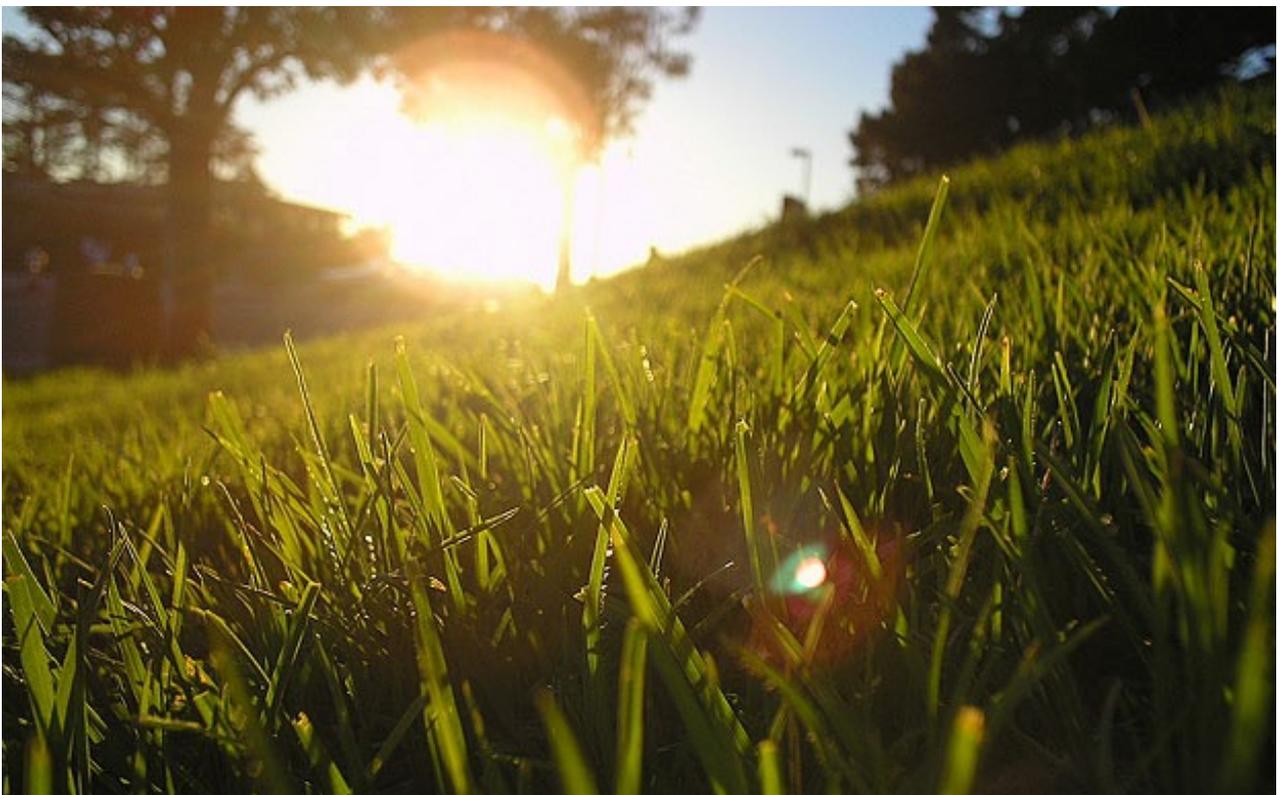

Grassroots

Church Planting Ministries



Partnership Churches

Designed for Support, Accountability, and Resourcing.

Dedicated to Discipleship and Reaching the Unreached.

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www.grassrootschurchplanting.com

Core Convictions, Guiding Principles, and Beliefs

Each local church has unique “churchprint” that reflects how they live out their calling. Our Core Convictions, Guiding Principles, and Beliefs define our unique “churchprint.”

Core Convictions (Values):

1. Every person in intimate relationship with God.
2. Every person living in healthy and active community.
3. Every person aware of the needs of the world around them, seeking to make a difference.
4. Every church planting new churches.

Guiding Principles:

Where our Core Convictions act as a compass, our Guiding Principles give direction. Guiding Principles are more specific and can more prescriptively guide our actions. These Guiding Principles are descriptive of what we feel is our unique calling as a network of churches.

1. Jesus-Centered and Holy Spirit-led:

Intimacy with Jesus is central to who we are. We believe in the Lordship of Jesus Christ. Ownership of the church belongs to Him. Therefore, the Holy Spirit’s leading is foundational to our gatherings and decision making processes for the church. We will seek to do this through a variety of means, expressed in the remainder of our Guiding Principles.

2. We are Doctrinal:

We believe in life application of Bible teaching. The Word of God is both relevant and the plumb-line by which we live. We want sound Bible teaching in our gatherings, and will set adequate time in are meetings to properly dissect the Word of God.

3. Our journey is marked by Divine Encounters:

God encounters matter to us. We believe that our experiences must be based upon God's Word, while also understanding that God speaks to us today (e.g. - impressions, dreams, visions, etc.) and desires to share His secrets with those who fear Him (Psalm 25:14). In our gatherings, we desire spiritual order in our worship, while leaving room for both Holy Spirit moments and expressions of God through the Body.

4. Life should be Intentional:

"Doing life together" is intentional. Growing deeper in one's relationship with God is intentional. Dealing with issues in one's life in order to be a more "whole" person is intentional. Reaching those who do not know the saving power of Jesus is intentional. Planting churches is intentional. Our desire is to be faithful and diligent in living our lives to the potential God has given us, while doing that from a place of "rest" and confidence in Him.

5. We desire Excellence:

We believe in excellence, which is the process of developing to be the best you can. We also recognize that in that process of discovery and development, we need to offer opportunities for people to fail and struggle through their development process. We want our meetings to be done with excellence, recognizing that the journey towards excellence will not always look and feel comfortable. We don't want our church(es) to feel like a business striving for perfection, but a family encouraging each other towards Godly growth and doing whatever our hand finds to do with all our might to the glory of God.

6. Organic is key to simplistic growth and development:

Organic is about the natural process of things. Structures are necessary in all areas of life, but sometimes structures hinder the natural process of growth within an individual or in a church. For us, to be organic means that we want every heart changed and developed in a personal relationship with Jesus Christ. We want to organize prayer meetings, but want people to meet spontaneously for prayer. We want to establish good pastoral ministry, but want people to naturally reach out to others and look after each other naturally because they care. In our gatherings, we want to have a structure to guide, but also to leave room for individuals to express what God is doing and speaking through their own lives.

7. Leadership is ordained by God to serve:

Leadership is one of God's gifts to the church. We see its presence in both the Old and New Testament. It exists to serve the Body of Christ, equipping it for works of service (Ephesians 4:11-12). It is about laying down one's life for the church, as well as at times bringing discipline and accountability to people and situations. While we long for organic expressions of God within the Body of Christ, we equally see the importance of strong Biblical Leadership that serves and leads the way forward at the same time. Our church government is set up in such a way that there is accountability for leadership, while not hindering their ability to do what God has called them to do by bureaucracy. Our desire to continually expand out in the development of leadership as opposed to restricting it to a few elite. We seek to do this through, teaching, training, and most importantly, through relational discipleship.

8. Connection is interdependence with God and others:

We believe that if we first commit ourselves to relationship with one another, ministry will be the result if we remain intentional. When people say that they feel free to be themselves or that they are discovering who they really are "In Christ," we consider that to be a great success. From Old Testament to New Testament, we see the correlation between God's people and family units. Church should be family. As in family, there are different roles, seasons, celebrations, discipline, and jobs to be shared. We believe that the church should operate in a similar manner.

Beliefs

There will always be peripheral doctrines upon which Biblically rooted and committed followers of Christ disagree, and we welcome dialog on many issues related to Christian doctrine. However, we recognize the importance of having a framework around which we grow in maturity and relate to one another as a community of believers, and we hold the following essentials to be at the core of who we are and what we believe.

Scriptures

We believe the Bible to be the inspired, infallible, and authoritative Word of God. The Holy Spirit moved upon the writers of the Old and New Testament and inspired them as they wrote the Words of God. God's revelation in Christ and in Scripture is unchangeable. Through it the Holy Spirit still speaks today. (II Timothy 3:13-17; Hebrews 4:12; Psalm 119:89, 105; I Peter 1:23-25; Galatians 1:8-9; Matthew 5:18; Isaiah 40:8)

God

We believe that there is One God, eternally existent in three persons: Father, Son, and Holy Spirit. God the Father—Creator of all things. By His Word all things were created and through the power of His Word all things are held together. He sent His Son Jesus to redeem mankind unto Himself. A relationship with God only comes through Jesus Christ. Jesus Christ—is the only begotten Son of God, conceived by the Holy Spirit, and born of a virgin. He lived a sinless life, and performed many miracles. He redeemed us by His stoning death through His shed blood, He ascended to the right hand of the Father, and He will personally return in power and glory. There is no other name under heaven by which man must be saved. Holy Spirit—inspired the writers of the Bible, convicts the world of sin, teaches us all things, and brings to our remembrance the Word of God. (Deuteronomy 6:4; Isaiah 44:6-8; Isaiah 43:10; Matthew 3:16-17; Matthew 28:19; I Corinthians 12:4-6; John 14:23, 25; I Timothy 6:15-16; I John 5:7)

Man

We believe that mankind is perishing because of sin, which separates him from God. But God loves all mankind, not wishing that any should perish, but that all should repent. Mankind can only be saved through a complete commitment to Jesus Christ as Lord and Savior, being regenerated by the Holy Spirit. (Genesis 1:26, 31; Psalm 8:4-8; Genesis 3:1-7; Romans 5:1, 12-21; Ephesians 2:8-9; Acts 3:19-21; I Corinthians 15:21-22; Galatians 6:14-15; II Corinthians 5:17)

Holy Spirit

We believe in the present infilling of the Holy Spirit to all believers who desire it. The Holy Spirit's ministry to the Church gives power to live, witness, and proclaim the gospel and to make disciples. The Holy Spirit gives us power to cultivate a Christ-like character through the Fruit of the Spirit and to build up and mature the Church through the miraculous gifts and ministries in this present day. (John 15:8-10; I Corinthians 12:13; John 3:5-6; Acts 1:4-8; Acts 2:1-4; Acts 2:38-39; Luke 11:9-13; Joel 2:28-29; I Corinthians 12, 13, 14; Hebrews 2:4; I Corinthians 12; Romans 12)

The Church

We believe that the local Church is a body of believers brought together by the Holy Spirit as a visible part of the body of Christ and His Church universal. The Church is responsible to faithfully proclaim the whole Word of God in fulfilling the Great Commission, properly administer the sacraments, and humbly submit themselves to discipline, all for the glory of God. (Matthew 28:19-20; Romans 12:4-5; I Corinthians 12:27; Ephesians 2:22; I Peter 2:5, 9-10; Titus 2:14)

Eternity

We believe that all mankind shall give an account of their deeds in this earthly life before the judgment seat of Christ. Those with their names written in the Lamb's Book of Life will be eternally with God in His glory; those without their names written will be eternally separated from God and tormented. (I Thessalonians 5:13-17; Revelation 1:7; Acts 1:11; Revelation 20:10-15; II Corinthians 5:10; II Thessalonians 1:7-10; Revelation 21:1-4)

Grassroots Partnership

Why Grassroots Partnership?

People who are serving and ministering to others have needs themselves: **encouragement, training, accountability, and real relationships** to do life with. Grassroots Partnership is about doing life together and helping to meet these needs within the context of a **discipleship church planting network**.

What does Partnership look like?

- **Agree to Core Convictions; Guiding Principles; Beliefs**
- **Agree to operating within the 4 building blocks of a church meeting.** These are not laws to bind, but structures to help guide. Longterm growth occurs when we get a spiritually balanced diet. Even within these building blocks, there is an understanding that on some days, the structure will need to be thrown out and spontaneity will be needed as the Holy Spirit may lead.
- **Groups within a region will have corporate gatherings with some regularity.**
- **Leaders of churches within the Network shall be given a coach/mentor.**
- **Gathering and Scattering.** Churches within the network range in size from a house-church to larger, depending on the gifting and calling of the church and its leadership, but always looking for how God may be leading them to plant new churches. Simple churches are willing to continue to plant new churches while simultaneously strengthening what God has entrusted to them.

Resourcing

Church planting and church leadership are often jobs that people feel are for a specialized few, but we believe that that God has appointed many people to reach out, disciple, and help plant churches. The emphasis of Grassroots is simple reproducible churches that multiply their growth by planting other simple churches, sharing vision and resources to help fulfill the Great Commission.

Some of the ways Grassroots desires to help resource simple churches is by:

- Helping develop and implement a simple church planting discipleship DNA that is relatively easily to reproduce.
- Investing into and maintaining healthy and deep relationships.
- Conferences, sermons, and teaching.
- Supplying materials to help in both personal and ministry development.

Grassroots Partnership Check-List

The following is a list of “helps” that churches that are part of Grassroots will be required to work through.

Simple Church Meeting Building Blocks

1. **Worship.** Worship is more than singing songs. Worship can be led by one instrument, many instruments, cd, poetry, reflection and Scripture reading, etc.
2. **Bible Study/Teaching.** Studying the word can be led by one person in the group for a season with discussion, going through a book of the Bible, topical, watching a DVD series, a united study between a group of house or micro churches, etc.
3. **Sharing; Prayer; Ministry.** We connect spiritually when we pray together. We are meant to care for each other and share our burdens. These are necessary elements in our meetings, but even more important to apply in our day to day.
4. **Food.** A meal together is highly recommended, but in some situations, having coffee/tea and light food can be a substitute. It is our experience that sharing food is one of the best ways to connect with people.

Charity Status/Non-Profit & Insurance Policy

It is recommended that each church look into proper insurance options for Public Liability, Goods and/or Buildings, & Ministerial. There are different trains of thought on this, and different ways in which churches may need to register with government bodies, such as in the case of charity/non-profit status. This can be done both as individual churches or as a group of churches within an area. Grassroots does not take personal responsibility for the insurance policies of churches unless it so chooses by mutual consent of the Grassroots Board and the churches involved. Depending on national government policies, churches may need to register as charity/non-profit before proper insurance coverage can be purchased. **Getting advice and seeking God in prayer are vital in making these decisions.**

Financial Accountability

1. It is recommended that some kind of tithing and/or offerings be contributed to Grassroots and/or towards those who are involved in mentoring and discipling. Guides are more specifically laid out in the Grassroots Church Planting Ministries Handbook.
2. Finances have not only been an area of moral failure within the church at large, but perceived failure can also create unnecessary speculation and division. It is good practice to have a system in place that shows accountability and leaves no room for unfounded accusation. The following are considered good practice:
 - Do not have the person leading the group count the money.
 - Have two people count the money, and if possible, not two family members.
 - Have a bank account for the church and the deposit slip, or some kind of slip (samples of this slip are available in the appendix for use and/or adjustment) filled out and signed by the two people.
 - Have a record keeping ledger or computer program, where someone keeps track of all funds coming in and expenditures. It is recommended that it not be the leader of the church, but in some cases, it is only possible for the leader to be responsible for this job (there are examples in the appendix as for categories in the ledger).
 - Always have a paper chase. Write checks where possible, and when cash is used, always have a receipt that matches the exact amount of the cash spent.
 - Have an accountable body, most preferably elders, but if not elders, a designated group of developing leaders, that will give oversight to decisions being made about finances. These people should be only be put into a position of handling the churches money with prayer and careful consideration, as money matters are key within any church.
 - Have a certain amount that a senior leader can spend without approval of the leadership designated to oversee finances. You do not want to have to get approval for every little transaction. There must be some level of trust in the leader. (A recommendation of a limit is something between 50 and 300 of local currency - this works in dollars and euros, but in some currencies, that may not be consistent with standard of living. These are just guides, but what is important is that a group of leaders are part of setting up this limit.)
 - Where salaries or financial reimbursement is involved, the leadership team should make this decision together, and it can be wise to get insight from accountability and others outside of the church.
 - Evaluate as you go. As the work grows and increases, you may want to give a senior leader more reimbursement, and a yearly or half yearly meeting on finances may not be regular enough to account for this.
 - Once a year, it is wise to present to the church income and expenditure. There are different ways of doing this, whether at a usual gathering or a special gathering set aside to deal with finances. This is not necessarily a good time for the church to input on HOW the money is spent, but it is often best to make the presentation, informing people that if they have any questions or input as to how the finances are spent, to address those personally with a leader at another time outside of the meeting.

Child Policy

The following is a general policy that can be adapted in constructing a child/youth policy for a church. There are templates in the Appendix.

General Purpose Statement

<CHURCH/TEMPLE NAME> seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of <CHURCH/TEMPLE NAME> from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

Definitions

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years. The term “worker” includes both paid and unpaid persons who work with children. The term “volunteer” means anyone involved in a day care or school, in overnight activities involving minors, in counseling of minors, or in one-on-one mentoring of minors.

Selection of Workers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

a) **Six Month Rule**

No person will be considered for any volunteer position involving contact with minors until she/he has been involved with <CHURCH/TEMPLE NAME> for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

b) **Written Application**

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous <church/temple> affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the <church/temple>.

c) **Personal Interview**

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

d) **Reference Checks**

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at <church/temple>.

e) **Criminal Background Check**

A national criminal background check is required for all employees (regardless of position) and “volunteers” as defined above.

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church/synagogue/meeting to run the check. If an individual declines to sign the authorization form, s/he will be unable to work with children.

A disqualifying offense that will keep an individual from working with children will be determined by <IDENTIFY TITLE/POSITION OF RESPONSIBLE PERSON OR TEAM> on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at the <church/temple>.

Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at this <church/temple> becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the <IDENTIFY TITLE OF PERSON TO WHOM ABUSE SHOULD BE REPORTED> for further action, including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at this <church/temple> or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker or church member alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave pending an investigation and instructed to remain away from the premises during the investigation. He or she should be instructed to have no contact with the victim or with witnesses.

3. All allegations of abuse should be reported to the civil authorities, and the organization will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. The organization will fully cooperate with the investigation of the incident by civil authorities.
4. The insurance company will be notified, and the organization will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. The organization will designate a spokesperson to the media concerning incidents of abuse or neglect. The advice of legal counsel will be sought before responding to media inquiries or releasing information about the situation to the congregation. All other representatives of the organization should refrain from speaking to the media.
6. A pastoral visit will be arranged for those who desire it. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

You Also May Want to Consider the Following Provisions Regarding Child Protection

Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least age 14.
- Must be screened as specified above.
- Must be under the supervision of an adult and must never be left alone with children.

Check-in/Check-out Procedure

For children below third grade, a security check-in/check-out procedure will be followed. The child will be signed in by a parent or guardian, who will receive a "child check" for the child similar to a claim check. The parent or guardian must present the "child check" in order to sign out the child from our care. In the event that a parent or guardian is unable to present the "child check," **<INSERT TITLE OF CHILD CARE LEADER>** will be contacted. **<TITLE>** will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children at **<CHURCH/ TEMPLE NAME>**. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours;
- Green or yellow runny nose;
- Eye or skin infections; and/or
- Other symptoms of communicable or infectious disease.

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

Medications Policy

It is the policy of <CHURCH/TEMPLE NAME> not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with <INSERT TITLE OF CHILD CARE LEADER> to develop a plan of action.

Discipline Policy

It is the policy of <CHURCH/TEMPLE NAME> not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with <INSERT TITLE OF MINISTRY LEADER> if assistance is needed with disciplinary issues.

Restroom Guidelines

Children five years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door, and leave the stall door open as they assist the child.

For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty, and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.

3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

Training

<CHURCH/TEMPLE NAME> will provide training on this child protection policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are strongly encouraged to attend these training events.

*****taken from www.safechurch.com**



Ministry Etiquette

I. Part of a Team

A. Communication

1. Communication is key in all relationships, especially in ministry. Talking amongst fellow leaders and seniors leaders about issues in the church helps:
 - a) Keep leaders in the loop of particular situations other leaders need to know about
 - b) Protects from wolves who try and divide the leadership
 - c) Helps leaders not to cross over each other by giving contradicting advice in a given situation
2. There is a fine line between Communication and Gossip. Be aware and when you cross the line, admit it, apologize where necessary, and move on!

B. Work Together

1. Support one another and pray for fellow leaders, particular when going through a difficult season. One of the greatest lies is that once you are in leadership, that you cannot go up for prayer during a ministry time because you need to be praying for others.
2. In prayer ministry during a church meeting, be aware of what is going on, and be available to assist others on the team as they are ministering.

II. Men & Women

A. There are different types of situations that may arise, and to not give room to the Enemy and to create a Safe Place for Ministry, here are some basic principles to help guide:

1. In general, men minister to men and women minister to women.
2. It is great to have couples minister together when possible.
3. When ministering in a church meeting, if a man or woman are ministering on their own, it is great for other leader's to be aware, so if someone is ministering to the opposite sex, that a leader of the same sex can join in.
4. When ministering in a church meeting, and because of a shortage of people to pray with people and someone is ministering to the opposite sex, always keep prayer sessions short, highly visible (up front and do not go to a separate room), and do not get into deep personal issues.

III. Pastoral Ministry

A. Control vs. Discipleship

1. In discipleship, we walk with people in such a way that we are pointing people towards their personal relationship with God as opposed to getting them to rely on us.
2. In a controlling situation, we get people to depend on us and we tell people what decisions to make in life.

B. Listening

1. Our primary ministry to people is that of listening.

2. Be interested: Eye Contact & Ask Good Questions that help probe deeper.

C. Helping to Discern

1. Repeat back to people what you hear them saying. That will either help clarify, or they may say that that is not what they meant at all. This can help give them and yourself a clearer picture of their situation.

2. If a decision needs to be made, once the situation is clearly defined, you can give a list of options that are available to a person...do not make the decision for them, but help them see what direction they can take.

3. Some decisions are clearly against Scripture, and it is important to point that out to someone...still clearly giving them freedom to make their own decisions.

4. Assure them that you will support them in prayer and emotional support whatever decision they make (though it is important to note, that some decisions may have consequences that could result in a break of relationship between you and the person...but this is the exception and not the norm).

D. Always Finish in Prayer

1. If applicable, even take some time together to listen to the Holy Spirit and ask them what they sense (always important that this does not contradict Scripture).

2. E.g. - I once had someone come to me saying that while not following God, they married the wrong person, and now they were going to get a divorce. I had to address what they felt as it was not a Biblical approach.

IV. Sharing in Prophecy

A. I Corinthians 14:3: Primary Guidelines in Giving Personal Prophecy

1. Edification

2. Exhortation

3. Comfort

B. Other Basic Guidelines in Sharing Personal Prophecy:

1. When it comes to Prophetic Words in connection with Guidance & Rebuke, you must be very careful, and in these occasions, It is recommended sharing these kind of Words with the senior leadership of the church and allow them to come with you or share it themselves if they so choose (this is for the person's safety and for your own safety).

2. It does not take away from the anointing or power of the Word if you say, "This is what I sense from the Lord," as opposed to, "Thus says the Lord." (according to I Corinthians 13:9, we prophesy in part, and this gives room for you not getting it right and takes the pressure off the individual to feel that they are missing God if they do not do what you have said).

3. Do not be afraid to ask, "Does this bear witness with you?" And if the answer is NO, then I say, "Put it on the shelf and see if God shows something to you later, and if no, just throw it out."

Appendix

The following pages are useful templates for:

- *Counting Offerings*
- *Church Invoice (to be accompanied with receipts)*
- *Checklist for first-aid box contents*
- *Reporting Allegations of Abuse and Child Protection Concerns*
- *Incident and Accident Form*
- *Sunday School/Creche - Sign In Sheet*
- *Parental Consent Form*
- *Medical Information Form - for parents*
- *Dietary Information Form - for parents*
- *Screening Form (for children and youth workers)*
- *Reference Form (for children and youth workers)*

MEETING LOCATION: _____

Offering Date: _____

Deposit Date: _____

Deposit Number: _____

MEETING LOCATION: _____

Offering Date: _____

Deposit Date: _____

Deposit Number: _____

Offering Report

Offering Report

___ 100 Notes _____

___ 100 Notes _____

___ 50 Notes _____

___ 50 Notes _____

___ 20 Notes _____

___ 20 Notes _____

___ 10 Notes _____

___ 10 Notes _____

___ 5 Notes _____

___ 5 Notes _____

Total Notes: _____

Total Notes: _____

___ 2 Coins _____

___ 2 Coins _____

___ 1 Coins _____

___ 1 Coins _____

Total Coins: _____

Total Coins: _____

___ 50 Cents _____

___ 50 Cents _____

___ 20 Cents _____

___ 20 Cents _____

___ 10 Cents _____

___ 10 Cents _____

___ 5 Cents _____

___ 5 Cents _____

___ 2 Cents _____

___ 2 Cents _____

___ Pennies _____

___ Pennies _____

Total Cents: _____

Total Cents: _____

Total Cheques: _____

Total Cheques: _____

Total Offering: _____

Total Offering: _____

SIGNED: _____

SIGNED: _____

CHURCH INVOICE

Name: _____

Date: _____ Check # _____

For:

- ___ Ministerial Services € _____
 - ___ Office Supplies € _____
 - ___ Youth Supplies € _____
 - ___ Building Project € _____
 - ___ Ministry Supplies € _____
 - ___ Kitchen Supplies € _____
 - ___ Utilities (diesel, etc.) € _____
 - ___ Sundry Items or services € _____
 - ___ Licenses/Tax/Insurance € _____
 - ___ Other Supplies: _____ € _____
- TOTAL: € _____**

Signature: _____

CHURCH INVOICE

Name: _____

Date: _____ Check # _____

For:

- ___ Ministerial Services € _____
 - ___ Office Supplies € _____
 - ___ Youth Supplies € _____
 - ___ Building Project € _____
 - ___ Ministry Supplies € _____
 - ___ Kitchen Supplies € _____
 - ___ Utilities (diesel, etc.) € _____
 - ___ Sundry Items or services € _____
 - ___ Licenses/Tax/Insurance € _____
 - ___ Other Supplies: _____ € _____
- TOTAL: € _____**

Signature: _____

Checklist of first-aid box contents

Use this as a checklist. Quantities should reflect the numbers using any premises.

Check the expiry date of items.

The contents of a first-aid kit should be clearly marked and readily accessible. The kit must be kept in a dry atmosphere and checked and replenished regularly, so that the items you need are always ready to use. It would be wise to have a chart inside the lid of the box which states when the kit was last inspected and by whom.

Adhesive dressings or plasters: Use for minor wounds. The waterproof types are the best choice for wounds on the hands. A box of assorted with heel and finger plasters included should suffice.

Sterile eye pads: Two of these are required.

Sterile dressings: Available in a range of sizes. Two small, two medium and two large recommended.

Roller bandages: Used to give support to joints, secure dressings, maintain pressure on a dressing or limit swelling. At least two should be available, one medium and one large.

Triangular bandages: Used as slings. Also used to keep limbs immobile where breakages have occurred or where it is necessary to move a casualty, e.g. two around ankles, two around knees and two at top of thighs.

Finger bandages: Usually available as kit with applicator and bandage together.

A basic kit should also contain:

- Disposable gloves, these should be put on prior to treatment of any kind
- Scissors
- Tweezers
- Cotton wool
- Cleansing wipes
- Adhesive tape
- Plastic face shield (recommended where artificial respiration is required to be administered)
- Ice Packs
- Notebook and pen (probably the most important thing in the box for insurance reasons)
- Safety pins
- Specify Nitrile gloves (people can be allergic to latex)
- Specify non alcoholic wipes (same reason)
- Foil blanket
- Cotton wool and disinfectant (for a larger building)
- Burn ointments or sprays are not recommended where hospital treatment may be necessary.
- Where possible check a child's medical record, as supplied by parent, before administering first-aid.

Advise parents if a child receives first aid even for minor cuts and scrapes.

Tablets or medicines must not be issued from a first-aid box.

Reporting Allegations Form

Reporting Allegations of Abuse and Child Protection Concerns

If a child discloses information to a leader or volunteer that causes concern that the child is experiencing or is at risk of experiencing abuse, the disclosure by the child or details of any incident witnessed by the worker must be recorded on this form and given to the Designated Officer. Please confine your report to recording what the child actually said or what you saw. Please record times and dates and child's full name and date of birth.

Date of Report: _____

Name of Child: _____ Date of Birth: _____

Address: _____

Any other agencies involved? (Check if the child has received help already) _____

Any family details known: _____

Details of Concern(s), allegation(s) or incident(s):

Please record when the child spoke to you and who was present
Record exactly what the child said including dates of alleged incidents
Record any observed injuries

If you witnessed an incident record factually what you saw

Record any details of person allegedly causing concern and relationship to the child (in any)

Details of the Person completing this form:

Name: _____

Role: _____

Name of Designated Officer: _____

Tel. Number: _____

Incident and Accident Form

This form is to be completed by any leader who witnesses or is first on the scene of an accident or incident in an event that involves a person under the age of 18.

The Designated officer must countersign the form.

Which Event?	Sunday School: <input type="checkbox"/> (please tick) Youth: <input type="checkbox"/> (please tick) Other: _____ <input type="checkbox"/> (please tick)
Date of Incident:	
Time of Incident:	
Name and Age of Child/ Teenager:	
Describe the incident/ accident: Include, Where it occurred? Who was present? What happened?	
Were any injuries sustained? Please describe and write down any bruising observed, etc.	
Action Taken: Please write down exactly what you did:	
Reported to the Designated Officer? Name of D. Officer:	YES <input type="checkbox"/> NO <input type="checkbox"/> _____
Signed: (Leader)	
Signed: (D. Officer)	
Date:	

Parental Consent Form

Children and Youth Ministries

Please complete this form and return it to:

A signed consent form is a condition of participation in this activity for those under the age of 18 years.

Child's name: _____

Age: _____ Date of Birth: _____

GP name and telephone: _____

Emergency Contact: _____

I am willing for (child's name) _____ to participate in _____ children or youth events and confirm that he/she is willing to participate as full as possible.

Yes No

Furthermore, I permit (Child's name) _____ to travel on transport that has been designated as official for the purpose of this event (e.g. minibus/coach/private vehicle).

Please tick one of the following

Yes No

(Child's name) _____ has the following medical condition(s) and requires the following medication and/or special diet:

I confirm that I have given my consent for my son/daughter to attend _____ children or youth events. In the event of him/her being taken ill or injured during the period of the Children or Youth events so that surgical operation or serum injection becomes necessary, I hereby authorize the leader in charge to sign on my behalf any written forms of consent required, provided that the delay necessitated to obtain my signature might endanger his/her health or safety.

Parent/guardian signature: _____ Date: _____

Consent must be provided by the person with parental responsibility

Dietary Information Form – for parents

Please complete in relation to your child.	
Name of Child	
Date of Birth	
Which Event?	
DIETARY INFORMATION:	
Please outline any food requirements:	
Is your child allergic to anything?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please Outline any allergies:	
Signed: (Parent/Guardian)	
Date:	
Thank you for taking the time to fill out this form.	
If you have any queries, or require more information, please do not hesitate to contact one of us at _____.	
For contact details see _____ or email us at _____	

6. Do you practice a sexually pure lifestyle as taught in the Scriptures? No Yes
7. Have you ever been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse? No Yes - If yes, please explain. (Attach a separate page if necessary.)

8. Have you ever used illegal drugs? No Yes - If yes, please explain. _____

9. Have you ever been convicted of a criminal offense? No Yes - If yes, please explain.

10. Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance and care of young people? No Yes - If yes, please explain.

11. Have you read and agree to abide by the policies presented in the Code of Behaviour Form?
 Yes No

Signature: _____

Children and Youth Worker Statement

The information contained in this screening form is correct to the best of my knowledge. I authorize any references or churches listed in this form to give you any information (including opinions) that they may have regarding my character and fitness for work with minors or the mentally disabled. In consideration of the receipt and evaluation of this form by _____, I hereby release any individual, church youth organization, charity, employer, reference or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family, on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this screening form.

Should my application be accepted, I agree to be bound by the By-laws and Policies of _____.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENT THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

Applicant's Signature: _____ Date: _____

Reference Form

This Reference is for:

Name: _____

Address: _____

The above named has applied to work in the children or youth ministries. Your name has been given as a reference. We would be grateful if you could complete this reference form and forward it to us in the envelope provided as soon as possible. Please answer all questions. Thank you.

1. How long have you known the Applicant? _____

2. In what capacity have you known him/her? _____

3. In your opinion how does the applicant demonstrate the following qualities?

(please tick one box after each question)

1 = excellent 2 = very good 3 = good 4 = fair 5 = poor 6 = don't know

Ability to work with children	1	2	3	4	5	6
Ability to work in a Team	1	2	3	4	5	6
Leadership ability / responsibility	1	2	3	4	5	6
Attitude to authority / supervision	1	2	3	4	5	6
Reliability	1	2	3	4	5	6

4. What do you think are this person's strengths? _____

5. Do you know of any area of personal or spiritual difficulty which could affect this person's work with children? Please Specify: _____

6. Any other comments? _____

* Has the applicant seen this reference? Please circle one: YES NO

We cannot promise confidentiality if issues of concern are raised.

Signed: _____

Address: _____

Tel. No.: _____

Position of Leadership: _____

For further information or if you need to speak to someone about this reference please contact:
