipleship. There are currently three Lead Teams: Preschool, Fellowship Kids, and Student Discipleship. Lead Teams consists of the ministry directors. The following outlines the leadership responsibilities for Lead Teams:

- Implement the vision at the program level.
- Coordinate program calendars and events.
- Advise and consult on the discipleship strategy.
- Cooperate with other Fellowship Kids and Student Discipleship programs and events.
- Recruit ministry leaders.
- Develop the annual ministry budgets.

**Directors.** Ministry directors are responsible for the leadership and administration of a specific ministry program or event.

**Teachers.** Teachers serve under ministry directors. They are responsible for one specific ministry area or group of minors.

**Mentors.** Mentors serve under the direction of ministry directors. They are responsible for one-on-one discipleship of an assigned minor.

**Volunteers.** Volunteers serve under the direction of a ministry director or teacher. They assist with the implementation of programs or events and supervision of minors.

## LEADER QUALIFICATIONS

Volunteers may be exempt from certain Leadership Qualifications with the approval of the Associate Pastor for Family Ministry and the ministry director. The following outlines the qualifications for all directors, teachers, and mentors, and volunteers:

- **Salvation.** Leaders must have made a public profession of faith through baptism.
- **Membership.** Leaders must be a member in good standing of Fellowship Baptist Church.
- **Discipleship.** Leaders must be active in the programs and ministries of Fellowship Baptist Church for at least six months prior to applying for a leadership position.
- **Age.** Leaders must be 18 years of age or older to serve. Those twelve to eighteen years may serve within Fellowship Kids under the supervision of an adult over age 18. Leaders must be at least one year removed from high school to serve in Student Discipleship.
- **Safety.** No leader may have been convicted of any crime considered a sexual offense or any crime involving a minor or dependent child. No person convicted of a felony within the last ten years may serve in any capacity with a minor child without the expressed permission of the Council of Fathers.

## LEADERSHIP APPLICATION PROCESS

Fellowship Baptist Church welcomes all who desire to serve with minors, but for the protection of the minors, as well as accountability to our families, the following application process will be used to screen prospective leaders. The following outlines the application process:

1. **Application.** Prospective leaders must complete the Leadership Application. The application form will be reviewed by the ministry director and the Associate Pastor for Family Ministry.
2. **Investigation.** The Associate Pastor for Family Ministry will conduct a Background Investigation.
3. **Interview.** Prospective leaders will be interviewed by the ministry director and/or the Associate Pastor for Family Ministry. The interview will consist of a minimum of five questions: (1) What is your salvation testimony? (2) What is the gospel? (3) How are you growing spiritually? (4) Why do you want to serve with minors? and (5) What are your strengths and weaknesses as it relates to serving with minors?
4. **Notification.** All prospective directors, teachers, and mentors will be submitted to the Council of Fathers and ministry Lead Team for review and feedback. Members will have 2 weeks to express any questions or concerns to the Associate Pastor for Family Ministry about prospective leaders.
5. **Approval.** The Associate Pastor for Family Ministry and the ministry director will decide whether to approve the prospective leader. The prospective leader will be notified of their approval by the ministry director. If a prospective leader is rejected, the Associate Pastor for Family Ministry and the ministry director will meet with the person and explain the reason for the rejection. Leaders may begin to serve with an endorsement by the Associate Pastor for Family Ministry and the ministry director if a vacancy should arise between Council of Fathers and Lead Team meetings. The prospective leader will be submitted to the Council of Fathers and the ministry Lead Team at the next meeting for notification and feedback.

## LEADER EXPECTATIONS

Leader expectations apply to all directors, teachers, and mentors. Volunteers may be exempt from certain Leader Expectations with the approval of the Associate Pastor for Family Ministry and the Council of Fathers.

- **Fellowship.** Hebrews 10:24-25 says, “And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.” In accordance with this Biblical command, along with the practice of the early church described in Acts 20:7, all leaders are expected to gather regularly with the church body for its Worship Gathering on Sunday mornings. Leaders are also encouraged to participate in the adult ministries of Fellowship Baptist Church.
- **Discipleship.** Ephesians 4:15 instructs believers to “grow up in every way into him who is the head, into Christ.” According to Scripture, all believers are expected to be actively growing in their knowledge and obedience to Jesus Christ. Leaders are asked to demonstrate discipleship through regular study of God’s Word (John 8:31), prayer (Matthew 6:9-13), fellowship with other believers (Acts 2:42), tithing (2 Corinthians 8:1-7), and evangelism (Matthew 28:19-20).
- **Sound Teaching.** Titus 2:1 instructs the church to “teach what accords with sound doctrine.” Sound doctrine is defined by two criteria. (1) Teaching sound doctrine is defined as teaching Scripture in accordance with 2 Timothy 3:16-17, “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work.” (2) Teaching sound doctrine is defined as teaching in accordance with Fellowship Baptist Church’s statement of faith, *The Baptist Faith and Message 2000*. Since there may be different interpretations of various Scripture passages, the church’s statement of faith provides a guide to accepted doctrine by the members of Fellowship Baptist Church. Leaders may not teach anything in disagreement with the church’s statement of faith.
- **Example.** Romans 14:13 warns believers against participating in activities that may offend or harm other believers: “Therefore let us not pass judgment on one another any longer, but rather decide never to put a stumbling block or hindrance in the way of a brother.” In accordance with the instruction in Romans 14 and Matthew 18:5-6, all leaders are asked to abstain from behaviors that students, parents, or church members may find inconsistent with the life of a believer or faith leader.

## RESIGNATION FROM A LEADERSHIP POSITION

Leaders are asked to serve for an entire term for the sake of consistency and relationships with the children or students. Leaders are asked to give at least 30 days’ notice if they wish to resign from a leadership position at the end of a term. A leader who needs to vacate a position during a term is asked to notify the ministry director or Associate Pastor for Family Ministry as soon as possible. The leader will be advised on how to proceed with vacating the position and communicating to children, students, and their families.

## DISCIPLINE AND DISMISSAL FROM A LEADERSHIP POSITION

Leaders may be disciplined or dismissed for violation of leadership expectations or guidelines. The following outlines the typical steps to be taken if it becomes necessary to discipline or dismiss a leader from his or her leadership position:

1. **Correct.** The ministry director or Associate Pastor for Family Ministry will meet with the leader to correct the action(s) that are out of alignment with the Leadership Expectations or Leadership Guidelines. The offending action(s), the expected corrections, and the next steps if the leader fails to correct the action(s) will be outlined.
2. **Conference.** The Associate Pastor for Family Ministry and another leader (the ministry director, a representative from the Council of Fathers, a representative from the ministry Lead Team, or a deacon) will meet with the leader to address the continued action(s). The leader will be notified that failure to correct the action(s) may result in their dismissal from their position.
3. **Consult.** The Associate Pastor for Family Ministry will discuss the dismissal with the Senior Pastor and the Council of Fathers. If it is determined to offer the leader a third chance, the Associate Pastor for Family Ministry, the Senior Pastor, and another leader (the ministry director, a representative from the Council of Fathers, a representative from the ministry Lead Team, or a deacon) will have a third conference with the leader.
4. **Dismiss.** The Associate Pastor for Family Ministry and another leader (the ministry director, a representative from the Council of Fathers, a representative from the ministry Lead Team, or a deacon) will meet with the leader to request they step down from their position.

Any leader who is dismissed shall not attend any Fellowship Kids or Student Discipleship programs or events. Dismissed leaders shall have no contact with any minor without the permission of his or her parents or legal guardian.

## LEADER POSITIONS

**Directors.** The following outlines ministry director positions:

- **Preschool Director.** The Preschool Director provides leadership and oversight to the spiritual needs of preschool children and their families.
- **Kids Director.** The Kids Director provides leadership and oversight to Kids' Sunday School and other programs and events outside the scope of other Fellowship Kids ministries.
- **Kids Worship Director.** The Kids Worship Director coordinates all elements of Kids Worship.
- **Kids Choir Director.** The Kids Choir Director serves in coordination with the Associate Pastor for Worship and Senior Adults to lead the Kids Choir.
- **AWANA Commander.** The AWANA Commander leads and oversees the AWANA ministry.
- **VBS Director.** The VBS Director oversees the planning, organization, and implementation of Vacation Bible School each summer.
- **Kids Camp Director.** The Kids Camp Director oversees the planning, organization, and implementation of Kids Camp each summer.
- **Indoor Soccer Director.** The Indoor Soccer Director is responsible for the planning and implementation of the Indoor Soccer League.
- **Trail Life USA Troop Committee.** The Trail Life Troop Committee is responsible for all aspects of Trail Life USA Troop 2827. The committee consists of the Institutional Head, Charter Organization Representative, Troop Chaplain, Committee Chair, Treasurer, and Troopmaster. One member of the committee will be appointed to serve on the Fellowship Kids Leadership Council.

- **Director of Student Discipleship.** The Associate Pastor for Family Ministry serves as the director for all Student Discipleship programs and events.

The following outlines the responsibilities for ministry directors:

- **Administration.** Develop and propose an annual ministry budget. Oversee finances. Maintain and organize ministry data and records. Create event and volunteer schedules. Coordinate ministry calendar with church staff. Liaise with outside organizations as necessary for the implementation of the ministry program.
- **Curriculum.** Evaluate and select ministry curriculum.
- **Leadership.** Recruit, equip, and encourage teachers, leaders, and volunteers.
- **Promotion.** Develop a promotion strategy and materials to promote the ministry program to those both inside and outside of Fellowship Baptist Church.
- **Environment.** Maintain a safe, fun, and welcoming environment for minors and their families. Ensure all rooms and equipment are in adequate condition and prepared for each activity. Purchase supplies and materials for the implementation of the program or event.
- **Relationships.** Connect and build relationships with leaders, minors, and their families.

**Teachers.** Ministry teachers serve under ministry directors. They are responsible for one specific ministry area or group of children. The following outlines teaching positions:

- **Preschool Coordinators.** Preschool Coordinators are responsible for the administration of the Preschool ministry each Sunday morning. The Preschool Coordinators responsibilities are divided among four individuals, each taking responsibility for one Sunday each month. The Preschool Lead Team consists of the Preschool Coordinators.
- **Sunday School Teachers.** Sunday School teachers are responsible for teaching a specific age group Sunday School class each Sunday morning during the Sunday School hour.
- **AWANA Club Leadership.** AWANA Club Leadership includes Club Directors, Teachers, Secretaries, Games Director, and AWANA Store Director. Each of these positions are specifically defined by AWANA International.
- **VBS Teachers.** VBS teachers are responsible for teaching specific age group during VBS.
- **Kids Camp Sponsors.** Kids Camp Sponsors assist in the implementation and supervision of Kids Camp.
- **Soccer Coaches.** Coaches organize weekly practices, conduct team devotionals, and coordinate game day snacks.
- **Trail Guides.** Trail Guides teach and lead a specific age-level group during Trail Life troop meetings and events.
- **Small Group Guide.** Small Group Guides are responsible for leading a small group of students during Midweek, the Wednesday evening Student Discipleship program.

The following outlines the responsibilities for teachers:

- **Relationships.** Greet minors and parents as they arrive for the ministry program. Connect and build relationships with minors and their families.
- **Administration.** Take attendance and submit any forms or records to the ministry director.
- **Curriculum.** Teach the assigned lesson from the authorized curriculum.
- **Environment.** Maintain a safe, fun, and welcoming environment for minors. Ensure the assigned room and equipment are in good condition and prepared for each program. Ensure supplies and materials are ready before the program begins.

**Mentors.** Mentors serve under the direction of the Associate Pastor for Family Ministry. Mentors are responsible for one-on-one discipleship of an assigned minor. The following outlines the responsibilities for mentors:

- **Prayer.** Pray for assigned minor on a daily basis.
- **Curriculum.** Coordinate with the Associate Pastor for Family Ministry on curriculum used in one-on-one discipleship.
- **Relationships.** Connect with the assigned minor and his or her family inside and outside of programs and events as appropriate.
- **Safety.** Communicate and coordinate contact outside of programs and events with the Associate Pastor for Family Ministry and the assigned minor's parents or legal guardians.

**Volunteers.** Ministry volunteers serve under the supervision of ministry directors and teachers. Volunteers may be exempt from certain Leadership Qualifications or Expectations with the approval of the Associate Pastor for Family Ministry and the ministry director. The following outlines the primary volunteer positions available:

- **Wee Worship Volunteers.** Wee Worship Volunteers serve on a rotation basis as childcare workers in Preschool during the Sunday morning Worship Gathering.
- **Kids Worship Volunteers.** Kids Worship Volunteers assist the director and teachers in Kids Worship during the Sunday morning Worship Gathering.
- **Kids Choir Volunteers.** Kids Choir Volunteers serve alongside the Kids Choir Director to assist in the implementation of Kids Choir.
- **AWANA Listeners.** AWANA Listeners assist in the implementation of AWANA by listening to a small group of children as they recite their Bible memory verses.
- **VBS Volunteers.** VBS volunteers may serve in a variety of non-teaching positions under the supervision of the VBS Director or teachers.
- **Trail Life Volunteers.** Trail Life volunteers may serve in a variety of non-leadership positions under the supervision of the Trail Life Committee, Troopmaster, or a Trail Guide.
- **Indoor Soccer Volunteers.** Indoor Soccer volunteers include assistant coaches, referees, and timekeepers/scorekeepers.
- **Childcare Worker.** Child care workers are volunteers or paid workers who supervise children outside of regular church programming.
- **Student Discipleship Event Volunteers.** Event volunteers assist the Associate Pastor for Family Ministry in the implementation and supervision of Student Discipleship events.

Volunteer responsibilities may vary widely, but the following outlines the general responsibilities for all volunteers:

- **Presence.** Attend the entire program or event (unless otherwise approved).
- **Example.** Set a positive and Christ-like example for minors.
- **Assistance.** Fulfill duties as assigned.
- **Supervision.** Supervise same-gender minors throughout the program or event.

## LEADER GUIDELINES

**Absence.** Leaders are asked to notify their ministry director as soon as possible of any absence from a program or event. Leaders are asked to give at least three days notice except for emergency situations.

**Background Investigation.** All leaders must have a Background Investigation conducted before being allowed to serve with minors. See Fellowship Baptist Church Background Investigation Policy for more details.

**Class Assignments.** All minors will be assigned to a class or small group by the ministry director. Teachers or volunteers should not reassign minors to a different class or group without the ministry director's approval.

**Cell Phones.** Leaders are asked to keep their cell phones with them during programs and events for emergency purposes, but are asked to limit time cell phones are used or in view of minors. Leaders may only allow minors to use their cell phone to call a parent or legal guardian.

**Confidentiality.** Leaders are expected to keep conversations with minors or parents confidential, except where law or good conscious applies. In these cases, the leader must consult with the ministry director or the Associate Pastor for Family Ministry before breaking a confidence. Any leader who breaks confidentiality with a minor or parent without consulting the ministry director or Associate Pastor for Family Ministry may be dismissed from their position for a period of no less than one year.

**Conceal and Carry.** Leaders may only conceal and carry a firearm in conjunction with Fellowship Baptist Church's Firearm Policy and with the approval of the Associate Pastor for Family Ministry. No leader may open carry a weapon or firearm during any program or event involving minors.

**Discipline.** Leaders may—from time to time—need to discipline a minor. The goal of discipline is to positively correct a minor's behavior rather than punish the minor. The following outlines the standard discipline process for all ministries involving minors:

- **Warning.** The leader will communicate to the minor the specific inappropriate behavior, the behavior correction expected, and the possible consequences if the behavior is not corrected. Leaders should attempt to warn the minor as privately as possible.
- **Time Out.** If the inappropriate behavior continues, the minor will be removed from activities for a specified period of time (usually 3-10 minutes depending on the activity and behavior). The minor will be placed away from the group, but within sight of a leader. If possible, a leader will discuss the inappropriate behavior with the minor and seek to find new solutions for correcting the inappropriate behavior.
- **Conference.** If the inappropriate behavior continues after a time out, the leader, ministry director, and/or Associate Pastor for Family Ministry will meet with the minor and his or her parents to discuss the inappropriate behavior, behavior corrections, and possible future consequences.

Leaders should discuss on-going behavior or discipline situations with the ministry director or Associate Pastor for Family Ministry. Leaders must discuss any additional discipline with the ministry director, Associate Pastor for Family Ministry, and/or parents before implementing any form of discipline beyond the standard discipline policy.

The following are unacceptable and inappropriate forms of discipline:

- Harsh or cruel words.
- Yelling or raised voices (unless it is required to stop an unsafe behavior).
- Any form of physical punishment.
- Withholding necessary items such as food, water, shelter, bedding, clothing, etc.

**Doctrinal Teaching.** Leaders shall not teach any doctrine or philosophy that contradicts Scripture or the theology and doctrinal statements of Fellowship Baptist Church as outlined in *The Baptist Faith and Message 2000*.

**Dress Code.** Leaders are asked to dress in a clean, neat, appropriate, and modest manner. All dress code issues are subject to the discretion of the ministry director and/or Associate Pastor for Family Ministry. Leaders are expected to set an example and be above-reproach in the way they dress. Student Discipleship leaders must abide by the Dress Code outlined in the Student Discipleship Code of Conduct.

**First Aid & Medication.** Leaders are not to administer any first aid beyond giving band-aids and ice packs unless certified to do so. Leaders are not to give any medication—prescription or over-the-counter—without the expressed permission of the minor’s parent or legal guardian and the ministry director. Leaders are to inform the ministry director or Associate Pastor for Family Ministry of any and all injuries during a program or event. A Fellowship Baptist Church Incident Report must be completed for any injuries beyond small cuts or scrapes.

**Food and Snacks.** Leaders must have all food or snacks approved by the ministry director. Leaders should take into account any allergies or special dietary restrictions for each minor when planning food or snacks. This guideline is to ensure the safety and inclusion of all minors.

**Health.** Leaders are asked to refrain from attending any programs or events if they have had a temperature over 100 degrees or vomited within the last 24 hours.

**Incident Reports.** Leaders are required to complete a Fellowship Baptist Church Incident Report for any significant medical injury, emergency management situation, counseling situation, or unusual incident.

**Inclement Weather.** Fellowship Baptist Church desires to carry out all programs and events as scheduled; however, for the safety and security of our families and leaders, programs or events may be cancelled due to inclement weather. The following outlines the policies and procedures for cancelling a program or event:

- Programs and events will be canceled if the Joplin R-8 school district is closed or closes early.
- Programs and events will be canceled if Fellowship Baptist Church cancels programs and events.
- Programs and events will be cancelled if the Associate Pastor for Family Ministry determines conditions are unsafe to continue as scheduled.

If programs or events are cancelled, families and leaders will be notified through the Fellowship Baptist Church website, ministry Facebook groups, and Remind messaging.

**Leaders as an Example.** Leaders are asked, in the spirit of Romans 14, to abstain from any behavior that children, students, parents, or church members might find inappropriate or inconsistent with the life of a believer or leader. In matters of Christian freedom, leaders are asked to be sensitive to the beliefs of families and church members. In these cases, leaders are asked to avoid drawing attention to matters of

Christian freedom (i.e. public discussion, posting on social media, etc.). Leaders should remember that they have been called to leadership and with that calling comes a responsibility to be above reproach in every area of their life.

**Leadership Ratios.** Fellowship Baptist Church strives to maintain a low leader-to-minor ratio. All programs and events must have a minimum of two leaders. If both genders are present, a leader of each gender must be present.

**Minor Protection Safeguards.** Leaders may not be isolated with a minor of the opposite gender. Leaders are cautioned against being isolated with any minor of the same or opposite gender. If a leader finds himself or herself in a situation isolated with a minor, that leader should immediately move to an area within sight of others. The leader must notify the ministry director or the Associate Pastor for Family Ministry as soon as possible if he or she finds himself or herself isolated with a minor. Any leader violating this policy will have an immediate conference with the ministry director and/or the Associate Pastor for Family Ministry.

**Participant Information and Waiver.** All minors must have a Participant Information and Waiver signed by a parent or legal guardian in order to participate in any off-campus program or event. Leaders are responsible to ensure each minor has a Participant Information and Waiver on file and ensure they have a copy of the Participant Information and Waiver with them during any off-campus program or event.

**Physical Contact.** Leaders must only engage in appropriate physical contact with minors. The use of physical contact should only be used to show support, encouragement, and healthy affection toward minors who are receptive to physical affirmations. The following outlines acceptable and appropriate forms of physical contact:

- Hand-shakes.
- High fives, hand slaps, and fist bumps.
- Side-hugs.
- Arms around shoulders.
- Pats on back/shoulder.

Unacceptable and inappropriate forms of physical contact include, but are not limited to:

- Kissing.
- Full frontal hugs.
- Massages.
- Tickling or wrestling.
- Touching or hugging from behind.
- Patting on thigh, knee or leg.
- Any physical contact out of view of other people.
- Any contact made in anger.
- Any contact of a sexual or stimulating nature.

**Off-Campus Contact.** Leaders may only engage with minors in any capacity outside of Fellowship Kids, Student Discipleship, or Fellowship Baptist Church programming with the expressed permission of the minor's parent or legal guardian.

**Off-Campus Events.** Leaders must approve any off-campus event with the Associate Pastor for Family Ministry. All Leader Expectations and Leadership Guidelines apply to any off-campus event.

**Overnight Events.** Leaders participating in overnight events with minors must have County Criminal Background Investigation conducted before the event. The following outlines guidelines for overnight events:

- Leaders, ideally, should not sleep in a room with only one minor. If this is not possible, the leader shall obtain the expressed permission of the minor's parent or legal guardian.
- Sleeping arrangements must be approved by the Associate Pastor for Family Ministry.
- Leaders are responsible to ensure all students are in their room and in bed by the scheduled time.
- Appropriate sleeping attire should be worn by minors and adults.
- There must be separate sleeping areas for each gender.

**Piercings and Tattoos.** Leaders are asked to neither endorse nor condemn piercings or tattoos. Leaders who have piercings or tattoos are asked not to draw attention to the piercing or tattoo. Any offensive tattoos should be covered (as determined by the ministry director). Leaders with excessive piercings may be asked to remove piercings during a program or event on a case-by-case basis.

**Preschool Guidelines.** The following outlines the guidelines specific to preschool leaders:

- All preschool children must be checked in using the Preschool Check-In system. The child label will be placed on child and the parents will keep the "Pick Up" label.
- Parents must present the "Pick Up" label when picking up their child. Parents are discouraged from sending child siblings to pick up their preschool child.
- Children and all items (i.e. diaper bag, coats, etc) should be labeled when the child arrives.
- Leaders should check the child's check-in sticker when they arrive in the class for any special instructions.
- Parents shall be contacted if any child is crying uncontrollably for more than five minutes.
- Parents are discouraged from entering the Preschool Center unless serving or dropping off an infant.
- No child under one year of age will be given snacks.
- No outside food or drink (other than baby bottles) are allowed in the Preschool Center.
- All equipment in Preschool Center should be picked up and cleaned before leaving. All trashcans should be emptied, placed outside the door in the hallway, and replaced with a new bag.
- Children with a fever, green-colored runny nose, undiagnosed rash, diarrhea, or vomiting will not be allowed in the Preschool Center for the health and safety of the other children.
- Leaders should wash or sanitize hands before entering the Preschool Center, after changing a diaper, wiping a nose, taking a child to the bathroom, or touching toys that have entered a child's mouth.
- Potty-trained children should be taken to the single restroom in the Preschool Center. The leader shall stand outside the door unless the child needs assistance. If a child needs assistance, the leader should keep the door open and should not be in the restroom any longer than necessary.

**Sexual Harassment.** Sexual harassment is defined as any unwanted, unprovoked, or sexually-charged verbal comments or physical contact toward another person. Sexual harassment will result in immediate dismissal from a leadership position for a period of no less than one year.

**Social Media.** Leaders are asked to exercise care in the use of social media. Leaders may only connect with minors on social media at the initiation of the minor and with the permission of his or her parent or legal guardian. The following outlines guidelines for posting on social media:

- Leaders may not post public posts, images, or video that identify minors on any social media or website without consent from a parent or legal guardian.
- Leaders may not post public comments, images, or video of minors during programs or events. Leaders may post comments, images, or video after an event with the permission of the Associate Pastor for Family Ministry and the minor’s parent or legal guardian.
- Leaders should not identify minors or other adults in posts, images, or video without their permission. Minors and leaders are welcome to identify (i.e. “tag”) themselves.

Leaders are asked to refrain from negative comments on social media in the spirit of Ephesians 4:29: “Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.”

**Submission to Church Leadership.** Leaders are asked to publicly support the leadership of Fellowship Baptist Church, Fellowship Kids, and Student Discipleship in accordance with Hebrews 13:17, “Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you.” Leaders are asked to refrain from any negative or discouraging comments regarding any leader or member of Fellowship Baptist Church, Fellowship Kids, or Student Discipleship, both inside or outside of programs or events. If a leader has concerns, complaints, or questions, he or she is asked to address them directly and privately to the individual ministry leader, Associate Pastor for Family Ministry, or Senior Pastor.

**Substitute Teachers and Guest Speakers.** All substitute teachers or guest speakers must be approved by the ministry director. Leaders who wish to bring in a guest speaker need to notify the ministry director of the guest speaker and topic at least one week in advance. Substitute teachers and guest speakers must complete a Background Investigation Authorization prior to the program or event.

**Transportation.** Leaders who transport minors for any program, event, or any additional purpose must follow Fellowship Baptist Church’s Van Driver Policies, even if the leader is not utilizing a church van.

## **EMERGENCY MANAGEMENT PROCEDURES**

**Leader Guidelines.** The following are guidelines leaders shall follow during an emergency situation:

- Remain calm.
- Secure the safety of yourself and minors immediately.
- Contact the appropriate authorities as necessary.
- Contact the Associate Pastor for Family Ministry as soon as possible.
- Follow up in an appropriate manner.
- Complete an Incident Report for all emergency situations.
- Only members of the pastoral staff should communicate with the press.
- Refer to the following policies and procedures for dealing with specific situations.

**Earthquake.** Leaders will take the following steps in the event of an earthquake:

- **Secure.** Leaders will move minors to a secure position such as doorways or under tables.
- **Evacuate.** Leaders and minors will evacuate the building as quickly and safely as possible.
- **Notify.** The leader will notify the Associate Pastor for Family Ministry as soon as possible. A designated leader will notify parents and provide information regarding the situation and retrieving their child.

**Fire.** Leaders will take the following steps in the event of a fire in the building during a program or event:

- **Evacuation.** Leaders will evacuate all minors out of the building according to the location's building evacuation plan. If the event or program is on the Fellowship Baptist Church campus, all minors and leaders will be evacuated to the Northeast corner of the parking lot.
- **Call.** A leader will call 911 to report the fire.
- **Head Count.** A leader will immediately conduct a head count and communicate with emergency personnel the status of all persons both inside and outside the building.
- **Notify.** The leader will notify the Associate Pastor for Family Ministry as soon as possible. A designated leader will notify parents and provide information regarding the situation and retrieving their child.

**Hurricane.** Leaders will take the following steps in the event of a hurricane:

- **Cancel.** Any program or event occurring in an area under a hurricane warning will be cancelled.
- **Evacuate.** If a hurricane warning is issued during a program or event, the leader will evacuate the group immediately.
- **Follow.** If a hurricane warning is issued and an evacuation is not possible, follow steps for a major storm.
- **Notify.** A designated leader will notify parents and provide information regarding the situation.

**Intruder.** Leaders will take the following steps in the event of the presence of an unauthorized and suspicious person during an event or program:

- **Notify.** A leader will contact the Associate Pastor for Family Ministry and/or a member of the Fellowship Baptist Church Safety Team and follow his directives.
- **Secure.** Leaders will confine and secure all minors to a safe and secure location.
- **Confront.** A Fellowship Baptist Church staff member, Safety Team member, and/or the ministry director will confront the unauthorized person and ask them to leave. If the person refuses to leave, he or she should call 911 and follow all directives.
- **Notify.** The Associate Pastor for Family Ministry or a designated leader will notify parents of the incident at an appropriate time, if necessary.

**Major Storm.** A storm will be designated a major storm when the National Weather Service issues a severe thunderstorm warning, tornado watch, or warning for straight line winds. Leaders will take the following steps in the event of a major storm:

- **Secure.** Leaders will move all minors to an interior area of the building throughout the storm.
- **Monitor.** A leader will monitor the weather conditions throughout the storm.
- **Notify.** A leader will notify the Associate Pastor for Family Ministry. A designated leader will notify parents and provide information regarding the situation and retrieving their child.

**Medical Injuries (Major).** A medical injury will be designated major when it requires professional medical assistance. Leaders will take the following steps in the event of a major medical injury:

- **Assess.** The highest medically-trained leader or adult will assess the injury and determine the need for additional medical services.
- **Treat.** The highest medically-trained person will treat and stabilize within the scope of their training and certification until additional medical services can be rendered.
- **Notify.** A leader will notify the Associate Pastor for Family Ministry of the injury and treatment plan.
- **Consult.** A designated leader will contact the minor's parents as soon as possible and consult the parents regarding all medical and transportation decisions.
- **Follow Up.** As soon as the minor is under medical care and the parents have been contacted, leaders will not be responsible for any further medical decisions.
- **Conference.** A conference will be scheduled with the ministry director, parents, and the Associate Pastor for Family Ministry to discuss the incident and response.

**Medical Injuries (Minor).** A medical injury will be designated minor when it does not require professional medical assistance. Leaders will take the following steps in the event of a minor medical injury:

- **Assess.** The highest medically-trained leader or adult will assess the injury and determine the need for additional medical services.
- **Treat.** A medically-trained person will treat within the scope of their training and certification.
- **Notify.** A leader will notify the Associate Pastor for Family Ministry of the injury and treatment plan. A designated leader will notify the minor's parents.
- **Follow Up.** The minor and their injury will be monitored for the duration of the program or event.

**Tornado.** The tornado procedures apply to a tornado warning issued by the National Weather Service, a confirmed tornado on the ground, or active tornado sirens. Leaders will take the following steps in the event of a tornado warning:

- **Secure.** Leaders will evacuate all minors to a designated safe location in the interior of the building. If the program or event is on the Fellowship Baptist Church campus, children will be evacuated to Preschool rooms 5 and 6. Students will be evacuated to the restrooms near the Fellowship Hall on the east side of the building. If the program or event is not on the Fellowship Baptist Church campus, the location staff should be contacted and consulted for the safest location.
- **Monitor.** A leader will monitor weather conditions throughout the warning.
- **Notify.** A leader will notify the Associate Pastor for Family Ministry as soon as possible. A designated leader will notify parents and provide information regarding the situation and retrieving their child.

**Violent Incidents.** Leaders will take the following steps in the event of the presence of a violent intruder who is seeking to intend harm to persons during an event or program:

- **Evacuate.** All persons will be evacuated to a safe and secure location as quickly and safely as possible.
- **Call.** A leader will immediately call 911 to report the situation and follow any directives received.
- **Connect.** A designated leader will liaise with law enforcement and emergency personnel to provide a list of persons in the facility and a facility map.
- **Notify.** A leader will notify the Associate Pastor for Family Ministry as soon as possible. He will notify the Senior Pastor and parents of the situation. A designated leader will notify parents and provide information regarding the situation and retrieving their child.

## COUNSELING GUIDELINES

**Counseling Guidelines.** The following are guidelines and policies leaders shall follow for counseling minors:

- Stay in public view.
- Be aware of the time.
- Remain objective.
- Listen more than you speak.
- Remember you are not a trained counselor.
- Connect the minor with a leader of the same gender when possible.
- Never promise a minor you will not tell anyone else.
- Encourage the minor to discuss the issue with their parents or legal guardians.
- Keep conversations confidential unless required to report.
- Report the issue to the Associate Pastor for Family Ministry.
- Complete an Incident Report for all counseling situations.

**Abuse.** Abuse is defined as specific acts of commission or omission by parents or other adults that lead to non-accidental harm or threaten to harm a minor's physical, mental, or emotional developmental state. Every claim of abuse is taken seriously and will be followed up. Abuse includes, but is not limited to:

- **Neglect.** The failure of the parent or guardian to make adequate provision for a minor's needs and well being.
- **Physical Abuse.** Any act that creates injury or substantial and unnecessary risk of injury.
- **Emotional Abuse.** A pattern of blaming, belittling, verbally attacking, rejecting a minor, or demanding that a minor assume responsibilities that he or she is incapable of handling.
- **Sexual Abuse.** Any form of sexual contact or conversation with a minor that is sexually exploited for the purpose of bringing sexual gratification to the exploiter.

Leaders will take the following steps if abuse is suspected, alleged, witnessed, or disclosed:

- **Notify.** The leader must notify the Associate Pastor for Family Ministry of any suspicion, disclosure, or incident of abuse as soon as possible. Parents may be notified by the Associate Pastor for Family Ministry.
- **Confirm.** The Associate Pastor for Family Ministry and a leader of the same gender will attempt to confirm a suspicion or allegation by seeking the following information (and only the following information): Is there abuse happening? Who is doing the abuse? What is the abuse? How long has the abuse been going on? Who else knows about the abuse?
- **Report.** All disclosures or incidents of abuse will be reported to the Missouri Department of Social Services, Children's Division via the Child Abuse and Neglect Hotline Unit (1-800-392-3738) or Online System for Child Abuse & Neglect Reporting. If an incident occurs outside the state Missouri, the abuse will be reported to the Childhelp USA National Child Abuse Hotline (1-800-422-4453).
- **Follow Up.** If the abuse is not confirmed, leaders will continue to monitor the minor and if warning signs continue, a report will be made to one of the above authorities.
- **Conference.** If abuse is confirmed and the parents are not implicated, a conference will be scheduled with the minor, his or her parents, and the Associate Pastor for Family Ministry. Parents will be advised to seek professional counseling for the minor and the family.

**Eating Disorders.** There are two primary eating disorders among minors: anorexia nervosa and bulimia nervosa. Anorexia nervosa is an obsessive desire to achieve or maintain a specific weight through limiting food intake. Bulimia nervosa is an obsessive desire to achieve or maintain a specific weight through binge eating followed by self-induced vomiting. Leaders will take the following steps if an eating disorder is suspected, disclosed, or witnessed:

- **Notify.** The leader must notify the Associate Pastor for Family Ministry of any suspicion or disclosure of an eating disorder as soon as possible. The Associate Pastor for Family Ministry will notify the minor's parents if an eating disorder is confirmed.
- **Confirm.** The Associate Pastor for Family Ministry and a leader of the same gender will attempt to confirm if there is evidence of an eating disorder.
- **Follow Up.** If an eating disorder is not confirmed, leaders will continue to monitor the minor and if warning signs continue, the Associate Pastor for Family Ministry will notify the minor's parent or legal guardian regarding the suspicion of an eating disorder.
- **Accountability.** If an eating disorder is confirmed, the minor will be monitored before, during, and after meals for the remainder of the current program or event and during all programs and events for a period of time no less than three months but no longer than one year.
- **Conference.** If an eating disorder is confirmed, a conference will be scheduled with the minor, his or her parents, and the Associate Pastor for Family Ministry. Parents will be advised to seek professional counseling for the minor and the family.

**Pregnancy.** Leaders will take the following steps if a minor discloses a pregnancy:

- **Notify.** The leader will notify the Associate Pastor for Family Ministry of any disclosure of pregnancy as soon as possible.
- **Counseling.** The Associate Pastor for Family Ministry and a leader of the same gender will meet with the minor to discuss the pregnancy.
- **Parental Notification.** The minor will be advised to disclose the pregnancy to his or her parents. Minors may be given 24 hours to disclose the pregnancy. If the pregnancy is not disclosed within 24 hours, the Associate Pastor for Family Ministry may disclose the pregnancy to the minor's parents.
- **Care & Support.** Minors who are pregnant will continue to receive ministry and support from all ministries of Fellowship Baptist Church.

**Rape.** Rape is defined as compelling a person through physical force or duress to have sexual intercourse. Leaders will take the following steps if a rape is alleged or disclosed:

- **Notify.** The leader must notify the Associate Pastor for Family Ministry of any allegation or disclosure of rape as soon as possible. The Associate Pastor for Family Ministry will notify the minor's parents as soon as a report has been filed.
- **Report.** All disclosures or allegations of rape will be reported to law enforcement by the Associate Pastor for Family Ministry. The Associate Pastor for Family Ministry will follow all directives given by law enforcement.
- **Medical.** If the rape has occurred within 24 hours of the disclosure or allegation, the minor will be advised to seek medical treatment at a hospital.
- **Conference.** A conference will be scheduled with the minor, parents, and Associate Pastor for Family Ministry within 2 weeks of the disclosure or incident. Parents will be advised to seek professional counseling for their child and the family.

**Self-Mutilation.** Self-mutilation is defined as any act of deliberately harming one's own body. The most popular forms of self mutilation are cutting or burning. Leaders will take the following steps if self-mutilation is suspected or disclosed:

- **Notify.** The leader will notify the Associate Pastor for Family Ministry of any minor who discloses acts of self-mutilation as soon as possible. The Associate Pastor for Family Ministry will notify the minor's parents when appropriate.
- **Confirm.** If an act of self-mutilation is suspected, the Associate Pastor for Family Ministry and a leader of the same gender will attempt to confirm if the minor is engaged in self mutilation.
- **Follow Up.** If acts of self-mutilation are not confirmed, leaders will continue to monitor the minor and if warning signs continue, the Associate Pastor for Family Ministry will notify the minor's parents regarding the suspicion of self-mutilation.
- **Conference.** A conference will be scheduled with the minor, parents, and Associate Pastor for Family Ministry within 2 weeks of the disclosure or incident. Parents will be advised to seek professional counseling for their child and the family.

**Suicide.** Suicidal thoughts, threats, or attempts will be treated seriously. Leaders will take the following steps if suicidal thoughts or threats are suspected or disclosed:

- **Notify.** The leader will notify the Associate Pastor for Family Ministry of any minor who discloses suicidal thoughts or expresses suicidal ideation as soon as possible. The Associate Pastor for Family Ministry will notify the minor's parents when appropriate.
- **Confirm.** The Associate Pastor for Family Ministry and a leader of the same gender will attempt to confirm if the minor is experiencing suicidal ideation or expressing suicidal threats.
- **Assess.** The Associate Pastor for Family Ministry and/or a leader of the same gender will seek to determine the seriousness of the threat by seeking the following information: Method (How have they thought about committing suicide?); Timeline (When have they thought about committing suicide?); and Accessibility (Do they have the method of suicide they have considered with them?) The more specific the plan (method, timeline, and accessibility) the more serious the threat.
- **Call.** If a minor discloses an immediate plan to commit suicide, the Associate Pastor for Family Ministry or designated leader will immediately call 911.
- **Accountability.** If a minor discloses suicidal thoughts, but does not have an immediate plan, the Associate Pastor for Family Ministry will form a contract with the minor stating that when the minor has suicidal thoughts they will contact a leader immediately. The minor will be put on a suicide watch for the remainder of the program or event.
- **Follow Up.** If the suicidal thoughts or intentions are not confirmed, leaders will continue to monitor the minor and if warning signs continue, the Associate Pastor for Family Ministry will notify the minor's parents regarding the suspicion of suicidal intentions.
- **Conference.** If suicidal intentions are confirmed, a conference will be scheduled with the minor, parents, and Associate Pastor for Family Ministry within 2 weeks of the confirmation. Parents will be advised to seek professional counseling for their child and the family.

Leaders will take the following steps if a suicide attempt is committed during a program or event:

- **Call.** A leader will immediately call 911.
- **Notify.** A leader will notify the Associate Pastor for Family Ministry of any suicide attempt as soon as possible. The Associate Pastor for Family Ministry will notify the minor's parents.
- **Follow Up.** A leader of the same gender will accompany the minor to the hospital. Parents will be instructed to come immediately to the hospital.
- **Debrief.** The Associate Pastor for Family Ministry will address the situation with the remaining minors and minister as needed. If the adult-minor ratio permits, the Associate Pastor for Family Ministry will go to the hospital to minister to the minor and his or her parents following the debrief.
- **Conference.** A conference will be scheduled with the parents and Associate Pastor for Family Ministry within 2 weeks of the incident. Parents will be advised to seek professional counseling for the child and the family.



# Background Investigation Policy

## Purpose Statement

The purpose of Background Investigation is to increase the safety and protection of our children by utilizing law enforcement and governmental databases to help ensure all persons working with minors at Fellowship Baptist Church do not have a past history of child abuse or sexual misconduct.

## Section I: Background Investigation Authorization

All persons who have direct and official contact with minors must have a Background Investigation Authorization on file with Fellowship Baptist Church before being allowed to serve in preschool, children, or student ministries.

## Section II: Background Investigation

All persons volunteering to serve in any capacity with minors shall have a Background Investigation conducted before being allowed to serve. Background Investigations shall be conducted every five years. Background Investigations shall be conducted through [backgroundchecks.com](http://backgroundchecks.com). Background Investigations shall be based upon the following criteria:

**USAliasSearch:** All first time Background Investigations.

**USOneSearch:** Subsequent Background Investigation,

**County Criminal Background Investigation:** Any adult person who will be participating in an overnight event with minors.

## Section III: Record Maintenance

All Background Investigation Authorization forms shall be kept and maintained by a designated agent of the church. The designated agent shall administer and record the Background Investigation results on the Leader Application form. These forms shall be kept in locked file in the church office. Past and outdated forms shall be kept as a digital file for seven years. The designated agent shall provide an updated list of individuals with current Background Investigations to all preschool, children, and student ministry directors tri-annually (September 1, January 1, June 1).

## Section IV: Volunteer Criteria

A person with knowledge of a criminal record is required to inform the designated agent before a Background Investigation is conducted. No person convicted of any crime considered a sexual offense or any crime involving a minor or dependent child may serve in any capacity with a minor child. No person convicted of a felony within the last ten years may serve in any capacity with a minor child without the expressed permission of the Council of Fathers. Any person with a criminal record, not excluded by the previous qualifications, must be approved by Fellowship Baptist Church pastoral staff, ministry Lead Team, and Council of Fathers before being allowed to serve in any capacity with a minor child.



# INCIDENT REPORT

Incident Date \_\_\_\_\_

Incident Time \_\_\_\_\_

Incident Location \_\_\_\_\_

Program/Event \_\_\_\_\_

Type of Incident

Injury     Security     Weather     Counseling     Discipline    Other \_\_\_\_\_

Name(s) of Minors Involved \_\_\_\_\_

\_\_\_\_\_

Leader Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Witness \_\_\_\_\_

Phone Number \_\_\_\_\_

Witness \_\_\_\_\_

Phone Number \_\_\_\_\_

Details of the Incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was professional medical care needed?     Yes     No    If yes, who? \_\_\_\_\_

Was Social Services contacted?     Yes     No    If yes, contact? \_\_\_\_\_

Was there a police report filed?     Yes     No    If yes, report #? \_\_\_\_\_

I certify that all the information contained in this Incident Report is truthful and correct to the best of my knowledge.

\_\_\_\_\_  
Leader Signature

\_\_\_\_\_  
Date

For Office Use Only	
Received <input type="checkbox"/>	Date _____
Comments _____	
_____	





# LEADER APPLICATION

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Birthdate \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Mobile Phone ( ) \_\_\_\_\_

The best way to communicate with me is (select only one):

Mail  Phone  Text  E-Mail  Social Media  \_\_\_\_\_

Have you made a public profession of faith in Jesus Christ? Yes  No

Are you a member of Fellowship Baptist Church? Yes  No  If not, where? \_\_\_\_\_

Do you have any experience working with children or teenagers? Yes  No  If yes, please describe.

\_\_\_\_\_  
\_\_\_\_\_

What is the Gospel? (In 100 words or less) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I would like to serve in the following ministries (please check all that apply):

Preschool (Birth-5 Years)

Sunday School

Wee Worship

Child Care

Kids (K-6 Grade)

Sunday School

AWANA

Kids Worship

Kids Choir

VBS

Trail Life

Kids Camp

Soccer

Volunteer

Students (7-12 Grade)

Sunday School

Midweek

Mentor

Prayer Partner

Event Volunteer

Other  \_\_\_\_\_

## LEADER EXPECTATIONS

**Fellowship.** Hebrews 10:24-25 says, “And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.” In accordance with this Biblical command, along with the practice of the early church described in Acts 20:7, all leaders are expected to gather regularly with the church body for its Worship Gathering on Sunday mornings. Leaders are also encouraged to participate in the adult ministries of Fellowship Baptist Church.

**Discipleship.** Ephesians 4:15 instructs believers to “grow up in every way into him who is the head, into Christ.” According to Scripture, all believers are expected to be actively growing in their knowledge and obedience to Jesus Christ. Leaders are asked to demonstrate discipleship through regular study of God’s Word (John 8:31), prayer (Matthew 6:9-13), fellowship with other believers (Acts 2:42), tithing (2 Corinthians 8:1-7), and evangelism (Matthew 28:19-20).

**Sound Teaching.** Titus 2:1 instructs the church to “teach what accords with sound doctrine.” Sound doctrine is defined by two criteria. (1) Teaching sound doctrine is defined as teaching Scripture in accordance with 2 Timothy 3:16-17, “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work.” (2) Teaching sound doctrine is defined as teaching in accordance with Fellowship Baptist Church’s statement of faith, The Baptist Faith and Message 2000. Since there may be different interpretations of various Scripture passages, the church’s statement of faith provides a guide to accepted doctrine by the members of Fellowship Baptist Church. Leaders may not teach anything in disagreement with the church’s statement of faith.

**Example.** Romans 14:13 warns believers against participating in activities that may offend or harm other believers: “Therefore let us not pass judgment on one another any longer, but rather decide never to put a stumbling block or hindrance in the way of a brother.” In accordance with the instruction in Romans 14 and Matthew 18:5-6, all leaders are asked to abstain from behaviors that students, parents, or church members may find inconsistent with the life of a believer or faith leader.

\_\_\_\_\_ I have read and agree to the Leader Expectations.

\_\_\_\_\_ I have received a copy of the Fellowship Baptist Church Leader Guide for Fellowship Kids and Student Discipleship.

## BACKGROUND INVESTIGATION AUTHORIZATION

The undersigned hereby authorizes Fellowship Baptist Church and/or its agents and assigns to conduct investigations of my background, references, character, past employment, education, criminal, and police records, including records or information maintained by both public and private organizations for the purpose of confirming the information provided by me on this form which may be material to my qualifications as a volunteer for or employee of Fellowship Baptist Church from this date forward.

By signing this document, the undersigned hereby releases Fellowship Baptist Church and/or its agents and assigns, and any individual or entity that provides information pursuant to this authorization, from any liabilities, claims, or lawsuits that may arise from the information provided by or obtained from any of the above referenced sources.

I certify that all the information contained in this application is truthful and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

For Office Use Only	
Received <input type="checkbox"/>	Date _____
Background <input type="checkbox"/>	Date _____
Interview <input type="checkbox"/>	Date _____
Comments _____	_____